

SUBJECT: Facilities and Safety Safety Committee	Effective Date: 2/1/18	Policy Number: FSP 2018 FS0016	
	Supersedes: FSP 2013 FO0002	Page 1	Of 2
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all departments within Facilities and Safety (F&S) at the University of Central Florida.

POLICY STATEMENT:

Facilities and Safety is committed to providing and maintaining a safe campus environment for students, faculty, staff, and the community. Each employee in F&S is empowered to act, and is expected to respond to unsafe working conditions by reporting his or her observations to an F&S manager and/or taking appropriate corrective measures to follow UCF safety procedures and industry practices. Collectively, the F&S Safety Committee (FSSC) will give employees a voice to ensure that their concerns and issues related to safety are brought to the forefront. The committee will be a safe and confidential place for employees to express their concerns, and will act as a problem-solving body.

DEFINITIONS:

Facilities and Safety Safety Committee: a committee representing the F&S departments on matters of safety and consisting of representatives from Downtown Campus, Environmental Health and Safety, Facilities Operations, Facilities Planning and Construction, F&S Human Resources, Landscape and Natural Resources, Resource Management, Sustainability Initiatives, Quality Management and Improvement, and Utilities and Energy Services

Facilities and Safety Administration: F&S Associate Vice President, assistant vice presidents, and department directors

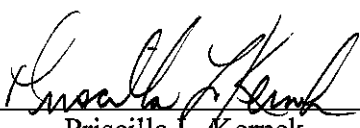
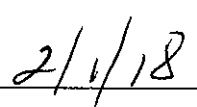
Institutional Safety Council: a university committee that serves in an advisory role to the Director of Environmental Health and Safety to provide guidance and recommendations for a comprehensive, campus-wide safety program

University community: For the purposes of the FSSC, students, faculty, staff, all campus buildings, walkways, roadways, hardscape, and campus land

PROCEDURE

1. The FSSC will maintain committee representation from each F&S department, as shown below. Committee members will report safety issues from their departments to the FSSC, and will likewise communicate committee business and recommendations back to their departments.
 - Downtown Campus (1)

- Environmental Health and Safety (2)
 - Facilities Operations (2)
 - Facilities Planning and Construction (1)
 - Facilities and Safety Human Resources (1)
 - Landscape and Natural Resources (1)
 - Quality Management and Improvement (1)
 - Resource Management (1)
 - Sustainability Initiatives (1)
 - Utilities and Energy Services (1)
2. Secretarial responsibilities will be assumed by Environmental Health and Safety, to include recording and distributing meeting minutes to the FSSC and the F&S departments for general distribution.
 3. The Assistant Director of Environmental Health and Safety will serve as the FSSC chair and act as a voting member on the University Institutional Safety Council.
 4. Department representatives will serve a two-year term.
 5. F&S administration may recommend non-voting advisors to the committee, based on agenda topics, special interests, or expertise.
 6. Activities of the FSSC:
 - Develop agenda topics based upon concerns brought forth by members and F&S employees
 - Disseminate policies, practices, and procedures that promote health and safety in the UCF workplace
 - Review F&S training, inspection, and hazard surveillance programs
 - Monitor and analyze health and safety issues, review incident/accident reports, identify trends, and recommend corrective action
 - Draft and forward committee recommendations to the F&S administration
 7. The FSSC will meet at least monthly. Meetings will be scheduled at various times during the day to accommodate the differing shifts of the committee members.

Approved By:	Date Approved:
 <hr style="width: 80%; margin: 0 auto;"/> Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	 <hr style="width: 80%; margin: 0 auto;"/>