

SUBJECT: Facilities and Safety Safety Committee	Effective Date: 9/23/19	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).

POLICY STATEMENT:

F&S is committed to providing and maintaining a safe campus environment for the University 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:

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

F&S 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: Students, faculty, staff, all campus buildings, walkways, roadways, hardscape, and campus land

PROCEDURE

1. The FSSC will:
 - 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 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 F&S administration
2. The FSSC will maintain committee representation from each F&S department, as shown below. Committee members will report safety issues to the FSSC, and will likewise communicate FSSC business and recommendations back to their departments.
 - Business Office (1)
 - Downtown Campus (1)
 - Facilities Operations (2)
 - Facilities Planning and Construction (1)
 - Facilities and Safety Human Resources (1)
 - Landscape and Natural Resources (1)
 - Resource Management (1)
 - Sustainability Initiatives (1)
 - Utilities and Energy Services (1)
 3. Two (2) members of Environmental Health and Safety will be *ex officio* members of the FSSC, and will assume secretarial responsibilities, to include recording and distributing meeting minutes to the FSSC and to F&S departments for general distribution.
 4. The EHS Manager for Workplace Safety will serve as the FSSC chair and act as a voting member on the University Institutional Safety Council.
 5. Department representatives will serve a two-year term.
 6. F&S administration may recommend non-voting advisors to the committee, based on agenda topics, special interests, or expertise.
 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;"/> Duane Siemen Interim Associate Vice President Administration and Finance (Facilities and Safety)	<hr style="width: 80%; margin: 0 auto;"/> 9/23/19