

## **CAHNRS Safety Committee Bylaws:**

### **Mission Statement**

The College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) safety committee's mission is to provide guidance, training, and accident prevention guidelines, to enhance the safety and environment of all faculty, staff, and students in and around the State of Washington. It is organized to represent every department within the College as well as the Research and Extension Centers across the State. All College safety meetings are open to the CAHNRS community

### **A. Meeting Protocol:**

1. Regular monthly CAHNRS safety committee meetings have an academic cycle beginning in September with the last meeting in May. Meetings are scheduled the second Tuesday of each month, usually in late morning (11:10) or early afternoon (1:10). Summer meetings can be called in an emergency.
2. Adherence to Robert's Rules of Order is not required.
3. Every meeting should be agenda driven. New items to be brought by committee members should preferably be submitted to the Chair ahead of time for inclusion on an upcoming agenda. Otherwise, new business may be addressed in a meeting as time permits.
4. Each meeting begins with a request for any changes to the minutes of the previous meeting. Additions, deletions, and approvals are done informally and orally, recorded by the Secretary/Vice Chair. The Vice Chair will be the incoming chair for the following year.
5. Presentations by guest speakers should follow acceptance of the minutes.
6. UH&S and other committee reports, new and old business as well as open discussion should be included as needed.
- 7 Meeting minutes will be prepared by the Secretary/Vice Chair and distributed to committee members, Department chairs, and others via email as well as posted on the ARC website, which will be done by the ARC principal assistant.

### **B. CAHNRS Safety Chair Responsibilities:**

1. The chair is filled by the secretary/vice chair and will rotate for each academic year chosen by the department chair of the next CAHNRS academic unit in alphabetical order. Midyear (January) the department chair of the next department in the rotation cycle for the following academic year will be notified to select a representative from his/her department to be secretary/vice chair beginning the following September, and then that person will be the next chair of the committee the following year. This will form a 2 year cycle and retain some institutional memory and continuity.

2. The Chair will develop an agenda for each upcoming meeting in consultation with the Secretary/Vice Chair.
3. It is the Chair's responsibility to make sure the meeting begins on schedule, adheres to the agenda, proceeds in a timely manner, and adjourns on time.
4. The Chair will ensure the committee develops a clear set of goals for the academic year at the first meeting in September. Goals should preferably be of general relevance to all units and departments statewide. Each meeting is to be structured toward achieving these goals. The committee secretary/vice chair will work in conjunction with the chair to provide a list of the previous, continuing, or new goals. Examples of previous goals include pursuing improvements to air quality in specific buildings, arranging specific training courses for CAHNRS, investigating areas of perhaps poor lighting, and inviting guest speakers on topics related to safety.
5. Encourage group participation and assign members to gather needed information to report to the committee.
6. The chair facilitates the assignment of a representative for the CAHNRS Safety Director in attending the University Health and Safety Committee meetings. The CAHNRS Safety Director is a member of the University Health and Safety Committee. (UH&S), however is normally represented by a CAHNRS committee member at monthly meetings. These meetings are the first Tuesday of each month. This person serves a two-year term. The selection can be accomplished by committee nomination and vote, volunteers, or simply an assignment from the committee chair and CAHRS safety director. This person will report pertinent information from the UH&S Committee to the CAHNRS Committee.
7. Each year the CAHNRS unit safety committees meeting minutes are collected by the secretary/vice chair and are shared with the ARC Principal Assistant who will assist with the annual audit. The ARC Principal Assistant will have oversight of the safety committee activities, attend all meetings, and assist in communication with the CAHNRS Safety Director. The Chair can share with the committee the results as a pulse-check on the College's activity, and where it should be strengthened, or where excellence is shown.
8. The Chair will communicate to the CAHNRS Safety Director Committee and ARC Principal Assistant goals and needs.
9. If the Chair is not able to make one of the meetings, the previous year's chair will be called by the secretary/vice chair to conduct the meeting.

### **C. CAHNRS Safety Committee Secretary/Vice Chair Responsibilities:**

10. A secretary/vice chair will rotate for each academic year and will be chosen by the department chair of the next CAHNRS academic unit in succession of the chair's department in alphabetical order. Midyear (January) the chair of the department for the following academic year will be notified to select a representative from his/her department to be secretary/vice chair beginning the following September. The secretary/vice chair will be the next year's chair so some continuity and institutional

memory can be kept for the committee. This committee does not have a budget to be kept or reconciled.

11. Each May schedule meeting rooms for the next academic year – usually Hulbert 409. If Hulbert 409 is not available choose a room where WECN is accessible. Send the year's schedule to all committee members to put on their calendars and provide dial in information to each off-campus location.
12. Keep 2 records of current members reviewed each year. One is displayed on the safety website, and the other is the current email listing. There must be one representative per unit within CAHNRS represented on the safety committee.
13. Request safety committee minutes from individual units and maintain these in a file for 2 years. Review minutes for possible meeting agenda items or incidents.
  - Place in file and share all minutes with current CAHNRS Safety Committee Chair and ARC principal assistant. Maintain a log of unit meetings and place a copy in the appropriate section of the Unit Safety Committee Minutes 3-ring binders. Retention for the minutes per EH&S is one year, however for CAHNRS 2 years is generally kept since much of CAHNRS research is seasonal.
  - Once a year the secretary/vice chair and the ARC principal assistant will review the file of safety reports for the current academic year from each department and research and extension center to determine whether all CAHNRS units are holding regular safety meetings as required by SPPM rules, which is 6 times a year. The director of CAHNRS Safety, the Chair, and the committee will be informed of the results.
14. The ARC principal assistant will maintain the website (<http://arc.wsu.edu/safety/index.html>) with the current CAHNRS meeting minutes, information, safety resources, and policy changes.
15. Administer monthly meetings.
  - One week before meetings prepare the agenda in consultation with the Chair and email to members and guest speakers, if any.
  - Arrange WECN connections for research and extension centers.
  - Supply presentation equipment (laptop, projector, etc) as needed and verify they are in working order
  - Take notes at the meeting and prepare the minutes. Obtain clarification as needed from participants before sending out the minutes. Send the minutes via email to the Committee members with a copy to the CAHNRS unit heads so they are aware of the committee's issues and proceedings. If the secretary/vice chair has to be absent it is up to him/her to send someone to take notes for them at the meeting. Or the other option is to change the date of the meeting that works with most of the committee.
16. Provide contacts and resources to Committee members.

17. Maintain any “special” files regarding ongoing projects.
18. If requested the secretary/vice chair may need to maintain files for Emergency Response Plans or Continuation of Operation Plans for the College. Michael Gaffney, Acting Director, Division of Government Studies, is in charge of the Emergency Response Plan and COOP plan for CAHNRS Administration. The units are responsible for storage of their own ERP’s and COOP plans.
19. Communicate with other persons on a statewide basis to obtain/give information as needed.

**Current List of CAHNRS Departments:** (subject to update)

Animal Sciences  
AMDT-Apparel, Merchandising, Design, and Textiles  
Biological Systems Engineering  
CMEC-Composite Materials and Engineering Center  
Crop and Soil Sciences  
Entomology  
Extension  
Horticulture  
Human Development  
Institute of Biological Chemistry  
Plant Pathology  
School of Earth and Environmental Sciences  
School of Economic Sciences  
School of Food Science

**Research and Extension Centers:**

WSU Mt Vernon Northwestern Washington R&E Center  
WSU Prosser Irrigated Agriculture R&E Center  
WSU Puyallup R&E Center  
WSU Wenatchee Tree Fruit R&E Center

**Others:**

USDA/ARS Guest Members  
WSU Olympia Extension Energy Program

Last update: 4/30/12