

LONGWOOD UNIVERSITY

Office of Environmental, Occupational Health, Safety and Emergency Management
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Date Policy Issued:	Contact/Subject Matter Expert:	Procedure Owner/Approver:
	Environmental, Occupational Health, Safety, and Emergency Management Office (EHS&EM)	Director, EHS & EM Office / Vice President of Administration and Finance
Effective Date of Policy:	Supersedes:	Governing Principle:
August 31, 2011	N/A	Environmental, Occupational Health, Safety, and Emergency Management Principle

<p>What is the purpose of this procedure?</p>	<p>The Environmental, Health and Safety (EHS) Committee exists to promote a safe and healthy campus environment by advising and assisting the EHS Office in identifying health, safety and emergency management risks to the campus community in a manner consistent with university policy and regulatory requirements to include responsible environmental and fiscal stewardship. More specifically, the EHS Committee is established to represent the university and the following objectives:</p> <ul style="list-style-type: none"> • Provide a forum for the free exchange of information related to campus EHS issues at Longwood University; • Review the existing EHS Policy and those procedures derived from it and make advisory recommendations to the EHS Office for such changes where applicable; • Review EHS accident/ incident reports and compiled incident data and make recommendations to the EHS&EM Office as appropriate; • Assist the EHS&EM Office in providing information to the campus related to EHS&EM issues/concerns
<p>Does this procedure apply to me?</p>	<p>This Procedure applies to Longwood University faculty, staff and students.</p>

<p>What are the terms I should be familiar with?</p>	<p>EHS&EM – Longwood University Environmental, Health, Safety and Emergency Management Office EHS&EM Committee – A committee established by the university to represent the university and assist the EHS&EM Office in policy and procedure over-site responsibilities. VOSHA – Virginia Occupational Health and Safety Administration – Regulatory agency that provides guidance and enforcement of compliance standards regulating health and safety requirements.</p>
<p>What topics are addressed in this procedure?</p>	<p>Purpose Mission Responsibility Membership Organization and Management Attendance, Alternates, and Replacements Meeting Operations Reports, Records, and Minutes</p>
<p>What does this procedure require of me?</p>	<p>The Mission of the University Environmental Health and Safety Committee is to support Longwood University’s mission of excellence in teaching and learning, research and discovery, outreach and public service by providing leadership and services to assure a safe and healthy environment for all members of the University community. The University Environmental Health and Safety Committee is the primary University component with direct responsibility to ensure consistent progress towards achievement of this goal by coordinating and prioritizing the effective application of University resources applied to environmental, health and safety issues.</p> <p>Membership of the EHS Committee shall be represented by each division within the University and one member of the Cabinet chosen by the President each 12 months, the Director of Public Safety or their designee and the Director of Environmental, Occupational Health, Safety and Emergency Management (non-voting member). The membership process consists of formal appointment to the Committee by the current members of the EHS Committee and approved by the President.</p> <p>The Chairman of the EHS Committee shall be chosen by the EHS Committee members and serve for a term of 18 months. The Chair shall be chosen by the members of the EHS Committee or the President of the University. The Chair has the responsibility for conducting regular EHS Committee meetings and implementing the control functions of the EHS Committee. The Chair works closely with the Director of EHS&EM Office to ensure that the directives of the EHS Committee are being implemented.</p>

The EHS Committee Secretary shall be the Administrative Assistant to the Vice President of Administration and Finance. The Secretary shall assist the Chairman of the EHS Committee as follows;

- As determined by the Chair set meeting dates 12 months in advance to all members of the committee.
- Record all minutes of the meetings and post to the EHS&EM website within 24 hours.
- Notify all members of changes to the meeting schedule
- Create the EHS Committee agenda as determine by the Chair or other members for discussion.
- Follow-up on all action items of the committee through notification of those responsible.
- Reports status of recommendations

Are there specific responsibilities identified within this procedure?

To facilitate co-operation between leadership and the employees of the university in developing and implementing measures designed to ensure EHS processes are at work for all employees.

To assist in the formulation, review and disseminate to employees the compliance standards and procedures relating to EHS processes which are carried out or complied within the workplace.

To assist the EHS&EM Office towards improving the EHS requirements of faculty, staff and students who work at the university.

To examine reports and information relating to EHS operations such as procedures, including incident reports, risk analyses, safety audits, etc.

To examine reports from departments or divisions as applicable to ensure EHS requirements of the work place are carried out and corrective actions are acted upon as necessary.

To assist where applicable the planning and evaluation of proposed changes in the work environment or in work practices, which may have implications for EHS issues.

To review (as applicable) accidents/incidents provided by EHS and offer support in reducing the number and severity of such accidents/ incidents.

Attendance, Alternates, and Replacements

Regular attendance shall be required at EHS Committee meetings. In the event that a member does not attend four consecutive meetings, at the discretion of the Chair, the EHS Committee may vote to request the Division

from which they represent to appoint a replacement.

In order to plan for temporary absences, each EHS Committee member may nominate a designated alternate. The designee may represent the absent EHS Committee member in all aspects of EHS Committee participation, and shall have the responsibility and authority to act on behalf of that member. In the event a member or designee leaves Longwood University, membership is automatically terminated.

Changes to membership and designated attendance shall be documented in the minutes by the Chair.

Meetings, Agenda, and Quorum

The Longwood University EHS Committee meets at least once during each calendar month, or more frequently, at the discretion of the Chair. A quorum consists of fifty per cent of its then present membership. All voting members present are entitled to vote. Between meetings, interim decisions by a majority of all voting members via a mailed ballot or email, but such decisions shall not be considered final until ratified by vote at a called meeting of the EHS Committee. Parliamentary procedures shall be determined by Robert's Rules of Order, as appropriate. At these meetings, the EHS Committee conducts the following activities:

- Formulates Longwood University environmental, occupational health and safety committee procedures based on thorough consideration of the collected technical input and administrative advice submitted by the standing committees.
- Reviews annual environmental health and safety report for the campus.
- Periodically reviews campus EHS Committee mission statement to outline operating procedures and guidelines, as well as training for compliance with applicable EHS objectives as stated in Longwood EHS&EM.
- Provides recommendations to the EHS&EM Office for long range environmental planning requirements as a result of regulatory requirements.

Reports, Records, and Minutes

The minutes of the Longwood University EHS Committee meetings, together with all reports submitted to the EHS Committee, serve as official documentation of items discussed and action taken. The minutes of each meeting shall include the date of the meeting, the members present and absent, a summary of deliberations and discussions, and recommended action items. Following each meeting, minutes shall be prepared in draft form

	<p>and copies sent to all members for review and comment.</p> <p>A copy of the minutes of all EHS Committee meetings shall be kept on file in the “share drive” directed by the EHS&EM Office.</p>			
<p>Are there related documents I should read to fully understand this policy and its requirements?</p>	<p>EHS Policy</p> <p>EHS Procedures</p>			
<p>Record Requirements:</p>				
<p>Revision History:</p>	<table border="1"> <thead> <tr> <th data-bbox="407 947 732 1052"><u>Revision No.</u></th> <th data-bbox="732 947 1057 1052"><u>Issue Date</u></th> <th data-bbox="1057 947 1537 1052"><u>Description of Change</u></th> </tr> </thead> </table>	<u>Revision No.</u>	<u>Issue Date</u>	<u>Description of Change</u>
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