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1996 UNOPA Guidelines for Chancellor's University Safety Committee

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**GUIDELINES FOR THE
CHANCELLOR'S UNIVERSITY SAFETY COMMITTEE**

I. RESPONSIBILITIES

The Chancellor's University Safety Committee (CUSC) is established to assist the Chancellor with ensuring the campus environment is a safe and healthy place for people to come. The CUSC may make recommendations regarding safety and health programs and hazards throughout the University. It is the responsibility of the CUSC to adopt and maintain an effective written Injury and Illness Prevention Program (IIPP). All recordable employee injuries/illnesses may be reviewed by the CUSC.

II. VICE CHANCELLOR

The CUSC reports to the Vice Chancellor for Business and Finance (VCBF). The Assistant VCBF/Director of University Services is responsible for serving as an ex-officio of the CUSC.

COMMITTEE ORGANIZATION/MEMBERSHIP

The CUSC will be comprised of representatives from management, faculty, and staff. All University employees shall have the right to serve as members of the committee. There are, throughout the University, departments which - because of the nature and risk of the work conducted by their employees - are considered for continuous representation on the CUSC. Representation by departments on a continuous basis is as follows:

Agricultural Research and Extension Centers (includes USMARC and NSTA):	One representative each
Campus Police:	One representative
Facilities Management:	Two representatives, one each from either Custodial, Utilities, or Maintenance
Housing:	Two representatives, one each from either Food Service, Maintenance, or Custodial
Landscape Services:	One representative
University Health Center:	One representative (the OH doctor or OH nurse)
Agronomy:	One representative
Animal Science:	One representative
Campus Recreation/Athletics:	One representative
UAAD:	One representative
UNOPA:	One representative
ASUN:	One representative

Additional representation—as a result of employees desiring to serve on the committee—will be accepted as long as the committee does not exceed 25 members.

All appointed representatives, except ASUN representatives, are expected to complete a 3-year term. The ASUN representative will serve for one year.

The committee chair shall be selected from within the committee and is expected to serve for 1 year. The chair may serve additional terms, if selected by the CUSC.

Representatives from units outside of Lincoln are expected to attend meetings at their convenience. These representatives will be contacted before each meeting regarding agenda items.

Ex-officio members will include the Assistant Vice Chancellor for Business and Finance/Director of University Services, the Director of Benefits from Human Resources, the Manager of Environmental Health & Safety, the Occupational Health Specialist, and the Assistant General Counsel/Director of Institutional Regulatory Compliance (Central Administration).

The committee shall meet at least quarterly, and maintain written minutes of their meetings. Environmental Health & Safety (EHS) will provide administrative support to record and distribute minutes of all meetings and any other duties as requested by the CUSC chair.

IV. DEPARTMENTAL SAFETY COMMITTEES / UNIT SAFETY PLANS

The CUSC and EHS will assist UNL departments in organizing departmental Safety Committees and departmental Safety Plans. Minutes of quarterly CUSC meetings may be sent to department heads/chairs, if requested.

February, 1996