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Senators: Chair – David Rainville, Vice Chair – Kristen Hendrickson, Secretary – Kris Hiney, Executive Committee – Glenn Potts, David Furniss

To: Connie Foster, Chancellor
116 North Hall
University of Wisconsin-River Falls

From: David Rainville, Chair
Faculty Senate
University of Wisconsin-River Falls

RE: UW-RF Faculty Senate Motion 2008/2009/27

At the October 22, 2008 meeting of Wisconsin-River Falls Faculty senate, motion 2008-2009/27 was passed. This motion is forwarded for your action.

A motion from the Executive Committee to include a description of the University Safety Committee in Chapter Two of the Faculty and Academic Staff Handbook.

University Safety Committee

[Numbering represents formatting placeholders for eventual inclusion in the Faculty and Academic Staff Handbook.]

Mission Statement

Identify safety hazards/problems with input from the campus community and provide realistic solutions. Provide continuous awareness of safety behavior through education and training to create a safe work environment for employees, students, and the campus community.

Charge to the Committee

Promote health and safety for all employees at UW-River Falls; reduce workplace accidents and injuries and minimize workers compensation costs.

Goals and Objectives

1. Promote safety communication and training to create a proactive attitude toward safety.
2. Review safety audit reports and other similar reports for the purpose of making corrective recommendations to the appropriate departments.
3. Provide a forum for the discussion of health and safety problems, preventive measures, and possible solutions.

Membership

Committee members will be appointed by the Vice Chancellor for Administration and Finance; nominations will be requested from division administrators.

1. Supervisory Employee
2. Custodians from Facilities Management and Student Affairs (2)
3. Maintenance Worker
4. Farm Employee
5. Craft Worker
6. Clerical Worker
7. Representative from Academic Department
8. Union Representative (could be represented by someone from 2, 3, 4, or 6)
9. Representative from Public Safety

Advisory members

1. Risk Management Officer
2. Human Resources Director or Workers Compensation Coordinator
3. Facilities Management Director

Officers

The committee chair will be appointed from the membership by the Vice Chancellor for Administration and Finance. The committee chair shall:

1. preside at all meetings
2. plan agenda with recording secretary's support to announce agenda
3. appoint chairs for sub-committees as appropriate.

The recording secretary shall:

1. record the minutes of the meetings
2. be the custodian of all documents including bylaws, special rules of order, and standing rules
3. conduct correspondence as directed by the committee chair
4. announce reminders of next meeting, agenda, and minutes of previous meeting.

Terms

1. Terms will be for three years, staggered so that one third of the terms expire each June 30.
2. Terms are renewable once at the discretion of the nominating and appointing bodies.
3. New committee members will begin appointments effective July 1.
4. Replacement of a vacancy in membership must be approved by the Vice Chancellor for Administration and Finance.

Meetings

Regular meetings of the committee shall be held the third Wednesday of each month unless otherwise ordered by the committee.

Method of Communication

Agendas and minutes are published for each meeting. The chair prepares and distributes agendas in advance of meetings. The recording secretary will take minutes. Agendas and minutes are sent to all committee and advisory members and to the Vice Chancellor for Administration and Finance.

Accountability

The committee chair will provide an annual report of the committee's activities to the Vice Chancellor for Administration and Finance, due annually, July 1.

Authority

The University Safety Committee is an advisory group and will make recommendations to department chairs/supervisors for corrective action to safety problems.

State of Wisconsin Mandate

The committee is established in compliance with Wisconsin Governor's Executive Order #194, 1994.

X Approved

_____ Disapproved

Connie Foster
Connie Foster, Chancellor

11-17-08
Date