



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Department of Public Safety

MEMORANDUM

TO: Mary Stephens
Vice President Business & Finance

DATE: December 9, 1999

FROM: Ron Misaki
EH&S

SUBJECT: **Charter for - Environmental Health and Safety Board**

Purpose:

The Environmental Health and Safety Board provides is advice on issues related to campus-wide environmental health and safety. The Board is responsible to and reports all findings and recommendations to the Vice President Business & Finance (VPBF), who will review and make recommendations to the President.

Scope:

Boards responsibilities include:

- Review all documented employee injury reports as obtained from the "Supervisors Report of Employee Injury" form, and documented student injuries from the CSUS Health Center's "Student Injury Report" form. The Board determines if the causation of the injury was preventable, non-preventable, occupational hazard or other circumstance. If a review indicates the need for corrective action(s) the appropriate organization will be notified of the recommended actions with copies sent to the Risk Manager. Actions may include a workplace inspection, specialized employee training or other appropriate remedy in concurrence with the VPBF and responsible area VP's.
- Review all University vehicle accidents for appropriate use of the vehicle, causation, and possible fault. Reports findings to the appropriate University VP/Dean/Director for any possible corrective action. If there appears to be a liability issue for the University the Risk Manager will be informed.
- Review illness/injury concerns and makes recommendations for modification in the Injury and Illness Prevention Program.

- Provide a campus forum for bringing forth health and safety related issues/concerns for consideration/action. Seek comments from all committee members and the campus community as a whole. Review all concerns, develop recommendations and forwards information to the Risk Manager and VPBF.
- Review and refer, as necessary, possible health and safety liability issues to the Risk Management Board.
- Review all risk management polices and procedures and recommends changes, additions and/or deletions to the campus Risk Manager.

Membership:

The Board is chaired by the Environmental Health and Safety Officer and consists of one designee from each recognized employee bargaining Unit, Business and Finance, Academic Affairs (other than Human Resources), Student Affairs, Development and University Relations, Human Resources, Academic Senate, Foundation, Auxiliary Business Services, Associated Students.

Procedures:

The Board meets at least quarterly.

Minutes are kept of all meetings and are distributed to all Board members, the University President, all University VP's, the Risk Manager, and the Director of Human Resources. Minutes also will be forwarded to any individual who is subject to a recommendation/concern of the Board as documented in the minutes.

The Chair of the Board, or Chair's designee, will initiate action on recommended items of the committee and follow those items to conclusion and report to the results to the Risk Manager. Conclusions will be reported in the Board meeting minutes.