I. Charge of the committee

A. Serve in an advisory capacity to the Wooster Campus Directors, hereafter referred to as “the Directors”, for developing and establishing policy relating to safety at the Wooster Campus and the Research Stations, including facilities, equipment, personnel and procedures in accordance with local, state and federal guidelines.

B. Assist in the selection of the Wooster Campus Environmental Health and Safety (EHS) staff by selecting a member of the Committee to serve on the candidate interview team as appropriate.

C. Work with the Wooster Campus Public Safety Manager and the EHS staff in establishing and implementing operational guidelines including training, certifications, inspections, routine services, reporting and planning for the Wooster Campus and the Research Stations as requested and as appropriate.

D. Assist EHS staff, as a Committee and/or individual members, in inspections, evaluations, etc. This shall include at least one annual inspection of all ATI and OARDC facilities by a team composed of the EHS staff, a representative of the Wooster Campus Safety Committee, and a qualified fire safety inspector.

E. Address issues brought before them directly by employees.

II. Duties and responsibilities of committee members

A. Attend the bimonthly committee meetings.

B. Brief affiliated department head on issues relating to health and safety.

C. Serve as a resource person to support general health and safety procedures, including scheduling building fire drills, helping with employee training, monitoring safety equipment, and posting proper building signage.

D. Committee membership does not convey enforcement authority nor enhanced responsibility.

III. Membership

A. The committee, approved by the Directors, shall consist of faculty and staff members, as well as ex-officio members, including:

   1. A minimum of one representative and one alternate from each of the OARDC academic departments, and ATI academic divisions. One representative from each of the following service departments: Research Services Building, Facilities Services, Research Operations (includes consolidated farms and outlying stations), and GDAL (Grace Drake Ag. Lab). The representatives shall be
appointed by the department administrators and reviewed annually, with reappointment if appropriate.

2. One Associate Chair or ATI Division Chair representative, and one alternate appointed by the OARDC Director for a one-year term.

3. One representative from the USDA/ARS Safety, Health, and Environmental Management Committee, with appointment reviewed annually by the Management Committee and reappointment if appropriate.

4. The Public Safety Manager and Safety Officer shall serve as ex officio members.

B. The Chairperson and Secretary of the Committee shall be elected annually by the Committee for one-year terms. The election will be held during the first meeting of the committee year where at least two-thirds of the members are present. Officers may be reelected to multiple terms, but may not serve more than two consecutive terms.

C. Vacancies occurring on the Committee shall be filled in accordance with Section III-A, and the individual selected shall serve the remainder of the term of the initial appointee.

D. The Directors, in consultation with the OARDC Administrative Cabinet, Associate Chairs and/or other appropriate individuals or groups, may restructure the Committee at any time for appropriate reasons.

IV. Guidelines

A. The Committee shall meet at the call of the Chairperson or at the request of the EHS Manager or the Public Safety Director. Two thirds of the voting members must be present to establish a quorum.

B. Once a quorum has been established, a motion is considered carried if 2/3 of the voting members present vote in the affirmative.

C. All members of the committee shall be voting members except ex officio members who shall be non-voting members.

D. The Committee year shall be from November 1 to October 31.

E. Recommendations concerning policy matters relating to environmental health and safety shall be forwarded to the Directors for consideration and implementation.

F. Recommendations relating to implementation and/or action concerning specific safety related problems, issues, actions, etc. shall be made to the Public Safety Manager. Concerns about implementation of recommendations shall be forwarded to the Directors.

G. Minutes of Committee meetings shall be maintained by the Chairperson and transferred to the newly elected chairperson. A copy of the minutes shall be submitted to the Directors and Associate Department Chairs as appropriate, following each meeting.
Annual Review & Update by:

Summary of changes on March 15, 2017

1. Changed “ATI and OARDC” to “Wooster Campus” in I.A.

2. Added “A minimum of” to beginning of III.A.1.

3. Changed “three at large” to “ATI academic divisions.” III.A.1.

4. Added “(includes consolidated farms and outlying stations), and GDAL (Grace Drake Ag. Lab)” to III.A.1.

5. Added “or ATI Division Chair” & “and one alternate” to III.A.2.

Summary of changes on January 18, 2017

1. Added “as appropriate” to I.B.

2. Added “as requested and as appropriate” to I.C.

3. Removed “beginning March 2012” from II.A.

4. Added “nor enhanced responsibility” to II.D.

5. Changed “from October 1 to September 30” to “from November 1 to October 31” in IV.D.

6. Changed “Public Safety Director” to “Public Safety Manager” in I.C.

7. Changed “EHS Manager, Safety Officer, and Public Safety Director” to “Public Safety Manager and Safety Officer” in III.A.4.

8. Changed “EHS Manager and the Public Safety Director” to “Public Safety Manager” in IV.F.

Summary of changes on February 22, 2012

1. Numerous wording changes

2. Made meetings bimonthly instead of monthly

3. Created rules for a quorum

Summary of changes on January 23, 2009

1. Changed name of committee from “Wooster Campus Environmental Safety Committee” to “Wooster Campus Safety Committee”

2. Changed Topic III, A, 2 from Associate Chair term of 2-years to 1-year

Summary of changes on October 17, 2007

1. Changed date to “October 17, 2007”

2. Changed Topic (I) to “Charge of the committee”

3. Added topic (II) “Individual safety representatives’ duties and responsibilities”

4. Added subtopics II-A, B, C and D

5. Combined Topic II-IA 1 and 2, renumber remaining subtopics
6. Deleted Topic III-A 6  
7. Renumbered Topic II to III, and III to IV

Summary of changes on February 18, 2004

1. Added definition of “the Directors”  
2. Changed wording to reflect existence of the USDA Safety, Health, and Environmental Management Committee  
3. Identified as the first meeting of the committee year the time frame for elections to be held  
4. Changed “Outlying Branches” to “Research Stations”

Summary of changes on November 19, 2002

1. Heading changed to date November 19, 2002  
2. II.A.2. Changed Physical Plant to Facilities Services to reflect the new department name  
3. Added a safety representative from Research Services Building