OCCUPATIONAL SAFETY COMMITTEE CHARTER

Mission

The charge of the Occupational Safety Committee (OSC) is to assure a safe work environment for faculty, staff, students, and visitors through the creation and maintenance of effective safety and health programs. It is the responsibility of the Committee to establish appropriate health and safety policies in accordance with federal regulations and guidelines that cover workplace safety.

Purpose and Scope

UNH acknowledges its responsibility to provide a safe and healthy work environment and to educate the UNH community about workplace safety and health. The OSC reports to the Senior Vice Provost for Research (SVPR) on matters related to safety, industrial hygiene, and workplace safety compliance. Specific tasks include:

- Develop, review, and update written programs and procedures to ensure compliance with OSHA, New Hampshire Department of Labor and other applicable regulations, and recognized consensus safety standards.
- Serve as an advisory body to the UNH Environmental Health and Safety Committee (EHSC) on policies and procedures to ensure the health and safety of all faculty, staff, students, and visitors at UNH.
- Obtain and analyze available data on past injuries and illnesses, identify trends, and suggest appropriate corrective actions.

OSC Responsibilities

- Review OSC Charter at least annually.
- Communicate workplace safety and health policies and procedures to each member’s representative Department.
- Ensure that personnel in their representative Departments are in compliance with workplace safety and health policies, procedures, and training requirements as laid forth in each approved occupational safety or health program.
- Inform managers and staff of changes in rules and recommendations of various government agencies concerned with workplace health and safety.

OSC Membership

Full Members: the committee shall consist of no fewer than thirteen voting members.

The membership of The Committee is comprised of representatives in each of the following Departments, organizations, and business units:

- Business Affairs, with representatives from, at a minimum, each of the following sub-units:
  - Facilities Operations and Maintenance
  - University Hospitality Services
  - Housing
Members shall be appointed by the SVPR for a term of two years. Members may succeed themselves. Members may represent more than one Department by permission of the SVPR. Large Departments may request to have multiple representatives on the OSC from the SVPR.

Removal of a member from the OSC requires documented and substantiated "just cause" that demonstrates the member to be unfit or unable to serve on the OSC. "Just cause" for removal may include, but is not limited to, lack of regular attendance at meetings, a finding of misconduct, or an unresolved conflict of interest. The decision to remove a member is made by the SVPR and a majority vote of the OSC membership. The Committee shall meet no less than four times per year. A quorum is greater than 50% of the Committee membership. All matters requiring a vote by the OSC require a simple majority of the quorum. Individuals who cannot attend an OSC meeting due to a University-sponsored event or sabbatical should appoint a designated alternate to serve during their absence. The name of the designated alternate shall be provided to the committee chair. The designated alternate has voting rights. No member of the OSC may be involved in the review or approval of a project or program in which he/she has professional or financial interest, except to provide information requested by the OSC.

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