Safety Committee Guidelines (Optional)

For those departments or units that wish to establish a safety committee to assist them in implementing the UC Davis Safety Management Program, the following may be used as guidelines.

A. Duties of the safety committee

The safety committee has the following duties and responsibilities:

1. Meet at least quarterly.

2. Keep written records of meetings and make them available to department/unit employees.

3. Review results of inspections conducted by the department safety coordinators and audits or inspections by groups outside of the department/unit, e.g., EH&S inspections, Department of Health Services inspections.

4. Review investigations of accidents and cases of injury and illness, and make recommendations regarding prevention.

5. Submit recommendations in response to employee safety suggestions.

6. Develop strategies for implementing new safety management programs.

7. Coordinate activities of department/unit safety coordinators, provide direction, and facilitate the dissemination of safety information.

8. Appoint ad hoc committees as required.

B. Safety committee members

A safety committee should be broadly representative. For example, five safety committee members could be appointed by the department head to oversee the Safety Management Program:

1. One member from the Management Services Officer level.

2. One or two members from the research laboratory level.

3. The department/unit safety coordinator.

4. One or two members from the faculty.

5. One member-at-large from the department/unit.

The chair of the safety committee will be designated by the department/unit head.