

Department of Agronomy and Horticulture

Safety Committee Charter

Mission Statement:

The mission of the Department of Agronomy and Horticulture Safety Committee is to promote a healthy and safe environment for all employees and visitors to our facilities through the involvement of all individuals with regards to education, communication and safe work practices.

Activities:

The activities of the committee will include, but are not limited to, the following:

1. In conjunction with faculty, lab and field managers, identify unsafe work practices and conditions and suggest appropriate remedies.
2. In conjunction with UNL Environmental Health and Safety conduct periodic safety walk-thru's of both operations and facilities to identify safety hazards and recommend corrective measures.
3. Review accident/incident reports to identify trends and recommend a course of action to the management.
4. Assist in the development and implementation of effective health and safety awareness programs.
5. Encourage feedback from all individuals with regard to safety related ideas, problems, and solutions.
6. Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety program.
7. Develop a written Departmental safety plan
8. Serve as an advisory body to management on health and safety issues.

Members:

Committee members shall be appointed by the Department Head and constitute a diverse group of employees from faculty, field, lab and administrative staff. Members shall serve a staggered 3-year term effective July 1.

Responsibilities:

Management's Responsibilities:

1. Allow the time for committee members to participate in meetings and assigned responsibilities.
2. Allocate the resources necessary to carryout safety committee activities.
3. Support committee recommendations. Provide guidance and assistance when necessary.
4. Provide timely feedback to the committee.

Chairperson's Responsibilities:

1. To ensure that the committee meets quarterly.
2. Facilitate the safety committee meetings.
3. Coordinate the assignment of activities to committee members.
4. Ensure that the committee reviews the "Safety Charter" as needed and makes the necessary changes.
5. Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion.

Recorders Responsibilities:

1. Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion.
2. Distribute the agenda with minutes to committee member's one week prior to each scheduled meeting.
3. Make arrangements for the meeting room.

4. Distribute any correspondence and/or directives developed by the committee.
5. Develop and maintain files of meetings and correspondence.

Committee Members Responsibilities:

1. Attend all scheduled safety committee meetings
2. Communicate committee activities with other department employees.
3. Serve on appointed project teams or sub-committees.
4. Bring safety or health concerns to committee meetings.
5. Assist with the development of the agenda upon request

Quorum:

A quorum for the conduct of business at each meeting shall be a simple majority of the committee members present.

Submitted:

Mike Livingston - Committee Chair

Date:

Signature:

Approved:

Dr. Martha Mamo - Department Head of Agronomy &

Horticulture Date:

Signature: