

<b>UT Southern: SA0001-S - Safety Committee</b>	
<b>Version 1</b>	<b>Publication Date: 12/11/2024</b>

**I. PURPOSE**

The existing State of “Tennessee Workers’ Compensation Reform Act of 1992,” requires each employer of the workers’ compensation law to establish a safety committee.

In accordance with state law and UT Policy SA0800, this procedure will establish the guidelines for the creation of a safety committee at UT Southern.

**II. COMMITTEE MEMBERS**

- A. Appointment of safety committee and the committee chair shall be made by the Chancellor or his/her designee.
- B. The committee shall include representatives from the faculty, staff (both exempt and non-exempt) and students.
- C. Membership is an academic year appointment (Fall-Spring), and members may be appointed to consecutive terms if assignment or university position serves the best interest of the committee.
- D. Committee members can recommend an appropriate alternate to represent them in their absence.
- E. Committee members should represent the following positions/titles:
  - Safety & Security Director (Committee Chair)
  - Vice Chancellor of Finance and Administration
  - Human Resources Director
  - Facilities Management
  - Registrar
  - Dean of Students
  - Student Government Association President

**III. COMMITTEE RESPONSIBILITIES**

- A. The committee is responsible for advising the Chancellor and/or SLT on matters concerning workplace safety and health-related policies and procedures.
- B. When applicable, the committee will:
  - Maintain, review, and where appropriate, improve or suggest improvements to policies and procedures related to the safety and health of employees, faculty, students and visitors.

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- Innovate, improve and support enhancements to institutional safety culture.
  - Participate in on-campus “safety walks”
  - Monitor, improve, and simulate awareness of workplace safety, health and environmental compliance.
  - Support effective prevention programs that promote safety.
  - Ensure representation, coordination, and communication with safety or health focus for the purpose of presenting trends and issues to senior leadership.
  - Review reports of potential physical hazards and practices, injuries or illnesses and actual losses.
  - Establish appropriate subordinate committees as necessary to focus on specific area of risk to the university as necessary.
- C. The committee shall meet at least once a semester during the academic year.
- D. Minutes of the meeting will be submitted to the Senior Leadership Team for review and should include the following information:
- The meeting agenda
  - Attendance list
  - Notes on items discussed, the substance of the discussion, and any resolutions
  - Action items
  - Information the committee believes should be presented to campus leadership
- E. Meeting minutes will be archived by the committee chair and kept in a manner that the Chancellor and/or designee decides.