



THE EVERGREEN STATE COLLEGE
OLYMPIA, WASHINGTON

COMMITTEES & DTFS



Health and Safety Committee Procedures

MEETINGS

- 1) Decisions at meetings are made by consensus. No action will be taken as long as there is a member present at the meeting who objects to the proposed action.
- 2) A Chairperson is appointed to serve for a one-year term.
- 3) Environmental Health & Safety Coordinator shares information, which is mandated by State law to be reported to the committee, with the Chair of the Safety Committee who then decides which parts of that information should be passed on to the whole committee. Some of this information is fairly routine and can be summarized briefly, however someone on the committee should be informed of the details.
- 4) An agenda is prepared by the Chair for each meeting and a copy distributed to each member before the meeting. Agenda items for a meeting should be submitted to the Chair at least one week before that meeting. Each agenda item should have a "sponsor" who will be responsible for presenting that item to the committee. After distribution of an agenda, no new item of business can be added, unless adding it is approved by a consensus of the members present at the meeting.
- 5) State law requires that minutes be kept of each meeting. A recorder is selected to serve for one year. During this year the recorder is not expected to serve on any sub-committees. The recorder takes minutes and distributes them before the next meeting. A tape recorder can be used, providing appropriate confidentiality is respected. At each meeting, minutes of the preceding meeting should be read (or every member should have received a copy) and the committee shall formally approve them by consensus.
- 6) Attendance is taken at meetings. Absences due to unavoidable events are excused when the Chair is notified before the meeting. Three unexcused absences result in conversation with the Chairperson to discuss resignation from the committee.

SUBCOMMITTEES

Members will serve on subcommittees as necessary:

Membership/Election/Appointments

Student Selection

Specific project investigation and monitoring

Specific drafting of letters or memos as necessary

OTHER DUTIES

Members may be asked to help Robyn Herring, the Environmental Health & Safety Coordinator, in the event of an emergency. Examples of situations needing help might be a diesel spill in the creek and the quick need to contain it, an L & I inspection needing a guide, or an air quality emergency requiring quick action.

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