

Fact Sheet

Departmental EH&S Committee

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WHAT IS A DEPARTMENTAL EH&S COMMITTEE?

An EH&S committee is a key piece of your department's health, safety and environmental program and an important part of the College's overall EH&S structure. Here are some actions an EH&S committee can take:

- Serve as a forum for department employees to report and discuss unsafe working conditions.
- Identify employee needs for EH&S training and schedule training sessions accordingly.
- Assist department management in prioritizing actions to address EH&S concerns.
- Keep current information available and accessible on any potentially hazardous materials the department may be storing and using. Be sure to have the latest Safety Data Sheets (SDSs).
- Disseminate information about requirements concerning workplace health, safety and environmental protection.
- Help maintain the chemical inventory.
- Verify that the department's training programs are kept current and that all employees receive documented training required by the department.

EH&S COMMITTEE MEETINGS

KSU requires that departmental EH&S committees meet on a regular basis, preferably quarterly and have minutes recorded and kept on file for at least one year. Meetings should include the following activities:

- Setting schedules for regular inspections of work spaces and reviewing inspection findings.
- Reviewing recent accident and incidents; establishing or reviewing preventive measures and any correction deadlines.
- Addressing EH&S suggestions or complaints.
- Reviewing and investigating reports of hazardous conditions and coordinating corrections.
- Submitting suggestions to department management for EH&S program improvements.
- Developing and maintaining a system to communicate with others in the department regarding EH&S issues, such as with posters, fliers or suggestion boxes.

COMMITTEE MEMBERSHIP

Usually, a committee of four to ten members is a good working size. Members should represent all major work groups within the department, including:

- Faculty/principal investigators
- Management and other administrative staff
- Technical personnel
- Student employees (where appropriate)

Individuals with some previous health, safety and environmental knowledge, experience or interest are good candidates for committee membership. Every person in a department should be familiar with his or her EH&S committee representative.

EH&S COMMITTEE CHECKLIST?

Please use the following checklist to measure the effectiveness of your EH&S committee. Please call EH&S with any questions.

- Meets regularly, but not less than quarterly.
- Prepares meeting minutes, including the safety and health issues discussed at the committee meetings, and makes them available to the affected employees.
- Maintains minutes for at least one (1) year.
- Reviews the results of all departmental work site inspections.
- Reviews investigations of occupational accidents and of the causes of incidents resulting in occupational injury, occupational illness or exposure to hazardous substances. When appropriate, the committee submits suggestions to management for the prevention of future incidents.
- Reviews investigations of alleged hazardous conditions brought to the attention of any committee member.
- Conducts its own inspection or investigation, when appropriate, to assist in remedial solutions.
- Submits recommendations to management assisting in the evaluation of employee EH&S suggestions.
- All major work groups should be represented and by at least as many non-supervisory personnel as supervisors.

HOW EH&S CAN HELP

Contact the Office of Environment, Health & Safety at jhgamble@ksu.edu for more information and assistance in establishing or reinvigorating a department EH&S committee. Existing and new committees are also welcome to call for advice or reference materials or to enlist the help of EH&S staff to address a specific concern. EH&S staff are also available to attend committee meetings.

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