



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Health, Safety, and Wellness Committee

Instruction 6405

(EHS)

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ABSTRACT

This advisory committee provides a forum to the President, Uniformed Services University of the Health Sciences (USU) to analyze, provide guidance, recommendations, resources for and evaluation of Health, Safety, and Wellness issues, concerns and projects. It also provides guidance on the implementation, composition and function of the University Health, Safety and Wellness Committee. (HSWC)

B. Purpose. The overall authority and responsibility for the University's Health, Safety, and Wellness program rests with the President, USU. This instruction assigns responsibilities and establishes guidelines and procedures for the implementation, composition and function of the HSWC in support of the overall mission and the strategic plan of USU.

C. References. *See Enclosure 1*

D. Applicability. The provision of this instruction applies to the entire University personnel, both on and off the main NSAB campus.

E. Policy. The University will strive to continuously improve the health, safety, and wellness of our personnel by adhering to the following policy goals and objectives:

1. The HSWC is appointed by and reports to the President of USU.
2. The purpose of the HSWC is to develop and promote a healthy and safe work environment that promotes the wellness of all employees and visitors to our facilities through the involvement of all individuals with regards to education, communication and safe work practices.
3. The HSWC encourages all employees to participate in the safety process for the betterment of all concerned. The personal health, safety, and wellness of each employee of the USU is of primary importance. To the greatest degree possible, this committee will provide employees a means to share with the USU leadership their concerns and issues related to the health, safety, and wellness of our community.

4. Additionally, the HSWC is to foster mutual cooperation and open channels of communication, make recommendations to the President USU and perform such additional tasks as the President or the Chairperson may direct. Although this committee is established under this Instruction primarily to address on the job personnel health, safety and wellness matters, the scope of their considerations can be expanded to include other health, safety, wellness and accident prevention concerns of the University.

F. Responsibilities.

1. The President, USU shall:
 - a. Appoint the members of the HSWC.
 - b. Ensure the adequate administrative support to the HSWC.
 - c. Make decisions based upon the recommendations or reports of the HSWC and notify the HSWC of those decisions.
2. The Chairperson of the HSWC shall:
 - a. Direct the conduct of HSWC meetings.
 - b. Convene a HSWC meeting at least once per quarter.
 - c. Establish necessary deadlines and sub-committee assignments.
 - d. Provide appropriate and timely follow-up on problems and recommendations developed by the HSWC.
 - e. Serve as a communication liaison between the USU leadership and the HSWC.
 - f. Promote health, safety, and wellness by personal example.
3. The Executive Secretary shall:
 - a. Develop meeting agendas.
 - b. Make notifications to membership as to agenda items and meeting times and locations.
 - c. Assist with the coordination and direction of the HSWC and subcommittee activities.
4. The Recording Secretary, if applicable, shall maintain, record, and disseminate minutes of each meeting.
5. The HSWC members shall:
 - a. Help to formulate and disseminate policies, practices, and procedures that promote health, safety, and wellness.

- b. Assist management in the planning of action on occupational health and safety including helping to set priorities to control hazards.
- c. Act as a problem solving group to help with the identification and control of hazards.
- d. Help to resolve health, safety, and wellness issues.
- e. Identify unsafe work practices and conditions and suggest appropriate remedies.
- f. Review accident/incident reports. Types of accidents, causes and trends shall be identified and appropriate corrective action suggested.
- g. Assist in the development and implementation and maintenance of effective safety programs.
- h. Encourage feedback from all individuals with regard to health and safety related ideas, problems, and solutions.
- i. Serve as an advisory body to the President, USU and other management on safety programs and issues.

G. Procedures. *See Enclosure 2.*

A handwritten signature in black ink, appearing to read "RW Thomas".

Richard W. Thomas, MD, DDS, FACS
President

Enclosure:

- 1. References
- 2. Procedures

References

1. DoD Instruction 6055.01, "DoD Safety and Occupational Health (SOH) Program," October 14, 2014.
2. Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees," February 26, 1980, as amended.

PROCEDURES

1. **MEETINGS:** The HSWC will conduct meetings quarterly or more often at the request of the USU President or members. The HSWC may hold interim informational sessions as necessary. Minutes of each meeting will be recorded by the committee "Recorder," approved by the HSWC and forwarded to USU President via the Chief of Staff. Minutes will list members, deputies or invited guests present and summarize subjects or issues discussed, reporting any specific suggestions or recommendations. Distribution of the minutes will be a prerogative of the USU President but may include the HSWC membership and posting on the web.

2. **AGENDA:** Agenda items will be submitted to the HSWC by the USU President if applicable or by Members of the HSWC. Activity Heads, tenured faculty or other permanent University staff may also provide agenda items by providing them to an HSWC member who may present them to the committee. Such items will be evaluated by the Chair and the HSWC for relative priority and discussion.

The HSWC Chairperson should call the meeting to order. The recording secretary will take minutes of the meeting. If the secretary is not present, the Chairperson should designate a member to take minutes and proceed with business in the following suggested order:

1. Call to Order

- a. Call meeting to order, introduce guests, speakers, agenda changes, etc.
- b. Read minutes of previous meeting. Note corrections or changes.

2. Old Business

- a. Discuss status of previously submitted recommendations.
- b. Request status report on any other pending old business.
- c. Set target dates for completion of recommendations and other pending items.
- d. Status report of goals and objectives.

3. Accident Review

- a. Brief summary of number and type of incidents reported since last meeting.
- b. Discuss severe or potentially severe cases including action to be taken or suggestion to minimize exposure.
- c. Brief summary of number and type of accidents for the year to date.
Discuss any problem trends.
- d. Evaluate effectiveness of supervisor's investigation/prevention efforts.

4. Inspection Reports

- a. Report findings of safety inspections made by the committee members or others. Department operations should be inspected on a rotating basis.
- b. Discuss and decide on actions to be recommended as a result of reports.
Identify who will be responsible and establish time frame for action.

5. New Business

- a. Request HSWC members to submit safety suggestions (brainstorm).
- b. Comment on new safety procedures, equipment, etc., of interest to the HSWC.
- c. Plan and schedule safety-training programs.
- d. Other new business.

6. Planning (possible topics)/Closing Remarks/Schedule next meeting.

3. MEMBERSHIP AND TERMS: The HSWC is a standing committee comprised of the following persons or designee:

- a. Committee Chairperson – Asst. VP, Health and Safety/Director, Environmental Health & Safety, with vote (ex-officio).
- b. University Safety Officer, with vote (ex-officio).
- c. University Radiation Safety Officer, with vote (ex-officio).
- d. Occupational Health Nurse, with vote (ex-officio).
- e. School of Medicine Representative, with vote.
- f. Graduate School of Nursing Representative, with vote.
- g. Chief, Workforce Relations, Civilian Human Resources, with vote (ex-officio).
- h. Labor Relations Representative, with vote (ex-officio).
- i. Program Director, Occupational and Environmental Medicine Residency, with vote (ex-officio).
- j. Facilities Department Representative, with vote.
- k. Brigade Representative, with vote.
- l. AFRRI Representative, with vote.
- m. University Biosafety Officer, without vote (ex-officio).
- n. Additional University administrators, faculty, or staff are welcome and will participate as requested by the Committee Chair to speak to specific subjects for areas where they have oversight or expertise.
- o. With the exception of ex-officio members, committee members will serve two-year terms. Terms are renewable.