

ESC Function/Charge:

Provide to CSUS President timely information, advice, and recommendations for action on significant campus Environment Health Safety, and Security, (hereafter called EHS) matters.

Provide CSUS leadership in any Department or College, information, advice, and recommendations for action on significant EHS matters in their department, including Risk Management Services, EHS, NSM, Facilities, etc.

Committee members in their role as representatives of all campus stakeholders receive input and communication from their campus stakeholders and present that input to the committee for consideration regarding hazards, risks, or concerns, as well as suggestions for improvement for significant campus EHS matters.

Receive and assess input and communication from all department specific and labor specific safety committees on campus (e.g., NSM Safety Committee, Chemistry Safety Committee, Radiation Safety Committee, etc.) regarding hazards, risks, or concerns, incidents and learnings, as well as suggestions for improvement for significant department EHS matters.

Receive presentations from any relevant EHS related committee on campus or committee approved guests regarding specific issues of concern or prospective concern for campus EHS matters, or EHS related reports from any campus staff or faculty involving campus EHS matters, or committee approved guests from outside the campus for EHS matters of interest to the committee or to provide education on EHS matters to the committee.

The Executive Safety Committee will provide review and advice and recommendations to the President and the Campus Emergency Planning program to help provide the campus with building, sustaining, and improving the University's capacity to prepare for, respond to, recover from, and mitigate disasters and emergencies that may impact the campus.

The Emergency Management Planning process develops, maintains, and sustains a campus-wide, comprehensive Emergency Management Plan that engages the entire community campus. The Emergency Management Plan will be annually reviewed by a delegate of the ESC with the review to provide recommendations for improvements to the plan.

The Plan will consist of disaster and emergency preparedness, response, business continuity, and recovery. The Plan will take into consideration assessments of the campus's potential susceptibility to natural, man-made, and technological disasters.

“EHS matters” are defined as:

1. Health and well-being of represented and non-represented employees, faculty, students, visitors
2. Public Safety and Security, Emergency Response and Business Continuity for incidents and disasters
3. All campus EHS policy, EHS procedure or EHS regulatory issues

4. Enterprise Risk issues that may adversely impact CSUS financially or adversely impact CSUS reputation
5. Safety for all chemicals brought on campus, their storage and use for operations or education, and their disposal off campus
6. All other non-chemical safety issues, including employee safety, faculty safety, student safety and visitor safety
7. All campus environmental issues, chemical or other, including but not limited to storm water or hazardous waste collection, reduction or management.
8. Safety of contractors working on campus, as well as the safety of all campus employees, faculty, students and visitors from work performed by contractors

Review and provide advice and communication outreach to all relevant departments and units on campus concerning the development, implementation, compliance and incident learning for EHS matters based on input from committee membership or invited guests.

Review EHS compliance and implementation processes for all EHS policies, programs, procedures, SOPs and manuals and provide advice and recommendations for continuous EHS improvement.

Review and provide advice and communication to faculty for teaching students under relevant EHS policies, programs, procedures, SOPs, and manuals.

*Develop ways to share safety policies with the campus community;

*Review the chemical and laboratory safety training classes and develop recommendations for a long-term training plan;

*Provide recommendations to facilitate the implementation the campus-wide Chemical Hygiene Plan and associated SOPs;

*Assess and make recommendations for continuous improvement to the Chemical Hygiene Plan, Laboratory Hazard Assessment Tool, Chemical Inventory System (CIS), and Personal Protective Equipment (PPE) program;

*Promote the development of environmentally sustainable laboratories;

*Review the Facilities Planning and Laboratory Design Guide as it relates to Environmental Health and Safety and provide recommendations as needed;

*Review the Hazardous Waste Management Program and making recommendations for continuous improvement

*Review any special or new Program Areas or campus activities (e.g., carcinogens,

nanotechnology, chemical recycling, and physical hazards) associated with teaching and research and administration and providing recommendations for continuous improvement

*Recommend strategy to reduce risks from processes that are identified as posing a significant risk to the campus community;

*Recommend suspension of any campus activities that pose an unacceptable EHS risk to staff, faculty, students or visitors or University property or reputation.

(*These committee functions are modeled directly from President's Report, Laboratory Safety Committee Section D (3))

ESC Meeting Format and Structure:

The ESC shall meet once/month during the academic year (Sept/Oct/Nov and Feb/March/April) for one hour.

New Agenda written and distributed to committee, President, Deans, and others identified - 48 hours before meeting, including minutes from previous meeting, and relevant documents brought to the committee for review.

All Minutes are taken by RMS Administrative staff, paraphrasing discussions in writing.

Meeting scheduled for 60 minutes or other length as approved by committee in advance, either longer or as likely, shorter.

Meetings may be extended by a majority vote of the committee to complete discussion of an item. Agenda items not discussed within the meeting time may be tabled for future meetings.

If for any reason there is the need for an additional or unscheduled "emergency meeting", this can be done through email confirmation of the committee members and a special agenda will be created and circulated in advance.

No committee meeting activities will be subject to "closed session" or "attorney client privilege." Meeting minutes and agendas can be made available by posting on RMS website.

Meeting Order:

1. Call to Order
2. Roll Call for regular committee members or their designees, so identified.
3. Open Forum (15 minutes): Limited to items not on the current agenda. Issues raised in Open Forum may be added to the agenda or to a future agenda.
4. Approval of the Agenda
5. Approval of the Minutes

6. EHS Incident Review: Incidents for review are selected by the Committee Chair and will be presented to the committee. The committee will review learnings, develop advice and recommendations as needed; and direct information back to all departments and areas of campus potentially impacted by the risks identified through this review. Other incidents for review can be added to the agenda by committee.
7. Old Business: Review action items from previous meetings, items held over due to time constraints, assess closure and time lines for recommended actions, make additional recommendations on action items as needed, provide advice to leadership of campus as needed for items previously reviewed.
8. New Business:
 - a) Report from standing campus safety committees as needed for items of campus wide risk management
 - b) Any report, question, or item for discussion volunteered from individual ESC committee members previously asked to be placed on agenda or added through Open Comments.
 - c) Report of risk, safety concerns on campus by any committee member acting on behalf of any campus community stakeholder; either previously placed on agenda or added through Open Comments.
 - d) Report of EHS labor issues, not otherwise added to the agenda which may impact represented personnel
 - e) Develop any action items as a result of reports or discussions of new business items.
9. Additional Presentations from outside guests, if any. Presentations only if invited with previous approval of committee. Presentations are to be for invited guests only, topics may include outside campus presenters on best EHS, Risk and similar practices from universities, public and private sector experts. No vendor presentations unless specifically requested by committee membership and approved by the committee in advance.
10. Presentations on campus matters relevant to EHS are to be brought only by committee members as campus representatives, not by outside guests, either through incorporation into the agenda for new business, through new agenda items, or in 6(b), 6(c), or 6(d) reports by committee members, unless the committee has voted to add this presenter to the agenda in advance, or unless it is the reason for calling an emergency meeting.
11. Emergency meetings may be called in coordination and approval of the ESC chair by a committee member or the President. A cause for calling an emergency meeting is an extreme urgency to review an issue and create advice or a recommendation to the President that cannot wait until the next scheduled meeting. Some reasons for the urgency include, but are not limited to waiting would incur a significant risk to life and health, or a regulatory agency demands an immediate response, or an event of immense gravity and significance has

occurred.

12. ESC meetings will be open to all members of the campus community. Issues not associated with the agenda should be raised during Open Forum. Visitors may participate in discussion of agenda items but must wait to be acknowledged by the committee chair.