CPFM Safety Council

The purpose of the CPFM Safety Council is to establish operating procedures for the conduct of the Safety Council serving CPFM employees at The University of Texas at Austin.

The Safety Council is established as an organization of CPFM at The University of Texas at Austin. The Safety Council functions as an advisory committee to the Director of CPFM, with the assistance and guidance of the Safety Coordinator. The Safety Council is responsible for the consideration and analysis of each safety issue as it affects CPFM's work force. Legitimate safety and occupational health concerns considered by the Council will be addressed directly by the Council and forwarded to the Director with recommendations for resolution.

The Council will be composed of fifteen representatives and five technical/administrative support members. Council members will be persons filling non-supervisory positions in CPFM Organization. Council representatives will be appointed by departmental management each January for two-year terms. Because of its remote location, Pickle Research Campus also has a Safety Council for PRC-specific safety issues. At least one representative of CPFM Safety Council will be from the PRC Safety Council. A subcommittee from the Night Custodial Services section will consist of four members. Other subcommittees from specific areas of CPFM may result from specialized safety issues that need further evaluation.

Technical/Administrative support staff will act as advisors and facilitators concerning the examination, analysis and correction of safety considerations or issues that may impact CPFM. Technical/Administrative support staff are nonvoting members of the Council. Other experts in various fields of specialization may be called by the Council as necessary to act as temporary advisors for specific issues.

The permanent Technical/Administrative support staff will be as follows:

- CPFM Safety Coordinator (Primary Safety Advisor)
- Appointed Person from Training & Safety (Recording Secretary)
- CPFM Personnel Services Supervisor (Workers Compensation/Worker Injuries Advisor)
- Training Coordinator (Primary Training Advisor)
- Work Process Advisor (Appointed by the Director)

Representatives will come from each of the following sections or groups:

- Central Stores (1)
- Landscape Services (1)
- Custodial Services: one from day crew (1)
- General Services: one representative from Transportation, Recycling or Surplus; one representative from Automotive or Furniture Shop (2)
Architectural & Engineering Services (1) Planning & Construction: one representative from P&C office; one representative from the Carpenter or Cabinet Shop; one representative from General Construction or Paint Shop; one representative from Steam & Plumbing, Electric, Sheet Metal, or Abatement Shop (4) Building Maintenance: two representatives from the four zones & LBJ; two representatives from remaining shops (4) PRC Safety Council Representative (1) Night Custodial Services Subcommittee: four from the night crew (4)

**Council Representative Responsibilities**

Representative—is responsible for voicing safety concerns for his/her designated Shop/Zone and other non-represented work units within his/her area (General Services, Architectural & Engineering Services, Planning & Construction, and Building Maintenance). The representative may bring safety concerns to the Council from other CPFM employees. The representative is also responsible for following up on items assigned to him/her by the Council, and bringing relevant information to the next Council meeting.

Chairperson—is responsible for conducting each session of the Council. In addition to the responsibilities of a Representative, the Chairperson may assign items for follow-up to other Representatives.

Alternate Chairperson—is responsible for conducting each session of the Council in the absence of the Chairperson. The Alternate Chairperson has the same responsibilities as a Representative and the Chairperson, in his/her absence.

PRC Safety Council Representative—is responsible for communicating safety information from the PRC Safety Council and providing assistance to the Council when necessary.

Night Custodial Services Subcommittee—is responsible for meeting once a month to discuss the safety concerns of the night custodial employees.

Representative—is responsible for voicing safety concerns for the night custodial employees. The representative is also responsible for following up on items assigned to him/her by the Council, and for bringing relevant information to the next meeting.

Chairperson—is responsible for conducting the Night Custodial Services Subcommittee meeting and communicating the safety concerns of the night custodial employees with CPFM Safety Coordinator. The Safety Coordinator will communicate those concerns to the Safety Council for review. The Chairperson also has the same responsibilities as a Representative.
Council Function

It is important that all members of the Council maintain close contact with the CPFM community. In this way, Council members can both receive concerns for consideration from the community and ensure that the community is aware of the status of actions and recommendations initiated by the Council.

The Council will normally meet once each month on the first Wednesday of the month, or other convenient time as decided by the Council Chairperson or the Alternate Chairperson. The Night Custodial Services Subcommittee will also meet once a month at a time decided by the Subcommittee Chairperson.

The Recording Secretary will be responsible for maintaining and publishing, as appropriate, the minutes, agenda, and other records of the Council.

The Council will maintain and publish to appropriate persons an agenda and minutes for each meeting. The records kept will include, but need not be limited to: listing of all safety issues considered with their final dispositions; old business, such as a listing of all safety issues actively being pursued and current status; new business, such as new issues and proposals brought forward in a Council session; and attendance.

Members of the Council will serve alternating two-year terms. The Council will, as soon as possible after receiving new members, elect from the membership nominees for Chairperson and Alternate Chairperson. Upon approval from the CPFM Director, the Chairperson and Alternate Chairperson will be appointed to serve a one-year term. A new Chairperson and Alternate Chairperson will be elected each January. The candidates for the Chairperson and Alternate Chairperson positions will be chosen from Representatives who have served one year on the Council. The Night Custodial Services Subcommittee Representatives will serve two-year terms and elect a Chairperson from the appointed Representatives.

Technical/Administrative support staff will serve on the Council as long as they occupy CPFM positions assigned to the Council. The Director will appoint the Work Process Advisor from an appropriate work unit in CPFM.

A quorum of Council members must be present to conduct a meeting. A quorum shall consist of not less than nine members and include either the Chairperson or Alternate Chairperson or both. A minimum of three persons, including the Chairperson, must be present to conduct a meeting for the Night Custodial Services Subcommittee.

Council Actions

Council decisions and initiatives will be enacted via recommendations to the Director. The Director will consider all recommendations and make the final decision on the execution of changes or additions to Department policies and procedures.

The Council, working with the Director, will utilize funds allocated for CPFM Safety Council activities. Subject to availability, other funds may also be allocated through the Director for use in safety-related initiatives. Every effort will be made to correct safety issues at the CPFM.
**Council Budget** The Council will be allotted an annual budget. The funds appointed to the Council may be spent on safety-related issues for CPFM facilities and programs. The Council Representatives will vote on which items to spend Council funds. The recommendations of the Council will be forwarded to the Director of CPFM for final approval.