

King Fahd University Of Petroleum & Minerals

Dhahran, Saudi Arabia

THE STANDING COMMITTEES OF THE UNIVERSITY

THE ENVIRONMENT, HEALTH, SAFETY AND SECURITY COMMITTEE

I. PURPOSE AND FUNCTIONS

The Environment, Health, Safety and Security Committee shall have the primary responsibility for advising the Rector of the University on all matters related to Environment, Health, Safety and Security in the University. It shall, in addition, have certain continuing responsibilities for administrative and judiciary duties in certain assigned areas of these major functions.

The EHSS Committee is considered an advisory body to the Rector of the university on issues related to the environment, health, safety, and security at KFUPM.

Specifically, the EHSS Committee shall:

1. Observes the state of the environment, health, safety, and security at KFUPM and handle related issues by coordination with relevant departments.
2. Contributes to the improvement of the state of the environment, health, safety, and security at KFUPM and submit its recommendations to the Rector for approval.
3. Prepares an annual plan for the activities and programs related to the environment, health, safety, and security at KFUPM and submit them to the Rector for approval.
4. Revises the By-laws as necessary and submit them to the Rector for approval.
5. Summarizes the minutes of the meeting and submit them to the Rector
6. Prepares an annual report and submits it to the Rector.

Any charges not mentioned are considered the responsibility of the Environment, Health and Safety Department.

II. METHOD OF OPERATION

Meetings: The Committee shall meet regularly, and as needed and convened by the Chairman. Following each Committee meeting, the Chairman shall report attendance to the Dean of Faculty & Personnel Affairs.

- Minutes:** The Committee shall keep accurate records of all decisions taken, and formal recommendations made, and shall report these to the Rector of the University. These shall be available to appropriate committee and staff organizations.
- Reports:** The Committee shall report directly to the Rector of the University, through its Chairman. Annual Report of the Committee will be submitted to H. E. the Rector at the end of the term of the Committee.
- Authority:** The Committee holds authority by delegation from the Rector of the University.
- Sub-Committees:** The Committee may, as needed, but is not required to, establish sub-committees to assist it in carrying out its tasks.
- By-Laws:** The Committee shall establish its own by-laws which shall be submitted to the Rector of the University for Approval.

III. MEMBERSHIP

The Committee shall be composed of a Chairman, a Deputy Chairman, a Recording Secretary (non-voting) and nine members:

Chairman: Appointed by the Rector

Deputy Chairman: Elected from the Members

Members:

- A representative from Projects Department
- A representative from Maintenance Department
- A representative of DG Security Department
- A representative of DG Housing & Office Services
- Assistant Director Lab Tech Support Office
- A representative from Research Institute
- A representative from Medical Center
- Two student representatives to be nominated by the Dean of Student Affairs

APPROVED:



DR. KHALED S. AL-SULTAN
Rector of the University

Date: 26 October, 2014