

Office of Safety and Security
JOINT SAFETY COMMITTEE

Purpose

The purpose of the Joint Safety Committee is to improve operational effectiveness and reduce costs by supporting a safe environment for all faculty, employees, students, visitors and contractors through education, compliance and injury reduction programs.

The primary goal of the Safety Committee is to support and improve the campus safety program. Its function is to involve labor and management in a non-adversarial, cooperative effort, ultimately leading to reduced accidents and injuries for faculty, staff and students. It will promote safety and health in the workplace. The Safety Committee will assist management and make recommendations for change. The Safety Chairperson will ensure that the committee holds meeting not less than quarterly.

Scope

The scope includes all aspects of the college's operation that define all aspects of safety of faculty, staff and students.

Primary Responsibilities

- Participate in safety inspections of all areas of the facility.
- Make recommendations for correcting unsafe conditions and/or practices.
- Follow up and monitor corrections of unsatisfactory conditions as noted on the annual inspection reports.
- Monitor conditions and practices of the campus to meet OSHA standards.
- Review and analyze all accident reports (anonymous basis) involving faculty, staff and students to determine possible unsafe conditions and/or practices to recommend corrective actions.
- Make recommendations to the Safety Officer regarding safety training issues or needs.
- Be involved in other activities as described in labor contracts.
- Recommend annual safety goals or objectives.

Operating Guidelines

- The Director of Safety and Security will serve as the Safety Chairperson and will develop agendas prior to meetings with input from committee members and other staff. The Chairperson will also ensure that meetings are held quarterly and that minutes are recorded and posted for all employees.
- The Safety Committee charge document, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted on the Safety & Security website.

Meeting Times and Dates

- The Chairperson will establish and disseminate the time, place and frequency of meetings. Meetings will occur quarterly, at a minimum; more frequently if necessary.

Committee Member Expectations

- Attend and participate in all meetings as scheduled.
- Work with community members they represent to identify problems, ideas and solutions related to safety.
- Provide recommendations to the Director of Safety and Security and Director of Facilities.
- Communicate discussions and recommendations back to their constituents.

Committee Service

Participation on the council is voluntary. The council will be comprised of no less than 13 individuals including each employee union and individual subject matter experts (at-large members). Union contract language (for all bargaining units) pertaining to joint safety committees will be followed. The Joint Safety Committee charter and membership will be reviewed annually.

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