



Shasta College

District Health & Safety Committee Shasta-Tehama-Trinity Joint Community College District

Constitution

This committee shall be known as the District Health & Safety Committee (hereafter referred to as "Committee") to the Shasta-Tehama-Trinity Joint Community College District.

Mission: Create safe, healthy education and work environments.

Vision: We envision a college providing the highest level of health and safety for all visiting our campuses. Through the committee's work, Shasta College will proactively identify and resolve safety threats, promote a strong culture of safety awareness, encourage health and wellness for all employees, create a culture of mindfulness, and reduce rates of preventable injury and illness.

Values: The Health & Safety Committee believes a collaborative approach to identifying and resolving health and safety threats is critical to sustainable success. The Committee is comprised of individuals representing a wide range of departments and divisions in the District to ensure diversity and inclusion. All members of the Committee contribute equally, with equal influence over Committee decisions and actions. The Committee adheres to these guiding principles:

- Health and safety are fundamental elements of a successful educational institution
- Our students, employees, and general public have the right to a healthy, safe campus environment
- All members of the campus community are responsible for health and safety
- Proactive awareness and communication of health and safety will prevent injury and illness
- Diverse perspectives and active participation result in better health and safety outcomes
- Respectful, professional discussions of health and safety issues facilitate better decision making

The Committee is an integral part of the college's planning model and will be responsible for the development and submission of the Injury & Illness Prevention Program (IIPP). As part of the college's planning model, the Committee's role will continue to:

- Review results of monthly building inspections
- Review investigations of occupational accidents and causes of incidents and submit suggestions to prevent future incidents.
- Review reports of hazardous conditions or work practices and assist with remedial actions
- Review and submit recommendations regarding employee safety suggestions
- Verify abatement action taken to abate OSHA citations

The Committee will report to the College Council.

Revised 02/14/23 RT

Bylaws

ARTICLE I

Membership: The Committee will consist of (11) voting members. Committee consists of 13 Members

Committee Members will be as follows:

Administration/Supervisory

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|---|---------------------------|
| • Director of Physical Plant (Co-Chair) | Andrew Brown |
| • Transportation Supervisor (Co-Chair) | Pamela Carney |
| • Director of Human Resources | Amy Westlund |
| • One (1) Instructional Dean | Mike Mari |
| • Director of Food Services | Denise Axtell |
| • Director of Campus Safety | Lonnie Seay/ Craig Richie |
| • College Nurse | |

Faculty

- | | |
|---|----------------|
| • One (1) HSU-Representative | Elaine Carmena |
| • One (1) Representative appointed by Academic Senate | Jeff McCormick |

Staff

- | | |
|---|--------------|
| • Hazardous Materials Compliance Specialist | Harry Easter |
| • Athletics Equipment Technician | |

Student

- One (1) Student Senate Representative (non-voting)

Other

- | | |
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| • One (1) Keenan & Associates Representative (non-voting) | Phil Clark |
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Physical Plant Administrative Secretary (non-voting) will record the notes of the meetings and disseminate agendas.

NON-VOTING MEMBERSHIP: Any Shasta College staff, faculty, or student may attend meetings.

OFFICERS: The Director of Physical Plant and the Transportation Supervisor will serve as Co-Chairs of the Committee.

QUORUM: A quorum is defined as seven (7) voting members. A quorum must be present for official action to be taken. A simple majority vote constitutes approval.

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ARTICLE II

APPOINTMENT TO THE DISTRICT HEALTH & SAFETY COMMITTEE: In spring of each academic year, the Chair will announce the membership vacancies to the appropriate constituency group for final selection and appointment.

Members will be appointed by their respective departments/Divisions to the Committee. The Academic Senate will be notified of faculty member appointments and the California State Employees Association (CSEA) will be notified of staff member appointments.

TERMS OF MEMBERSHIP: Term lengths will be three years except for administrative/supervisory members whose membership is contingent on their positions.

The multi-year terms will be staggered so all members do not change at one time. At the end of the three-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first Facilities Planning Committee meeting in the fall.

There are no restrictions on the number of terms a member may serve on the Committee. Reappointment of a member may occur upon recommendation by the respective department/Division and consent of the Committee. Members wishing to resign their membership may do so with a written statement to the Committee. Vacancies may be filled at any time.

MEMBERSHIP RESPONSIBILITIES: Each voting member is responsible for and agrees to:

- a. Represent all constituents within the assigned area of representation and bring any issues from that area to District Health & Safety Committee meetings.
- b. Report District Health & Safety Committee business back to the assigned area or, in the case of at-large representatives, make reasonable effort to keep their constituencies apprised.
- c. Vote on behalf of the assigned area or constituency.
- d. Attend regularly scheduled District Health & Safety Committee meetings. Any member unable to attend a meeting should notify the Chair and, whenever feasible, appoint an alternate to attend on the member's behalf. Members are responsible for apprising their alternate with current District Health & Safety Committee information. The alternate representative will have the right to take part in discussions.

CHAIR RESPONSIBILITIES: In addition to chairing the Committee meetings, the Physical Plant Director is also responsible for:

- a. Preparing the agendas
- b. Ensuring the conduct of the District Health & Safety Committee business is communicated to the college community in a timely manner.
- c. Responding to requests for information from the College Council or Budget Committee and, when appropriate, bringing the request for information to the Committee.
- d. Announcing the membership vacancies to the appropriate constituency groups for appointment in spring of each year.

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ARTICLE III

MEETINGS: Meetings will be held monthly, but not less than quarterly. Meetings will be called by the Chair. Meeting times will be established at the first meeting of the fall semester. District Health & Safety Committee meetings will be open to any member of the college community.

AGENDA: Items for the agenda are to be submitted to the Physical Plant Director Co-Chair no later than one week prior to the scheduled meeting.

Agendas and other material relevant to an item on the agenda will be distributed to Committee members and made available to the campus community at least 72 hours prior to the scheduled meeting. Meeting Notes will be published in a timely manner and posted on the District Health & Safety Committee website.

ACTION ITEMS: Action items will be presented to the Committee twice whenever possible; once for information and discussion, the second time for further discussion and action. When an agenda item is presented for action, the committee will attempt to reach general agreement about a course of action. If agreement is not possible, the committee will decide by taking a vote. A formal motion will require a simple majority of quorum to pass. Meeting Notes will reflect any action taken on a formal motion.

AD HOC COMMITTEES: The Committee may recommend the formation of ad hoc committees to address issues of particular concern. Once the issue has been addressed and a recommendation has been presented to the Committee, the ad hoc committee will be disbanded. All ad hoc committee recommendations will be presented to a quorum of the Committee.

ARTICLE IV

Guided by these principles and priorities of safety, maintenance, and efficiency, and applying factors of capacity, condition, adequacy, and cost efficiency, the Committee will

1. Keep student welfare and success foremost.
2. Assure that recommendations are evidence-based (data-driven, realistic, and feasible).
3. Support a facility planning approach that is transparent, timely and objective.
4. Promote participation by all members of the campus community.

ARTICLE V

BYLAWS: Bylaws will be evaluated as determined necessary by the Committee or upon recommendation by College Council.

- A two-thirds majority of the voting membership may amend a bylaw.
- A two-thirds majority of the voting members present may suspend a bylaw for the purpose of a single meeting.

EVALUATION: In May of each year, the Committee will submit a report of its activities to the College Council.

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