Normandale Community College
Safety Committee Charter

MISSION STATEMENT

The Safety Committee supports the mission of the college by fostering and promoting a welcoming and safe place for study and work by its students, faculty, staff, and guests.

COMMITTEE GUIDELINES

Article I  Membership

The Normandale Community College Safety Committee will be made up of members appointed by each union represented on campus, a member of the Student Senate, and a college administrator. Ex-officio members will include the security director, the human resources director or designee, a building services designee, a health sciences designee, and a theatre designee. The maximum number of members on the Committee shall be twelve (12).

Article II  Objectives

The objectives of the Committee are –

• Provide a safe learning and work environment for students, faculty and staff with Power to Act
  o Review accident reports, lost time accidents, near misses, serious injuries, and hazardous working conditions
  o Review and analyze safety and health problems
  o Education and promotion of a safety conscious climate on campus
  o Identify safety training opportunities and needs
• Provide the university with information to comply with federal, state and local regulations with Power to Act
  o Monitor environmental conditions
  o Manage infectious, non-hazardous and hazardous waste
• Evaluate and eliminate risks that can harm people or property with Power to Act

Article III  Committee Chair

The College Safety Officer is the designated Committee Chair. The AFSCME Safety Officer or designee will act as the recording Secretary for the committee.
The Campus Safety Officer and/or the recording secretary will solicit and accept agenda items, and finalize and distribute the meeting agenda. It is the responsibility of the Chair to convene and manage the meeting and clearly identify action items resulting from the meeting and the resultant assignments.

The recording secretary will be responsible to the Chair for contacting the members of the Committee, taking and distribution of minutes, and setting the dates, times, and a meeting room, for each meeting.

Article IV Committee Meetings

The Committee is scheduled to meet ten (10) times annually. The meeting dates for the following year will be published prior to the first meeting in the fall semester. The duration of the meetings will be no more than two (2) hours, unless extended by consensus.

Committee members are expected to attend all meetings. In the event a member is unable to participate, it is their responsibility to advise the Chair.

Article V Committee Actions

Committee decisions will be recorded as voted actions. Actions of the committee typically are categorized as 1) Information and/or Review, 2) Power to Act, or 3) Power to Recommend. The chair is responsible for the implementation of all actions.

Article VI Safety Training

The Chair will designate an individual responsible for the dissemination of Safety Training materials.

Campus department heads are responsible for the approval for all training funds.

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