

PARTICIPATORY GOVERNANCE COUNCIL COMMITTEE DESCRIPTION AND PURPOSE

- I. **COMMITTEE NAME:** Environmental Health and Safety Committee
- II. **TYPE OF COMMITTEE:** Standing
- III. **MEMBERSHIP (NUMBER OF MEMBERS, TERMS AND TERM LIMITS):**
 - A. 2 non-voting Co-Chairs
 - B. 3 Students (Appointed by Associated Students Executive Board)
 - C. 3 Faculty (Appointed by Academic Senate)
 - D. 3 Classified Staff (Appointed by SEIU)
 - E. 3 Administrators, Chief of Police and Director of Buildings and Grounds are recommended (Appointed by Chancellor, after consultation with Administrative Council)
 - F. Alternates (3 from each group listed above)

Term limits subject to appointing body. Any member may be called upon during an Occupational Safety and Health Administration (OSHA) investigation, so committee members are strongly encouraged to complete a ten hour OSHA safety course to improve understanding applicable to this committee. [1]
- IV. **COMMITTEE CO-CHAIRS:** Risk Manager and Director of Student Health
 - A. Co-Chairs report in written (monthly) and oral (twice/year) format to Participatory Governance Council.
 - B. Co-Chairs set meeting agendas and post committee minutes.
- V. **GOAL:** This Committee meets as required to assist the College in promoting a healthy workplace and educational environment free of recognized physical and environmental hazards.
- VI. **PURPOSE AND RESPONSIBILITIES:**
 - A. A proactive approach to health and safety protects District investments in the lives of employees and students, employee productivity, and District reputation
 - B. Understand, discuss, and evaluate trend data on employee and student injuries and illnesses on District property to make recommendations on prevention of similar events
 - C. Understand, discuss, evaluate, and make recommendations about the District Emergency Procedures Manual
 - D. Understand, discuss, evaluate, and make recommendations about the Injury and Illness Prevention Program (IIPP - 8CCR3203), including safety communications, facility safety inspections, and employee safety and compliance training [2]
 - E. Discuss and evaluate outstanding work orders related to health and safety
 - F. Review and make recommendations regarding the District's resource allocation related to health and safety
 - G. Fulfill committee obligations as set forth in the annual board and college goals.
 - H. Fulfill committee obligations to college accreditation.
 - I. Convene meetings no less than quarterly.

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VII. ACCJC - ACCREDITATION STANDARDS TO WHICH COMMITTEE CONTRIBUTES:

- A. III.A.9 (sufficient staff): The institution has a sufficient number of staff with appropriate qualifications to support the effective educational, technological, physical, and administrative operations of the institution. (ER 8)
- B. III.B.1 (safe locations): The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.
- C. III.D.9 (funding): The institution has sufficient cash flow and reserves to maintain stability, support strategies for appropriate risk management, and, when necessary, implement contingency plans to meet financial emergencies and unforeseen occurrences.
- D. Other standards which may apply: III.A.3, I.A.2, III.B.3, I.B.7, and I.C.13,

VIII. MEETING DAY AND TIME: 3rd Monday at 3:00pm-4:30pm

IX. MEETING FREQUENCY: Monthly

X. FOOTNOTES

[1] An OSHA ten-hour training course is available from Risk Services and other sources. The course teaches recognition, avoidance, abatement, and prevention of safety and health hazards in the workplace. (See ACCJC Standard III.A.3.)

[2] Safety topics addressed by this committee will include, but are not limited to (I.C.13.):

- Hazard Communications 29CFR1910.1200, 8CCR5194
- Noise & air quality EPA, 29CFR1910.94-95, etc.
- Electrical safety 29CFR1910.301, etc.
- Machine guarding 29CFR1910.212, 147
- Hazardous materials and hazardous waste handling, storage, and disposal DOT, 29CFR1910.120, 8CCR3114, SF Article 21-22, etc.
- Respiratory Protection 29CFR1910.134
- Personal Protective Equipment (PPE) 29CFR1910.131-138
- Spill prevention & control, SF Art 21, 29CFR1910.120, 8CCR5160-5199,
- Emergency Preparedness (including evacuation drills, basic first aid, CPR, AED, first responder operations, fire extinguishers, and floor captains) 29CFR1910.35, 38, 151; 8CCR3220, 5162, 1512, 1960, etc.
- Ergonomics - OSHA General Duty 5(a)(1)
- Slips, trips, and falls (walking / working surfaces) 29CFR1910.22
- Workplace violence and prevention 8CCR3342, OSHA General Duty 5(a)(1)
- Fall protection 29CFR1926.501, etc.
- Exit pathways & signage 29CFR1910.35-38; 8CCR3215-3229; SF Fire & Building Codes.
- Chemical hygiene plan for labs 29CFR1910.1450
- Bloodborne pathogen protection (BBP) 29CFR1910.1030, 8CCR5193
- Asbestos (AHERA) - inspections and notices 29CFR1910.1001
- Vehicle operations, including driver/operator safety and training DOT, 29CFR1926.601, 8CCR3650, etc.
- Lock out, block out, tag out 8CCR3314, 29CFR1910.147.
- Health and Safety postings, CA Labor Code 6328, 8CCR9881, etc.