

## DISTRICT SAFETY AND HEALTH COMMITTEE FUNCTION

### OLD COMMITTEE FUNCTION:

Safety Committee takes referrals from all segments of the college community, regarding hazardous or potentially hazardous situations. The committee meets monthly to review each case and plans corrective action.

### NEW COMMITTEE FUNCTION:

#### PURPOSE:

The purpose of the Sonoma County Junior College District (District) Safety and Health Committee is to bring representatives of the college community together to assist in the overall effort to achieve and maintain a safe and healthy educational and working environment throughout the District.

#### MISSION:

The mission of the District Safety and Health Committee is to identify, investigate, make recommendations, and communicate to the college community, on matters of safety and health that pertain to the educational and working environment throughout the District.

#### DUTIES AND FUNCTIONS:

1. Hold regular meetings at least once per month.
2. Maintain written agendas and minutes of all meetings, and post them on the District's website.
3. Establish and maintain a program to inspect all District facilities on a regular basis to locate, identify, and document safety and health hazards and submit a list of corrections and recommendations to the appropriate responsible party.
4. Establish and maintain a program to review and if necessary investigate all safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action to prevent similar events from recurring.
5. Establish and maintain a program to receive and review safety and health related suggestions, and reports of hazards from the college community. The program will provide freedom of reporting without fear of reprisal and an option of anonymity for the reporting party.
6. Establish a process for review of corrective actions taken by the District with regard to all safety and health inspection reports or citations.