

# **Sonoma County Junior College District Safety and Health Committee Bylaws**

## **1. MISSION:**

The mission of the District Safety and Health Committee (DSHC) 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.

## **2. PURPOSE:**

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

## **3. DUTIES AND FUNCTIONS:**

- A. Hold regular meetings at least once per month.
- B. Maintain written agendas and minutes of all meetings, and post them on the District's website.
- C. 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.
- D. 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.
- E. 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.
- F. Establish a process for review of corrective actions taken by the District with regard to all safety and health inspection reports or citations.

## **4. MEMBERSHIP:**

A. Composition

- a) 10 Administrators (A)
- b) 3 Faculty (F)
- c) 5 Classified (C)
- d) 2 Students (S)
- e) 20 Members Total

B. Permanent Member By Position

- a) Senior Vice President, Finance and Administrative Services/Assistant Superintendent (A)
- b) Senior Director, Facilities Planning & Operations (A)
- c) Manager, Buildings & Equipment Maintenance (Santa Rosa) (A)
- d) Director, Student Health Services (A)
- e) Chief of Police (A)
- f) Manager, Environmental Health & Safety (Chair) (A)
- g) Manager, Shone Farm (A)
- h) Manager, Buildings & Equipment Maintenance (Petaluma) (A)
- i) Human Resources Analyst/Senior (Confidential) (A)
- j) Director, Emergency Operations Center (A)
- k) Health Sciences Radiation Safety Officer (F)
- l) Coordinator, Public Safety Facilities Operations (C)
- m) Hazardous Materials Specialist (C)
- n) Environmental Health & Safety Specialist (C)

C. Appointed Members

- a) Classified (C)
- b) Classified (C)
- c) Faculty (F)
- d) Faculty (F)
- e) Student (S)
- f) Student (S)

**5. CHAIRPERSON:**

- A. The Manager, Environmental Health & Safety shall serve as the Chairperson of the DSHC, and will convene and preside over the meetings of the DSHC.
- B. The Chairperson will distribute an agenda packet to the DSHC membership at least three days prior to a scheduled meeting.
- C. The Chairperson will ensure that all proposals presented for consideration by the DSHC are in accordance with existing policies and procedures.

- D. The Chairperson will serve as the spokesperson for the DSHC, and serve as liaison to the various SRJC component groups, or s/he shall appoint a designee.

**6. VICE CHAIRPERSON:**

- A. A Vice Chairperson may be elected among the membership of the DSHC.
- B. If a Vice Chairperson is elected, the duties of such shall include:
  - a) Convene and preside over the District Safety and Health Committee Meetings in the absence of the Chairperson.
  - b) Perform the duties of the Chairperson, during an extended absence of the Chairperson.
  - c) Assist the Chairperson as needed.

**7. MEETINGS:**

- A. The DSHC will meet once per month, on the third Thursday, from 10:30 am until 12 noon.
- B. If the regular meeting conflicts with an observed holiday or a college activity, the Chairperson may cancel the meeting or adjust the meeting to the 2<sup>nd</sup> or 4<sup>th</sup> Thursday for that month.

**8. AGENDA ITEMS:**

- A. The deadline for DSHC members to submit agenda items to the Chairperson is four business days prior to the scheduled meeting. The Chairperson may waive this deadline at her/his discretion.

**9. VOTING AND QUORUM:**

- A. A quorum exists when more than 50 percent of the DSHC membership is represented in person or by proxy at the beginning of the meeting.
- B. A simple majority vote of DSHC members and proxies present shall be used as standard protocol for all action items, unless a higher threshold is specified elsewhere (e.g. Bylaws adoption and amendments).

**10. EMAIL VOTING/SPECIAL MEETINGS:**

- A. If there is an issue that needs a vote of the DSHC, but it cannot wait until

the next regularly scheduled meeting, an email vote of DSHC members may be conducted.

- B. The Chairperson will hold the vote by emailing committee members with the issue to be voted upon, and a due date and time for comments and voting.
- C. For email voting a simple majority vote of all the DSHC members (no proxy voting) by the due date and time will indicate approval of the item, unless a higher threshold is specified elsewhere (e.g. Bylaws adoption and amendments).
- D. The Chairperson may, at his or her discretion, withdraw the issue from email voting, and either convene a special meeting of the DSHC to resolve the issue, or place the issue as new business on the agenda of the next regularly scheduled meeting,

## **11. GROUND RULES**

- A. Respect one another at all times. This includes the tone, tenor, and content of language, body language, and facial expressions.
- B. Avoid side conversations.
- C. Honor the agenda and time limits.
- D. *Roberts Rules of Order, Newly Revised* shall provide procedures for governing this organization in all cases to which they are applicable. A copy of these rules shall be available at each meeting.

## **12. ORDER OF BUSINESS:**

- A. CALL TO ORDER
- B. HOUSEKEEPING
- C. APPROVAL OF PAST MINUTES
- D. OPEN COMMENTS
- E. OLD BUSINESS
- F. NEW BUSINESS
- G. REPORTS:

- a) FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)
- b) INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS
- c) SAFETY REPORTS
- d) EMERGENCY MANAGEMENT
- e) ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT
  - i. GENERAL UPDATE
  - ii. HAZARDOUS MATERIALS/HAZARDOUS WASTE
  - iii. TRAININGS

H. ANNOUNCEMENTS

I. NEXT AGENDA

J. ADJOURNMENT

### **13. PROXIES (SUBSTITUTES):**

- A. Proxies will identify themselves to the Chairperson and the DSHC membership at the beginning of the meeting.
- B. No person may hold more than one proxy position.
- C. DSHC members sending a proxy to the meeting should notify the Chairperson in writing prior to the meeting.
- D. Proxies must be from the same constituent group as the absent member (e.g. a student representative must send another student).
- E. No DSHC member may serve as a proxy for another DSHC member.
- F. Proxies must be present at the meeting to hear the deliberations prior to voting.
- G. There are no proxies for email voting.

### **14. STANDING SUB-COMMITTEES:**

- A. Standing sub-committees of the DSHC may be added to the DSHC by a vote of the DSHC.

**15. AD-HOC COMMITTEES:**

- A. The Chairperson may appoint ad-hoc committees as needed.

**16. BYLAWS ADOPTION AND AMMENDMENTS:**

- A. The DSHC Bylaws may be adopted and/or changed by two-thirds majority vote of the DSHC membership.
- B. Changes must be published and distributed to the DSHC membership at least three business days before any action can be taken.

**17. BYLAW HISTORY**

- A. Initial Bylaws approved by a two-thirds majority vote of the DSHC membership on December 15, 2011.
- B. Update of bylaws approved by a two-thirds majority email vote of the DSHC on August 21, 2014.
- C. Update of bylaws approved by a two-thirds majority vote of the DSHC on March 16, 2017.