NORCO COLLEGE

Charter for Safety Working Group
Updated 2023/24
Reaffirm 5-25-23

Purpose
The purpose of the Safety Working Group is to develop and maintain a healthy and safe learning environment for the students, faculty, staff, and visitors. As a problem-solving group, they will help identify promote and maintain issues that address security, health and safety concerns and take appropriate actions. They will uphold their moral responsibility and make recommendations to offices, committee's or councils in order to maintain safe conditions ergo supporting the Norco College strategic planning goals.

Charge

The Norco College Safety Working Group's mission is to explore, recommend, and strategically develop procedures, practices, and initiatives that meaningfully contribute to the achievement of objectives necessary in making our campus community safe. To educate through awareness and training activities, everyone is responsible for the prevention of workplace accidents.
 	
The Safety working Group's responsibility is to:
• Evaluate Safety Programs – Make suggestions for program improvements
• Safety Training – Identify training needs within the district to improve employee safety awareness; this training could include functional, practical, and skill development.
• Communication – Provide a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health (e.g., posters, department/site safety meetings, incentive programs).
• Supporting – The Building and Floor Capitan program
 	
The Safety working group has a fluctuating number of broad base of skilled subject matter experts that and aid in Norco College's 12 Educational Master Plan goals and objectives as skill sets, ability to do so align:
 	
• Goal 6: Pursue, develop, & sustain collaborative partnerships, specifically with the following objectives
  ○ 2025 Objective 6.1: Establish and expand relationships with regional educational institutions.
  ○ 2025 Objective 6.2: Contribute to regional economic and workforce development by creating and expanding relationships with business and civic organizations.
  ○ 2025 Objective 6.3: Expand partnerships with regional veterans' services and support organizations.
  ○ 2025 objective 6.5: Position the college's image and reputation as a leading academic institution in the region.
  ○ 2025 objective 6.7: Help establish a distinct regional identity, organization, and communication amongst our local communities.

Charge

- Goal 7: Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs. Specifically, with the following objectives:
  - o 2025 Objective 7.6: Build and support student services to foster student engagement, wellness, and success in the classroom and outside the classroom.

- Goal 9: (Workplace/Employees) Expand the workforce to support comprehensive college and develop/sustain excellent workplace culture. Specifically, with the following objectives:
  - o 2025 Objective 9.2: Develop systems and provide resources to preserve and foster a positive workplace culture for all constituent groups, including full-time faculty, part-time faculty, classified professionals, student workers, and managers.
  - o 2025 Objective 9.3: Develop a culture that recognizes/thanks employees on a regular basis and celebrates college's successes.

Guiding Principles and Assumptions

The Safety Working Group guiding principle is to work in partnership with all who are aware of risks and are empowered to learn, discover and work in a manner that protects human health and the environment.

The Safety Working Group works to support Norco College achieving its master plan goals and support the state accreditation standard III.B.1: 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.

Our **S.T.E.A.D.Y** Values:
- **Service**: Provide high quality and easy-to-use services in a timely manner. foster open and effect communication to build trust and enhance collaboration.

- **Teamwork**: Teamwork requires everyone! We all have a role to play in preparing our campus for any emergency. We foster cooperation and collaboration. Encourage and support the professiona growth of all.

- **Excellence:** Exert Integrity and leadership based on our ethical obligation to protect people and th environment. Strive to be honest, fair, and consistent. Be prudent stewards of Norco College/Distr resources.

- **Attitude**: Promote safety as everyone's responsibility. Possess and encourage a positive outlook. Maintain a strong work ethic by keeping our word and taking responsibility for our work and action The Little things matter.

- **Diversity**: Be open to everyone's ideas and opinions. Understand the needs and situations of oth Treat all individuals equitably, professionally, and with courtesy, dignity, and respect. Strive to ma our policies, procedures, and training accessible and understandable.

- **Yes, to continuous improvement:** Continuously seek new and creative solutions to improve our processes and services. Learn from the past and others, implement innovative safety solutions.

Scope & Expected Deliverables

To be an effective Safety Working Group, there are many functions the Safety Working Group must provide:

- Increase and encourage safety awareness of all employees. Eliminate unsafe behavior and unsafe safe work conditions.
- Provide solutions to reduce frequency and severity of incidents, property, liability, and workers' compensation costs.
- Involve employees and management in a partnership to achieve a common goal of providing a safe and healthy work environment.
- Involve all levels of staff in decision-making process.
- Provide a communication system "designed to encourage employees to inform the employer of hazards at the workplace without fear of reprisal," it must be a two-way system of communication

Membership

The Safety Working Group should be composed of employees from all levels in the district and genuinely interested in the welfare of their co-workers, the local community resources and those who would like to communicate suggestions.

- Membership should be voluntary to ensure that members are interested in achieving results and are dedicated to developing and maintaining a safe workplace culture. Members should have the following qualities:
    - Interested in safety issues
    - Receptive to new ideas
    - Ability to express thoughts and ideas
    - Willingness to participate in projects and meetings
    - Encourage employees to identify and report workplace health and safety hazards.
- Every single job role consists of multiple different skills that include expertise in many subject areas; by using a broad base of subject matter experts, the membership will fluctuate as needed to address a set of specific needs and or goals.
- Number of members of the working group may vary depending on need and the individual contributors' skill on any particular subject area

Meeting Time/Pattern

The Safety Working Group will have periotic meetings not less than 4 a charter year but can also have as many Ad hoc meetings as needed to address individual safety related concerns, needs, and goals.

The Safety Working Group can bring together any group(s) or everyone in a cooperative effort to communicate and promote occupational safety and health in the workplace.

Roles of Chairs and Members

The Safety Working Group is visible and approachable for safety and health concerns, suggestions, and problem solving. The local College Safety and Emergency Planning Coordinator or an identified designee will facilitate the Safety Working Group.

Facilitator/Co-Facilitator(s) are responsible for preparing an agenda and facilitating meetings and diving dialogue based on best practices and guidelines for effective facilitation.

Members are recognized as subject matter experts and key stakeholders with important perspectives relevant to achieve the strategic goal/objective/charge. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes. While representing the perspectives of their constituency groups. Members are expected to follow the values of the charter and any meeting norms established.

Meeting Procedures and Expectations

The Facilitator(s), and members of this entity, will adhere to meeting norms and best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes should be taken to record the group's progress.

Members endeavor to:

- Appropriately prepare for meetings based on the meeting agenda
- We will respect everyone's time by starting and ending on time
- Be present with the people you are meeting with. Put away phones and other devices during the meeting.
- Only one conversation at one time. Refrain from side-talk.
- Participate in a problem-solving approach
- All ideas are welcomed and respected. Your voice counts. All opinions are valid, but offer reasoning behind your thinking.
- Clarify when you are advocating vs. offering an idea, distinguish between constituency versus college-wide perspectives
- Listen actively to teammates without interrupting others.
- Capture relevant off topic items in a "parking lot" and agree to discuss them later at a more appropriate time
- Everyone is responsible for helping to stay on topic. Speak up if you feel like we're getting off track.
- Challenge past assumptions and sacred cows. Innovation is ongoing.
- Ask questions for clarification to help avoid making assumptions.
- Balance your participation - speak and listen.
- Follow through on tasks that are committed to outside of scheduled meetings.
- Everyone is responsible for upholding the norms. Acknowledge if you notice we are not doing so.
- Take breaks as needed.