

IMPERIAL VALLEY COLLEGE

Standing Rules of the Environmental Health and Safety Committee

Access to the Environmental Health and Safety is available to all members of all constituencies

Board Approval May 8, 2002, Resolution No. 12427

Revision Approval September 3, 2003 Resolution No. 12785

Environmental Health & Safety Committee Revisions May 18, 2009

College Council approval June 8, 2009

MISSION

To carry out its mission to foster excellence in education for its students, the District must provide a safe learning and working environment for its students, faculty and staff. The purpose of the Environmental Health and Safety Committee is to create and maintain such an environment. The committee proposes to accomplish this purpose through the following functions and activities:

FUNCTIONS

- create and maintain active interest in health and safety and to increase commitment to these issues;
- stimulate an awareness of health and safety issues in an atmosphere of cooperation between campus constituencies and increase motivation and morale;
- identify problems;
- formulate policy and procedures;
- monitor and improve workplace health and safety;
- ensure that District safety programs and procedures are in compliance with state and federal statutes and regulations.

ACTIVITIES

- develop and implement programs to protect employees safety and health;
- deal with employee complaints and suggestions concerning health and safety;
- set up and promote programs to improve employee training and education;
- accident investigation and follow up;
- consult with professional and technical experts;
- make recommendations to management for accident prevention and safety program activities;
- monitor effectiveness of programs and procedures;
- periodic surveys and inspections to detect hazards and make recommendations for change;
- review and investigate reports of hazardous conditions and coordinate corrections;
- disseminate information about requirements concerning workplace health, safety, and environmental protection;
- hazard reporting and accident/injury recordkeeping.

MEETINGS

The committee shall meet regularly, not less than quarterly, and report to College Council. The meeting schedule shall be posted on the Committee's website at the beginning of the academic year.

AGENDA

1. The Environment Health and Safety Committee will generate its agenda from items submitted by any committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair of the Environmental Health & Safety Committee and distributed to members a week in advance of the scheduled meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the Committee's website and available for review, with attachments, at the Human Resources Office.

OPERATIONS

1. The Environmental Health and Safety Committee shall provide advice and guidance to the District on applicable health and safety matters.
2. A simple majority of members must be present to hold a meeting.
3. Copies of attendance records shall be forwarded to Academic Services and the President's office.
4. Minutes will be recorded at each Committee meeting and distributed via email to all District employees. Copies of minutes will be forwarded to College Council.

COMMITTEE MEMBERS

The Environmental Health and Safety Committee shall be composed as follows:

- 1 District's Safety Administrator (Committee Chair, non-voting member)
- 1 Administrative Representative
- 2 Faculty Representatives
- 1 Student Representative
- 1 Classified Representative
- 1 Classified Manager/Classified Confidential Representative
- 1 Representative from the Maintenance Department
- 1 Representative from Parking Control
- 1 Representative from DSP&S Program

- 1 Representative from the Allied Health Department
- 1 Representative from Information Technology
- 1 Representative from Public Relations

TERMS OF OFFICE

Voting members shall be appointed by their constituent groups. Management representatives or representatives from different departments shall be selected by management. Voting members shall serve a continuous term of at least one and not more than three consecutive years.

The District's Safety Administrator shall serve as Committee Chair.

PROCEDURES

Since the Board of Trustees has established the Environmental Health and Safety Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The Environmental Health and Safety Committee will allow for discussion and recommendations to be a shared process by representatives of all constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website and available for review, with attachments, at the Human Resources office.
3. All committee recommendations will be forwarded to College Council for discussion and approval.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the Environmental Health and Safety Committee.