

Peralta Community College District District Safety Committee

Mission and Scope of Responsibilities

Mission Statement:

It is the mission of the District Safety Committee to assist management promote a safe and healthful environment for staff, students, and visitors.

Scope of Responsibilities:

1. Chair

- a) Chair the meetings
- b) Keep the meeting's minutes and attendance records
- c) Distribute the agenda and hand-outs five working days before the next scheduled meeting
- d) Distribute the minutes in a timely manner after the committee meetings
- e) Report to the Chancellor, or designated representative issues and recommendations of the Committee
- f) Communicate the business of the committee to employees at large

2. Members

- a) Communicate items for inclusion to the agenda to the chair prior to the distribution of the agenda
- b) Attend the meetings fully prepared to discuss the items on the agenda
- c) Solicit issues and concerns of their respective groups to the committee
- d) Represent the interests and concerns of their respective campuses to the committee
- e) If a member is unable to attend a scheduled meeting it is the member's responsibility to arrange for the designated alternate to attend in his/her place
- f) If a member of the Safety Committee is informed of or observes a significant hazard that places any person or college property at risk for imminent harm, the Safety Committee member has the right and responsibility to take immediate action, including evacuation of staff and students to insure their health and safety.

This authority to take immediate action is granted by the Chancellor pursuant to Article 20.2.3 of the Local 790/1021 contract, Article 25 of the Local 39 contract and Article 12.G of the PFT contract.

Upon such action, it is the responsibility of the Safety Committee Member to notify the College President, the Chancellor's Office, and the Director of Risk Management of the safety concerns and circumstances that warranted the action by the Safety Committee Member.

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3. Committee

- a) The committee shall meet the second Friday of each month.
- b) The core duties of the committee are:
 - i. Make periodic safety inspections of workplace
 - ii. Recommend training programs
 - iii. Review accident and cost trends
 - iv. Make recommendations to management on improving safety & health in the work place
 - v. Communicate the business of the committee to the respective labor groups and campus populations

4. Management

- a) Management recognizes that the role of the district safety committee is to advise management on issues relating to the safety and health of the Peralta organization, to suggest training programs, and identify hazards and unsafe practices that may lead to losses.
- b) Management will receive reports from the committee chair and respond in a timely manner.
- c) Management is ultimately responsible for the safety & health of the Peralta Community Colleges but relies on the Safety Committee to assist in accomplishing this goal.