

Safety, Security, and Emergency Management Committee Charter

Purpose

The purpose of the committee is to bring all UCC employees together to achieve and maintain a safe, healthy workplace.

Goal

The goal of the committee is to eliminate workplace injuries and illness by involving employees and managers in identifying hazards and provide suggestions and training on how to prevent them.

Objectives

The committee has four objectives:

1. Involve employees in achieving a safe and healthy workplace.
2. Promptly review all safety-related incidents, injuries, and accidents.
3. Conduct workplace inspections, identify hazards, and recommend methods for elimination or controlling hazards.
4. Annually evaluate the workplace safety committee process and recommend to the management how to improve the process.

Representatives

The committee will have 2 representatives from Classified and Faculty and one representative from Administration and the student body. Employee representatives can volunteer, or their peers can elect them. Administration including the Chief of Security and/or Director of Facilities and Security will represent the administrative section. Terms stagger so that at least four experienced representatives always serve on the committee.

Training

New representatives will receive training in safety committee function, hazard identification, and accident – incident investigation.

Meetings

The committee will meet every 3rd Thursday of the month except for months when building inspections take place. Monthly date may be adjusted according to schedule and need.

Employee involvement

The committee will encourage employees to identify workplace health and safety hazards. Committee members will present concerns raised by employees to the committee in writing. The committee will review new concerns at the next regularly scheduled monthly meeting.