

# San Mateo County Community College District

## Managers' Health and Safety Committee Charter

### **Purpose**

The purpose of the District Managers' Health and Safety Committee is to bring together a selected group of supervisors, administrators and managers that carry a related expertise in their respective positions with the purpose of evaluating, monitoring, and maintaining a safe and healthy workplace. The San Mateo County Community College District Managers' Health and Safety Committee works in conjunction with the Skyline College Health, Safety & Emergency Preparedness Committee, Cañada College Safety Committee and College of San Mateo Safety Committee.

### **Duties and Functions**

- Discuss and coordinate health and safety activities on a district-wide level.
- Hold quarterly meetings, and if needed, special hybrid in-person/zoom meetings when necessary.
- Maintain and post written meeting records, video recordings of meetings, meeting agendas and minutes.
- Evaluate district-wide health and safety related issues and report back to all college level health and safety committees.
- Maintain a mechanism for the anonymous reporting of health and safety issues.
- Act as a work/task group when required to make immediate resolution as they relate to legal or required health standards.
- Support periodic review of standard safety, emergency preparedness and emergency response procedures.
- Support discussion or make recommendations at a district level for using/providing “best practice” health and safety trainings for all SMCCCD (San Mateo County Community College District) personnel.
- Make recommendations as regarding health and safety related content to either college, district executive leadership, or the SMCCCD Board of Trustees.
- Work with campus specific health and safety committees through their vice president of administrative services or campus representative.
- Collaborate and establish feedback loop with our campus-specific health and safety committees to share, review all recommendations and corrective actions implemented within San Mateo County Community College District.
- Support department and programs in raising awareness about health and safety.

## **Membership** ([See website](#))

### **Authority**

*Associated with BP 2.28 Safety, Injury and Illness Prevention Program and AP 8.40 Risk Management.* The committee and its collective representatives shall have the authority to perform the duties listed above as a task group and/or advisory capacity but not maintain any authority to make policy, override any bargaining unit agreement or take action that countermands health and safety law.

### **Committee Recommendation Requirements**

Each recommendation made by the Chair of the SMCCCD Managers' Health and Safety Committee should be:

- Written with clearly defined purpose, scope
- Written with clear justification presented
- Written with identifying implementation costs
- Written with listing of derived benefits

### **Procedures**

- Agendas, minutes, reports, and recordings shall be maintained and made available for 3 years.
- SMCCCD Facilities & Public Safety Exec. Assistant shall prepare the agenda, minutes and post them on the SMCCCD Managers' Health and Safety Committee website and forward the posting to the chairperson for each of our campus specific health and safety committees.