SAFETY/SECURITY COMMITTEE

MISSION STATEMENT: The mission of the Safety Committee is to promote a safe and secure College environment conducive to education by fostering a strong awareness of safety/security and reducing or eliminating crime, accidents, injuries, and illnesses throughout Ocean County College.

PURPOSE: The purpose of the Safety Committee is:

- To conduct an ongoing systematic review of safety and security conditions throughout the college,
- To regularly review community safety/security concerns and evaluate accident and “near miss” incident reports,
- To promote safety through a comprehensive safety education/training program for all employees, students and visitors to college facilities,
- To promote compliance with federal/state/local regulations and industry standards regarding health and safety.
- To make monthly recommendations to the President’s Leadership Team for the maintenance and improvement of a safe and healthy environment throughout the College.

COMMITTEE COMPOSITION:

Chairperson: Jule Raichle, Assoc. Director of Physical Plant
Jennifer Horsman, Commerce Risk Control Consultant

(Student Representative, to be added)
Robert Arvelo, Safety/Security Technician
Kathleen Bombery, Community Programs Administrator
Esther Camm, Academic Computer Lab Supervisor
Carol Crawford, Director of College Health Services
Ann Feneis, Administrative Assistant I
Dennis Kalichstein, Professor of Science
Dorothy LaPosa, President’s Liaison
Brunilda Lopez-Rivas, Principal Cashier/Buyer I
Karen Blyskal, Director of Human Resources
Dr. Richard Parrish, VP Planning & Administration
The permanent committee members shall be the Associate Director of Physical Plant, the Director of College Health Services, the Director of Human Resources, the Security/Safety Technician, and the Administrative Assistant, Office of Administrative Services. Additionally, a student representative shall be appointed each year and the committee should include at least one representative from each major division of the college. Collective bargaining units shall be extended an opportunity to appoint a representative each year, if they choose to participate.

ORGANIZATION & PROCEDURES:

The Safety Committee shall establish four standing subcommittees, which shall make reports to the full Safety Committee on a monthly basis: (1) Management Liaison Committee, (2) Security & Hazard Prevention Committee, (3) Education/Training Committee, and (4) Accidents/Incidents Assessment Committee.

The Safety Committee shall meet on the second Wednesday of each month, skipping the months of January, July, and August.

The regular meetings shall order business as follows:
   Call to order by the Chair
   Action on minutes
   Unfinished business
   Reports by Standing Committees
   New business
   Announcements
   Adjournment

All members of the college community and guests are welcomed to attend meetings.

RESPONSIBILITIES OF STANDING COMMITTEES:

Management Liaison Committee: The Vice President of Planning and Administration (VPPA) shall transmit the monthly report of the Safety Committee to the next scheduled meeting of the President’s Leadership Team (PLT). The VPPA shall report back the disposition of all Safety Committee recommendations, following consideration by the PLT.

Security & Hazard Prevention Committee: The Associate Director of Physical Plant shall provide leadership for this committee to develop and maintain a program to promote timely reports of dangers, hazards, security, and/or health issues by all members of the college community and visitors. This committee shall also develop and maintain a systematic program of risk assessment of all college programs/facilities, including routine inspection tour reports. This committee shall work cooperatively with other units, such as the Health Services Office and the College Compliance Officer(s), to promote healthy, safe, and secure work/study conditions throughout the college. The committee shall develop a method to conduct a systematic review of the College Emergency Procedures Manual and advance suggestions to the Safety Committee for revisions and additions.
Education/Training Committee: The Director of Human Resources shall provide leadership for this committee, which shall be responsive to the suggestions and recommendations of the Safety Committee, to develop employee accident prevention, safety and health education programs and to promote compliance with federal, state, and local regulatory training requirements. The Education/Training Committee shall work cooperatively with other units on campus to promote appropriate safety and health education programs for students.

Accidents/Incidents Assessment Committee: The Director of College Health Services shall provide leadership for this committee. A review of each accident/incident report shall be conducted on a monthly basis and reported to the Safety Committee. All identification of person(s) related to or pertaining to accidents/incidents shall be kept confidential. The committee shall provide the Safety Committee with a written report of each accident/incident that occurred since its last meeting. Such reports shall include a brief factual description of the accident/incident, including a description of who, what, when, where, how, and why. The committee’s preliminary assessment of the cause(s) giving rise to the accident/incident shall be discussed at the monthly Safety Committee meeting and may form the basis for suggestions/recommendations to be made to the PLT.

OPERATIONAL OBJECTIVES:

1. The Safety Committee shall make a monthly report to the PLT.
2. The Safety Committee shall collect and review all reports from the college community regarding hazards, safety, and/or health issues.
3. The Safety Committee shall work cooperatively with all other college units that are involved in health, safety, and/or security concerns, such as the College Health Services Office, the Physical Plant Department, the Security Department, Emergency Response Teams, etc.
4. The Safety Committee shall analyze all accident/incident reports on a monthly basis and make appropriate recommendations.
5. The Safety Committee shall identify and promote safety training and health education programs for all members of the college community.
6. The Safety Committee shall conduct a systematic review of the College Emergency Procedures Manual and make recommendations to the PLT for revisions and additions.
7. The Safety Committee shall accept other responsibilities, as assigned by the President.