



# HARTNELL COMMUNITY COLLEGE DISTRICT

## ***SAFETY COMMITTEE HANDBOOK***

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### **VISION STATEMENT**

Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

### **MISSION STATEMENT**

Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

### **VALUES STATEMENTS**

- ***Students First***  
We believe the first question that should be asked when making decisions is “What impact will the decision have on student access, learning, development, achievement, leadership, and success?”
- ***Academic and Service Excellence***  
We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.
- ***Diversity, Equity, and Inclusion***  
We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.
- ***Ethics and Integrity***  
We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.
- ***Alliances***  
We develop strategic relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.
- ***Leadership and Empowerment***  
We commit to growing leaders through opportunity, engagement, and achievement.
- ***Innovation***  
Through collaboration, we seek and create new tools, techniques, programs, and improve student learning, student achievement, and institutional effectiveness.
- ***Stewardship of Resources***  
We commit to effective utilization of human, physical, financial, and technological resources.
- ***Health, Safety, and Security***  
We commit to providing a healthy, safe, and secure environment for all students, employees, and visitors.

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**Hartnell College Vision Statement** Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

**Hartnell College Mission Statement:** Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

## **STRATEGIC PLAN 2019-2024 CORE OUTCOMES**

Core Outcome 1 – Degree/Certificate Completion

Core Outcome 2 – Degree/Certificate Completion Efficiency (Units & Time)

Core Outcome 3 – Transfer to Four-Year Institutions

Core Outcome 4 – Student Employment Following Training and/or Degree/Certificate Completion

## **MEMBERSHIP (and terms of service)**

- ◇ Director of Public Safety and Emergency Management (co-chair\*, permanent)
  - ◇ Director of Facilities and Operations (permanent)
  - ◇ 1 Administrator from each satellite campus/center (permanent)
  - ◇ Human Resources representative (permanent)
  - ◇ 3 faculty representatives to include one representative from athletics and one from nursing/allied health (appointed by Academic Senate; 2 year term)
  - ◇ 2 CSEA and 1 L-39 representatives (appointed by CSEA and L39; 2 year term)
  - ◇ 2 Students (1-year term, to be selected by Associated Students of Hartnell College)
- \*A second co-chair will be elected by the committee and will serve a 2 year term.

## **MEMBER RESPONSIBILITY**

- ◇ Committee members are responsible for keeping their constituent groups informed about Council actions and matters under review and consideration.
- ◇ Committee members commit to representing and working toward the best interests of all students, the college, and the community, although each member is encouraged to interact with and express the viewpoints of his/her constituent group.
- ◇ Committee members commit to preparing in advance of meetings, and to participating fully in Council meetings.
- ◇ Committee members commit to engaging in civil and respectful discussion, debate, and deliberation.
- ◇ Committee members commit to working toward consensus in Committee deliberations prior to taking action. Council members reserve their right to cast an independent vote.

## **FREQUENCY OF MEETINGS**

At least quarterly throughout the year.

## **PURPOSE**

To assist the District in implementing its Safety Plan in order to follow safety rules, report unsafe conditions, and to refrain from creating unsafe conditions. Coordinates with the District's Incident Command system.

## **RECEIVES INFORMATION FROM**

Employees, students, community members, other councils/committees, including accident reports and inspection reports.

## **VOTING TO RECOMMEND ACTION/APPROVAL**

The Safety Committee shall be governed by the latest edition of Robert's Rules of Order.

## **MAKES RECOMMENDATIONS TO**

The superintendent/president, Administrative Services Council, College Planning Council.

### **AGENDAS**

The chairs and/or co-chairs develop the agenda for committee meetings. Any individual (student or employee) who wants an item placed on the agenda must submit the item in writing to the chair and/or co-chairs.

### **COMMITTEE RESPONSIBILITIES**

- ◇ Promote safe conditions in all District offices, classrooms, meeting spaces, and other facilities.
- ◇ Remove obstructions to the safety and security of all personnel and of all District facilities.
- ◇ Periodically review and update the District's Injury and Illness Prevention Program (IIPP) and Hazardous Materials Communication Plan (HMCP).
- ◇ Coordinate with the District's Incident Command system emergency preparedness team.
- ◇ Facilitate SWACC Property and Liability Inspection Reporting.

### **EVALUATION OF COMMITTEE EFFECTIVENESS**

Conduct evaluation of the effectiveness of the Committee every 2 years.