





## Scope & Expected Deliverables

To be an effective Safety Working Group, there are many functions the Safety Working Group must provide:

Increase and encourage safety awareness of all employees. Eliminate unsafe behavior and unsafe safe work conditions.

Provide solutions to reduce frequency and severity of incidents, property, liability, and workers' compensation costs.

Involve employees and management in a partnership to achieve a common goal of providing a safe and healthy work environment.

Involve all levels of staff in decision-making process.

Provide a communication system "designed to encourage employees to inform the employer of hazards at the workplace without fear of reprisal," it must be a two-way system of communication

## Membership

The Safety Working Group should be composed of employees from all levels in the district and genuinely interested in the welfare of their co-workers, the local community resources and those who would like to communicate suggestions.

Membership should be voluntary to ensure that members are interested in achieving results and are dedicated to developing and maintaining a safe workplace culture.

Members should have the following qualities:

- o Interested in safety issues
- o Receptive to new ideas
- o Ability to express thoughts and ideas
- o Willingness to participate in projects and meetings
- o Encourage employees to identify and report workplace health and safety hazards.

Every single job role consists of multiple different skills that include expertise in many subject areas; by using a broad base of subject matter experts, the membership will fluctuate as needed to address a set of specific needs and or goals.

Number of members of the working group may vary depending on need and the individual contributors' skill on any particular subject area

## Meeting Time/Pattern

The Safety Working Group will have periotic meetings not less than 4 a charter year but can also have as many Ad hoc meetings as needed to address individual safety related concerns, needs, and goals.

The Safety Working Group can bring together any group(s) or everyone in a cooperative effort to communicate and promote occupational safety and health in the workplace.

## **Roles of Chairs and Members**

The Safety Working Group is visible and approachable for safety and health concerns, suggestions, and problem solving. The local College Safety and Emergency Planning Coordinator or an identified designee will facilitate the Safety Working Group.

Facilitator/Co-Facilitator(s) are responsible for preparing an agenda and facilitating meetings and diving dialogue based on best practices and guidelines for effective facilitation.

Members are recognized as subject matter experts and key stakeholders with important perspectives relevant to achieve the strategic goal/objective/charge. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes. While representing the perspectives of their constituency groups. Members are expected to follow the values of the charter and any meeting norms established.

## **Meeting Procedures and Expectations**

The Facilitator(s), and members of th)