

Annual Report Safety Workgroup - FY22/23

General Information about the Group

The purpose of the Safety Working Group is to develop and maintain a healthy and safe learning environment for the students, faculty, staff, and visitors. As an ad hoc problem-solving group, we help promote health, safety, and security across the campus, address concerns, and take appropriate actions to address issues that are identified. The Safety Working Group will make recommendations to offices, committees or councils in order to maintain safe conditions, ergo supporting the Norco College strategic planning goals. safety that em

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Guiding Principles and Assumptions

The Safety Working Group guiding principle is to work in partnership with all and empower everyone to learn, discover and work in a manner that protects human health and the environment.

The Safety Working Group works to support Norco College achieving its master plan goals and support the state accreditation standard III.B.1: the standard states that the institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. The standard further states that facilities are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Our S.T.E.A.D.Y Values:

- x Service: Provide high quality and easy -to-use services in a timely manner. foster open and effective communication to build trust and enhance collaboration.
- x Teamwork : Teamwork requires everyone! We all have a role to play in preparing our campus for any emergency. We foster cooperation and collaboration. Encourage and support the professional growth of all.
- x Excellence: Exert Integrity and leadership based on our ethical obligation to protect people and the environment. Strive to be honest, fair, and consistent. Be prudent stewards of Norco College/District resources.
- x Attitude : Promote safety as everyone's responsibility. Possess and encourage a positive outlook. Maintain a strong work ethic by keeping our word and taking responsibility for our work and actions. The Little things matter.
- x Diversity: Be open to everyone's ideas and opinions. Understand the needs and situations of others. Treat all individuals equitably, professionally, and with courtesy, dignity, and respect. Strive to make our policies, procedures, and training accessible and understandable.
- x Yes, to continuous improvement : Continuously seek new and creative solutions to improve our processes and services. Learn from the past and others, implement innovative safety solutions.

The Safety Working Group's responsibility is to:

- x Evaluate Safety Programs: Make suggestions for program improvements.
- x Safety Training: Identify training needs within the district to improve employee safety awareness; this training could include functional, practical, and skill development.
- x Communicate: Provide a system for communicating with employees in a form readily understandable by all, on matters relating to occupational safety and health (e.g., posters, department/site safety meetings, incentive programs).
- x Supporting – The Building and Floor Capitan program

Meeting s

The Safety Working Group has periodic Ad hoc meetings as needed to address individual safety related concerns, needs, and goals. Safety Working Group has four scheduled quarterly open forum meetings to allow for feedback, reporting of safety concerns and sharing of ideas. These open forum meetings also serve as a communication to the College community about ongoing workgroup progress and other information items.

All Safety Working Group meetings/members adhere to the following meeting norms:

- x Appropriately prepare for meetings based on the meeting agenda.
 - x We will respect everyone's time by starting and ending on time.
 - x Be present with the people you are meeting with. Put away phones and other devices during the meeting.
 - x Only one conversation at a time. Refrain from side-talk.
 - x Participate in a problem-solving approach.
 - x All ideas are welcomed and respected. Your voice counts. All opinions are valid, however, we ask you to offer reasoning behind your thinking.
 - x Clarify when you are advocating vs. offering an idea, distinguish between constituency versus college-wide perspectives.
 - x Listen actively to teammates without interrupt(oac)4 (h-)12 (her)6.7s.
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Safety Workgroup - Quarterly Open Meeting
Monday, November 14, 2022
Time: 9:00-10:00 A.M.
Location: Zoom

Agenda

1. Welcome and Call to Order
2. Discussion:
 - A. Open comment / discussion period - Although anyone may identify a topic of interest, we may not substantially discuss or take action on any matter raised during the meeting that is not included on this agenda, we may decide to place the matter on the agenda of a future meeting.
3. Information:
 - B. On 11-9-2022, a Rave alert was sent across the district.
 - x Guardian App.
 - C. Oct 20th Shakeout and evacuation drill.
 - D. Safety trainings available
 - x First Aid CPR&AED 11-15-2022 – Norco.
 - E. COVID-19 Updates
 - x PPE, and free antigen test availability.
 - x General Q&A.
4. ~~Co.34~~ -18atf>BDC /C2_0 1 Td 3g Td 38.04 -0 0 8.04 1.04 -0 t2N Tc 0 T6Lh.

Alert Summary: Norse College: FIRE (EVACUATION DRILL)



Alert Summary: Norse College



Alert Summary: Norse College



Alert Summary: Norse College



Alert Summary: Norse College

Expires: Mar 09, 2023 - 03:05:19 PM



