

## **San Mateo College - Safety Committee**

November 21, 2024, 2:00-3:00 pm

Building 18 - 206

### **AGENDA**

- Review of Last Meeting Minutes and Action Items (*Gerardo*)
- Discuss Proposed Revisions for Purpose and Functions of Safety Committee (*Beth, Rob, Jennifer*) – *see attached*
- Review and rank running list of possible activities and projects for Safety Committee
- Discuss next month's Agenda and Action items (*all*)
- Next Safety Meeting (*Gerardo*)  
*December 5, 2024, 2:00-3:00 pm, B18-206*

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## College of San Mateo - Safety Committee Purpose and Functions

**Current Purpose and Functions** <https://collegeofsanmateo.edu/safetycommittee/>

### Purpose

To help ensure the safety of the college's students, faculty, staff, administrators, and visitors and to develop plans for major disasters and emergencies.

### Functions

1. Promotes a safe institutional environment for staff and students
2. Works with District staff to coordinate plans for major disasters
3. Monitors Emergency Website
4. Conducts monthly campus safety meetings for students, faculty, classified professionals, administrators, and campus community

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## **DRAFT of Proposed Purpose and Functions**

*Incorporate Article 16-AFT contract.*

### Purpose

To help ensure the safety of the college's students, faculty, staff, administrators, and visitors and to develop plans for major disasters and emergencies.

### Functions

1. Promotes a safe institutional environment for staff and students, through education and training. (7)
2. Works with District staff to coordinate plans for major disasters
3. Monitors Emergency Website
4. Conducts monthly campus safety meetings for students, faculty, classified professionals, administrators, and campus community.
5. Identifies potential safety risks and develops recommendations for actions and policies to mitigate those risks.
6. Develop (recommendations) communication mechanisms to disseminate information related to safety practices and policies and to increase awareness of resources available to all stakeholders.
7. Follows State and County Public Health recommendations as it applies to our campus community.

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## Running List of Possible Activities/Projects for Safety Committee

Idea	Priority	Next Steps
<b>Improve Communication related to Safety with Campus Community</b> (e.g. Monthly Bulldog Bulletin, Website, sharing information with governance groups, e-mails, etc.)		
<b>Traffic safety:</b> How do we improve safety related to speeding and running stop signs, hazard for those working on the roads, pedestrians etc.?		
<b>Workplace violence prevention</b> What is the role of this committee to disseminate information?		
<b>Clarification on procedures for small issues related to facilities</b> (i.e. leaks, spills, slipping hazards)		
<b>Hazard rating system</b> and/or contact card for the back of ID cards		
<b>Great Shakeout and Lockdown Lessons Learned</b> (e.g. communication, update campus maps, signage changes, etc.)		