WCC Campus Safety Committee

Background and Purpose

The purpose of this committee is to serve as an advisory, safety focused, group of Windward Community College that consists of faculty and staff members, as well as two members of WCC student government. This group is responsible for advising the Chancellor on matters that affect the safety of the WCC campus community. The committee will evaluate, monitor, and analyze safety issues in an attempt to reduce the risks of illness, injury, property damage etc. The formation of a Campus Safety Committee is consistent with the best practices of college campuses throughout the nation.

Policy

Through the Vice Chancellor of Administrative Services, the Campus Safety Committee will advise the Chancellor on a comprehensive, campus-wide safety program and appropriate policies designed to promote safety awareness, safe practices and the maintenance of safe facilities and equipment.

Authority

A. Changes to WCC policies and procedures that are intended to promote and enhance campus safety originate with the Campus Safety Committee and are implemented with the advice of the Faculty Senate, at the discretion of the Chancellor.

B. The Campus Safety Committee will offer recommendations to the Faculty Senate and WCC Chancellor regarding safety issues

Mission

The mission of the WCC Campus Safety Committee is to address safety awareness across the campus community and to promote safe behavior and safe practices among faculty, staff, and students. The committee focuses on safety, education, and violence prevention, working collaboratively with various campus departments to achieve this purpose.
Procedures

A. The Campus Safety Committee shall be composed of the following members:

1. Administrative Services
   a. Vice Chancellor of Administrative Services
   b. Safety and Security Manager
   c. Facilities Manager
   d. Maintenance Supervisor

2. Student Affairs/Student Government
   a. Two members from Student Affairs and two members from Student Government that have a special interest and/or expertise in campus safety.

3. Faculty Senate
   a. Two members from the faculty Senate that have a special interest and/or expertise in campus safety.

4. All others interested in sitting on this committee may participate as non-voting members.

B. The committee shall act by majority vote of the voting members present. A quorum shall be a majority of the voting membership. Through the Vice Chancellor for Administrative Services, the Campus Safety Committee will:

1. Advise the Chancellor regarding compliance with these policies through general observations, review of incident reports and similar activities.

2. Review findings of inspection and hazard surveillance programs carried out by authorized WCC personnel.

3. Communicate with other committees on mutual safety concerns.

4. Consult with Human Resources and other appropriate departments on safety-related information to be used in the orientation of all new employees and in the continuing education of all employees.

5. Annually review the campus safety program and advise the Chancellor about its effectiveness.
Review should include pertinent records and reports.

6. Advise the Chancellor regarding the safety of all parking areas on campus.

C. Safety policies approved by the Chancellor will be distributed to all affected departments as directed by the Chancellor. The head of any department may consult with the Committee for advice on ways to improve safety or better educate employees on safety issues.

D. The individual supervisor is responsible for employee safety awareness and performance, correction and reporting of safety deficiencies, and the proper reporting of incidents. The employee is responsible for adhering to safety regulations and reporting safety hazards and incidents to his or her supervisor.

E. Any request for variance from established safety policies may be submitted to the Committee for review and recommendations, and then forwarded to the Chancellor for final approval.

Documentation

Meeting agendas and minutes shall be utilized and kept on file as a record of actions recommended and implemented by the Campus Safety Committee.

Responsibilities

The Campus Safety Committee will also serve as the Hazardous Materials Safety Committee and will be responsible for the implementation of the Campus Crisis Management Team (CCMT) or the Campus Emergency Response Team (CERT); both of these teams basically have the same functions. It is the responsibility of the Windward Community College Safety and Security Manager to ensure that the Campus Safety Committee is formed and functions according to the guideline listed above.

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