



# MONTGOMERY COLLEGE

## COLLEGE-WIDE ENVIRONMENTAL HEALTH & SAFETY COMMITTEE (MC Steering Committee for Environmental Health & Safety)

### CHARTER *Draft*

#### **I) Purpose:**

The goal for the College Environmental Health & Safety Committee is to reinforce environmental health and safety as an institutional priority. This committee will be comprised of broad representation across all divisions of Montgomery College and will collaborate on, monitor, and maintain a safe learning and working environment. The committee will engage in open discussion, proactively address potential issues, or problems, and mitigate risks.

#### **II) Vision**

The goal for this committee is to eliminate workplace hazards and environmental concerns, to maintain a safe campus community. A proactive safety culture integrates Occupational Safety, Health & Environmental programs into the continuous improvement process across the entire organization. Modifying and standardizing existing Occupational & Environmental Safety Management processes/ practices within the framework of a Safety Management System will lead to significant improvement in the public health and safety experience of both students and employees and ensure a proactive and robust culture of safety.

#### **III) Committees Terms & Membership**

- a. The **College Health & Safety Steering Committee** will be a senior level group that unifies and brings consistency to all safety programs. This group identifies common issues, identifies necessary resources, and makes recommendations to ensure resolutions to safety and health issues are aligned with college values of equity and innovation. The Steering Committee meetings will allow opportunities for representatives from the sub-committees to present public health and safety risks identified in the college environment. The Steering Committee will make recommendations related to policies and procedures and make suggestions related to the allocation of resources. The Steering Committee will ensure consistency of regulatory interpretations and ensure projects are given priority if they positively impact the environmental, community and/or public health and occupational safety compliance at Montgomery College. This body may also engage in operational planning for

*This is a working document that will be modified as programs develop in keeping with the need for flexibility and agility.*

predictable and unpredictable public health emergencies that impact Montgomery College.

The College Health & Safety Steering Committee will have permanent membership with representatives from all divisions. The Committee Chairperson will be a rotating responsibility among the permanent members, with a new chair elected every two years.

The Steering Committee will meet monthly for the first year, to establish the necessary organizational structure and programs. Beginning the second year, or sooner if practical, the committee will meet quarterly, to maintain communication and to support the established subcommittees.

#### **Membership of College wide Health & Safety Steering Committee**

- Vice President for Facilities – Executive Sponsor
- Director of College-wide Facilities
- Environmental Safety Manager
- Director of Public Safety & Emergency Management
- Chief Compliance Officer (or Designee\*)
- Director of Employee & Labor Relations (or Designee\*)
- Dean of Chemical and Biological Sciences (or Designee\*)
- Dean of Nursing & Health Sciences (or Designee)
- Dean of Science, Engineering and Technology (or Designee\*)
- Dean Visual, Performing & Media Arts (or Designee\*)
- Dean WDCE Applied Technologies & Gudelsky Institute for Technical Education (or Designee\*)
- Director of Procurement (or Designee\*)
- College Council Chair (or Designee\*)
- Dean of Student Affairs
- *Insert additional members, if necessary*
- Ex officio members
  - A SALT member or designee\* (can attend any meeting and will specifically be invited to specific meetings)

*\* To be effective and consistent, one individual may be designated to attend on your behalf. A designee must have sufficient subject matter expertise to be productive on the committee and must make themselves available for meetings. Rotating designees will not be permitted.*

#### **• Subcommittee Protocol & Membership**

Empower sub-committee members in the continual improvement of the MC health and safety culture. Each sub-committee will have a representative from Environmental Safety to create opportunities for communication and for learning from different areas of the college, as well as for supporting their safety needs.

*This is a working document that will be modified as programs develop in keeping with the need for flexibility and agility.*

**Environmental, Health & Safety Subcommittees** will be responsible for developing compliance-based programs that are specific to their areas of operations but require support and collaboration with other divisions or groups at the college. The sub-committee membership will represent the diversity of operational units that are impacted by regulations, and the units that will help them implement compliance programs. Their primary purpose is to create a venue for inter-departmental conversations at the operational level. So, they must represent the diverse operations at the college and not remain exclusive to a specific department or campus location. All sub-committees should have representation from faculty, staff, and students. Additional sub-committees may be created as necessary.

Sub-committees will be guided by the regulations and letters of interpretation from the Occupational Safety & Health Administration (OSHA), United States Environmental Protection Agency (USEPA), Centers for Disease Control (CDC), Nuclear Regulatory Commission (NRC), Department of Transportation (DOT), Washington Suburban Sanitary Commission (WSSC), Montgomery County, and other local ordinances related to environmental pollution prevention, occupational safety and public health will be the primary driver of the work.

Two sub-committees will be launched in Fall 2020, with the primary goal of implementing the Action Plan provided by the National Safety Council Assessment.

- **Chemical & Physical Hazards Sub-Committee**
  - Charge: Implements OSHA Lab Safety Standard 29 CFR 1910.1450 in any lab that has chemical or physical hazards (Biology, Chemistry, Geology, Engineering, Biotech) Radiology (other health sciences), using the NSC Safety Management System Action Plan for prioritizing and identifying action items.
  - Coordination for mandatory – in-person, walk-through, training for Facilities staff working in labs with hazardous chemicals and radioactive materials.
- **Occupational Safety Sub-Committee**
  - Charge: Implements OSHA regulations that apply to physical hazards such as respiratory protection, working at heights (29 CFR 1910 Subpart D), power tools (Subpart P), machine guarding (Subpart R & O), electrical safety, confined spaces, manlifts/ forklifts, pulley systems, etc.
  - Should include all three campuses or, receive reports from smaller teams representing each campus that come together more frequently.
  - Implements the NSC Action Plan relevant to their charge.

Three more sub-committees will be launched in 2021 based on progress in relevant areas of the college, i.e. Public Health and Emergency Planning.

- **Community Health Subcommittee**

*This is a working document that will be modified as programs develop in keeping with the need for flexibility and agility.*

Charge: Stay abreast of all matters pertaining to MC as a “healthy community”, focus on preventing illness and promoting health, and implement MC’s Health and Safety Plan.

- Establishing appropriate relationships and ensure faculty, staff, and student engagement when addressing public health matters that impact Montgomery College inclusive of mental health and wellness, create and communicate community health messaging, ensure continuous health & safety learning, and proactively improve awareness and action when needed
- Participate in emergency preparedness planning and tabletop exercises to ensure readiness for small- and large-scale public health emergency preparedness (the capability of the College to prevent, protect against, quickly respond to, and recover from predictable and unpredictable public health emergencies)
- Participate in Public Safety and Emergency Management’s planning for, and responding to public health emergencies – i.e., infectious disease outbreaks/pandemics as well as other natural or created disasters that have a health impact (i.e., hurricanes, massive flooding, chemical spills, etc.).

○ **Biosafety Safety & Infectious Materials**

- Charge: Responsible for developing department specific procedures, training, monitoring and inspections for infectious agents, non-human primate materials, animals in labs, blood borne pathogens, autoclaves, ventilation & cleaning in labs with infectious materials
- Implementation of OSHA Blood Borne Pathogens Program and Exposure Control Plan and/or Centers for Disease Control or USDA regulations where applicable within respective departments.
- Coordination for mandatory – in-person, walk-through, training for Facilities staff working in labs with infectious materials.

○ **Emergency Operations & Recovery Subcommittee**

- Supports the Emergency Management Group and Public Safety by coordinating on-the-ground planning, coordination and supplies
- Responsible for supporting Emergency Operations and preparing for emergencies through training, drills and storage and distribution of PPE, equipment and other materials needed during such operations.
- This group will also be responsible for implementation of emergency operations plans, continuity of operations plans and recovery plans.

- Suggested sub-committee membership attached (Appendix A)
- Chair Determination–
  - Rotating amongst the permanent members for the chair
- By-laws will be modified and adopted by the steering committee and sub-committee using the governance by-laws. Specific reporting and safety compliance monitoring accountabilities will be added.

*This is a working document that will be modified as programs develop in keeping with the need for flexibility and agility.*

#### **IV) Training of Committee & Sub-committee Members**

- College-wide Committee
  - Executive-level EHS Overview by EHS & invited speakers CSHEMA
  - Orientation to Environmental & Safety programs at MC
- Sub-committee members will choose at least one of the following:
  - OSHA 40-hour course (funding provided through EAP)
  - National Safety Council's Advanced Safety Certificate
  - Laboratory Safety course recognized by EHS
  - Biosafety training per CDC/ NIH guidelines
  - Radiation safety course applicable to equipment

*(Incorporation into the curriculum?)*

#### **V) Scope of Committee Work & Responsibilities**

- Enhance compliance with all local, state, and federal laws and regulations by setting compliance-based priorities across divisions and operational units
- Prioritization and strategies using the NSC Action Plan
- Respond to internal and external assessment findings and recommendations<sup>1</sup>
- Provide short- and long-term operational planning and implementation support for predictable and unpredictable environmental safety and community/public health emergencies
- Establish accountability recommendations for all employees regarding health and safety
- Annual Safety Report
- Annual Safety Campaign
- Survey of college community
- Annual Environmental Health and Safety award
- Annual review of departmental EHS safety plans

#### **VI) Authority**

- This group identifies common issues, identifies necessary resources, and makes recommendations to ensure resolutions to safety and health issues and aligned with college values of equity and innovation. The Steering Committee meetings will allow opportunities for representatives from the sub-committees to present public health and safety risks identified in the college environment. The Steering Committee will make recommendations related to policies and procedures and make suggestions related to the allocation of resources.
- The sub-committee will draft standard operating procedures that will be reviewed by the steering committee.

#### **VII) Committee Meetings**

- Monthly meetings

---

<sup>1</sup> National Safety Council Assessment

## VIII) Immediate Charge

Deliverables are produced during the Steering Committee's charge to achieve its outcomes, and include:

- Complete the Safety Management System (SMS) Action Plan: Identify the group **R**esponsible to perform the work, the group or individual assigned to review and is **A**ccountable for the work performed or decisions made by the responsible party, the group assigned to **S**upport the responsible group, and who is to be **I**nformed when actions listed in the plan are performed and/or completed. The triggers, gaps, and redundancies are identified.
- A Timeline: Agreed-upon dates for deliverables.
- New Policy for Occupational Safety, Public Health and Environmental safety and associated procedures. Examine existing policies and procedures to incorporate guidance for safely performing tasks and assignments of their division.
- A training program for College wide safety related topics
  - A budget strategy for training delivery.
- Injury and near miss incident communication flow chart with the intention of preventing similar incidents, capture metrics, ensure effective monitoring, and inform employees through corrective actions incorporating safer strategies.
- This charter should be reviewed yearly by the EHS Steering Committee. Suggestions for amendments or changes to this charter will be reviewed by the EHS Steering Committee and accepted or rejected.
- Conduct SWOT analysis to assess strength and weaknesses of the safety programs and standard operating procedures.

## IX) Sub-committee Responsibilities

- Enhance compliance with all local, state, and federal laws and regulations by assessing compliance and supporting EHS program implementation
- Review incident reports and suggest possible changes to improve safety
  - Establish a system to obtain and review safety-related suggestions, reports of hazards, etc.
  - Establish procedures for investigating all safety-related incidents
    - Make recommendations for correction of hazards<sup>2</sup>
  - Review and validate corrective actions taken by MC on all safety and health inspection reports
- Evaluate and/or recommend safety policies and procedures and review other policies that may affect safety and health at MC
  - Make recommendations for change
  - Benchmark and monitor industry standards

---

<sup>2</sup> Recommendations must be clear and concise, have a cost/benefit analysis, and justification.

- Develop and issue safety communications and tips
- Participate in campus events to promote safety awareness in
- Assist with safety inspections of worksites on a periodic basis and in response to complaints regarding safety or health hazards
- Educate and Inform
  - Ensure compliance with EHS training requirements (organize or provide)
  - Promote safety awareness
- Facilitate EHS surveys and polls

DRAFT