



NORCO
COLLEGE

Annual Report Safety Workgroup - FY21/22

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 a problem-solving group, that helps identify promote and maintain issues that address security, health and safety concerns and take appropriate actions. They will uphold their moral responsibility and make recommendations to offices, committees or councils in order to maintain safe conditions ergo supporting the Norco College strategic planning goals.

The Norco College Safety Working Group's mission is to explore, recommend, and strategically develop procedures, practices, and initiatives that meaningfully contribute to the achievement of objectives necessary in making our campus community safe. To educate through awareness and training activities, everyone is responsible for the prevention of workplace accidents.

The Safety Working Group is composed of employees from all levels in the district and genuinely interested in the welfare of their co-workers, the local community resources, and students. This fluctuating membership comprises a broad base of subject matter experts as needed to address a set of specific needs and or goals.

- Membership is 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:
 - Interested in safety issues
 - Receptive to new ideas
 - Ability to express thoughts and ideas
 - Willingness to participate in projects and meetings
 - Willingness to 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 in any particular subject area

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

Guiding Principles and Assumptions

The Safety Working Group guiding principle is to work in partnership with all who are aware of risks and are empowered 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 institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Our Values:

- **Integrity:** Exert 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 resources.
- **Teamwork:** Foster cooperation and collaboration. Encourage and support the professional growth of all employees.
- **Service:** Provide high quality and easy-to-use services in a timely manner. Continuously improve our services and processes. Implement innovative safety solutions.
- **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.
- **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.

The Safety Working Group's responsibility is to:

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

Meetings

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:

- Appropriately prepare for meetings based on the meeting agenda
- We will respect everyone's time by starting and ending on time
- Be present with the people you are meeting with. Put away phones and other devices during the meeting.
- Only one conversation at one time. Refrain from side-talk.
- Participate in a problem-solving approach
- All ideas are welcomed and respected. Your voice counts. All opinions are valid, but offer reasoning behind your thinking.
- Clarify when you are advocating vs. offering an idea, distinguish between constituency versus college-wide perspectives
- Listen actively to teammates without interrupting others.
- Capture relevant off topic items in a "parking lot" and agree to discuss them later at a more appropriate time
- Everyone is responsible for helping to stay on topic. Speak up if you feel like we're getting off track.
- Challenge past assumptions and sacred cows. Innovation is ongoing
- Ask questions for clarification to help avoid making assumptions.
- Balance your participation - speak and listen.
- Follow through on tasks that are committed to outside of scheduled meetings
- Everyone is responsible for upholding the norms. Acknowledge if you notice we are not doing so
- Take breaks as needed

FY21/22 Safety Working Groups Assembled

- **Emergency Communications**

An ad hoc safety workgroup was convened with a priority request that aligns with Norco College's Accreditation Standard III B. To assure safety for all students, faculty, and staff, we request funding for 70 VOIP phones to be placed at locations where courses, programs, and learning support services are offered. These VOIP phones assist in providing safety and emergency communication in the learning and working environment.

- **Pedestrian and Vehicle Safety - Traffic survey**

An ad hoc safety workgroup was convened and was tasked by the Resources Council with performing an analysis for pedestrian and vehicle safety on Third Street. This consisted of looking at traffic and safety concerns at the existing HAWK crosswalk system, and the potential addition of a crosswalk at Windy Way in front of the new Veterans Resource Center (VRC) building.

- **Emergency Preparedness and Wellness fair planning**

An ad hoc safety workgroup was convened to start the feasibility and planning of a 2022 Emergency Preparedness and Wellness fair, the tentative date is set for September 22nd.

FY21/22 Safety Working Group Meeting Schedule

June 14, 2021	Safety workgroup quarterly open meeting
November 9, 2021	Emergency Communications
November 15, 2021	Safety workgroup quarterly open meeting
Feb 1, 2022	Traffic survey kickoff meeting
March 14, 2022	Safety workgroup quarterly open meeting
March 28, 2022	Emergency Preparedness and Wellness fair planning
April 6, 2022	Traffic survey meeting
June 13, 2022	Safety workgroup quarterly open meeting - Scheduled

Occupational health and safety 300 Log

Occupational health and safety is the utmost importance. Our position is "All work-related illnesses, injuries and accidents are avoidable".

The District employees and the Safety Workgroup in partnership endeavored to identify and control potential operational risks. For the 2021 year, Norco College had two injuries.

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20 21



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.
Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0".
Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injuries	<u>2</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC, 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment Norco College
Street 2001 Third Street
City Norco State CA Zip 92860

Industry description (e.g., Manufacture of motor truck trailers)
Education

Standard Industrial Classification (SIC), if known (e.g., 3715)

8 2 2 2

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

6 1 1 2 1 0

Employment Information (If you don't have these figures, see the Worksheet on back of this page to continue)

Annual average number of employees 771

Total hours worked by all employees last year 613,415

Sign here Baiwei Tu Be type text here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Baiwei Tu Director, Risk Management


Company executive Title

(951) 222-6128 1 / 29 2022

Phone Date

Opportunities Report

Opportunities created by our employees and promoting “ideas management” via the submission of Hazard Reporting Form located at <https://www.norcocollege.edu/sep/pages/hazard.aspx>
This reporting supports the development of programs provide vital feedback to further training opportunities to support our employees’ potential to have a positive impact on the safety and wellness across the college.



HEALTH & SAFETY HAZARD REPORTING FORM

REPORT SHOULD BE SUBMITTED VIA THIS FORM OR LOCAL CAMPUS SAFETY REPRESENTATIVE OR YOU MAY CALL 951-222-8566 TO REPORT TO THE DISTRICT SAFETY & MANAGER

Norco College students, staff, faculty or visitors may use this form to report any unrecognized or uncontrolled safety issue to the Risk Management Department or their local College Safety Representative. The safety issue will then be investigated to determine if mitigations are needed. The form can be submitted anonymously if desired.


College / District Location Where Unsafe Conditions Exist: Norco College	Date Unsafe Condition Noticed: <input type="text"/>
Your Name: (Leave blank if you prefer to remain anonymous) <input type="text"/>	Your Phone Contact Information: (Leave blank if you prefer to remain anonymous) <input type="text"/>
Department: (Leave blank if you prefer to remain anonymous) <input type="text"/>	Your E-Mail Address: (Leave blank if you prefer to remain anonymous) <input type="text"/>

UNSAFE ACT DESCRIPTION or SAFETY HAZARD (Describe sequence of events. Provide all of the facts you can remember)

Suggestion for improving safety:

Has this matter been reported anyone on campus:

I'm not a robot



reCAPTCHA
Privacy • Terms

SUBMIT

Overall Conclusion

This first year of The Safety Working Groups charter. The above-mentioned assembled working groups show future opportunities show that potential that can be leveraged both internally and externally. The Group endeavors to keep identifying potential risks and dealing with them in a targeted approach to make the most of amazing employee expertise, additionally to leverage external potential whenever the opportunity arises.

Some risks, which have not yet been identified or which are not considered significant from today's perspective, could have an adverse impact in the future. By using this flexible Working Group model, we can adjust to changing conditions quickly to provide quick results to an ever-changing situation.

Goals for 2022/23

- Develop an updated safety survey
- Revamp the Building and Floor Capitan program
- Provide additional training opportunities