



NORCO
COLLEGE

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.

The Norco College Safety Working Group's mission is to explore, recommend, and strategically develop practices, processes, and initiatives that meaningfully contribute to the achievement of objectives necessary in making our campus community safe.

Through the use of awareness techniques and training activities, we promote a culture of safety that empowers everyone to be responsible for preventing workplace accidents.

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

- Membership is voluntary, to ensure that members are interested in achieving results and 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 others to identify and report workplace health and safety hazards.
- Every person has various unique experiences and job roles. These unique items contain skills sets that could include expertise in many subject areas; by using this broad base of subject matter experts, the membership will fluctuate as needed to address a set of specific needs and or goals.
- There is no set number of members of the working group. Membership may vary depending on need and the individual contributors' skill in any subject area.
- The Safety Working Group is visible and approachable for any health and safety 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 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:

- **Service:** Provide high quality and easy-to-use services in a timely manner. foster open and effective communication to build trust and enhance collaboration.
- **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.
- **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.
- **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.
- **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:

- 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.
- 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).
- 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 a time. Refrain from side-talk.
- Participate in a problem-solving approach.
- All ideas are welcomed and respected. Your voice counts. All opinions are valid, however, we ask you to 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.

FY22/23 Safety Working Groups Assembled

- **Shake Out 2022:**
An ad hoc safety workgroup was convened to start the planning of a 2022.
- **Safety and Wellness fair planning**
An ad hoc safety workgroup was convened to start the planning of a 2023 Safety and Wellness fair. The Fair was held on March 14th, 2023.
- **Safety Walks with Facilities:**
A series of walks around the campus and through buildings to designed to address potential issues and prevent future ones.

FY22/23 Safety Working Group Meetings & Events Schedule

September 19, 2022	Safety workgroup quarterly open meeting.
September 20, 2022	Shake Out Planning meeting.
September 23, 2022	Safety walk with Facilities.
October 12, 2022	Special Training Event! (Crowd Manager & Overview of Emergency Management and ICS) trainings
October 20, 2022	Shake Out & evacuation Drill.
November 14, 2022	Safety workgroup quarterly open meeting.
November 16, 2022	Collaboration/Campus walk through with Campus Police & Norco Sheriffs.
December 23, 2022	Safety walk with Facilities.
January 12, 2023	Collaboration/Campus walk through with Campus Police & US Navy.
March 13, 2023	Safety workgroup quarterly open meeting.

Opportunities Report

Opportunities created by our employees and promoting “ideas management” via the submission of Hazard Reporting Form located at

<https://www.norcollege.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.

Overall Conclusion

By using this flexible safety working group model, we can adjust to changing conditions quickly and provide opportunities for leveraging both internal and external resources to produce quick and efficient results to an ever-changing situation.

Safety Workgroup - Quarterly Open Meeting

Monday, September 19, 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:
 - A. On 09-01-2022, a Rave test alert was sent across the district
 - Guardian App.
 - B. Installation of phones in classrooms have been completed
 - C. Updating our Emergency and Safety Plans
 - D. Update for Building and Floor Captains program
 - Upcoming special training on October 12th
 - Crowd Manager Training
 - Overview of Emergency Management and ICS
 - E. Upcoming Shakeout and evacuation drill on October 20th
 - F. Safety trainings available
 - First Aid CPR&AED
 - Stop the Bleed
 - Personal Preparedness Planning as a Disaster Service Worker
 - And more... via in person, Zoom, or target solutions.
 - Lock Blok
 - Stryker Evacuation Chair
 - G. CERT Class available:
 - October 4th, 7th 8th and 9th - At Norco College, free community class
 - October 14th and 21st - At Riverside Fire EOC
 - H. COVID-19 Updates
 - PPE, and free antigen test availability
 - General Q&A
4. Closing
5. Next meeting scheduled for Mon 11/14/2022 @ 9 am via zoom
6. Adjournment

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.
 - Guardian App.
 - C. Oct 20th Shakeout and evacuation drill.
 - D. Safety trainings available
 - First Aid CPR&AED 11-15-2022 – Norco.
 - E. COVID-19 Updates
 - PPE, and free antigen test availability.
 - General Q&A.
4. Closing
5. Next meeting scheduled for Mon 03/13/2023 @ 9 am via zoom
6. Adjournment

Safety Workgroup - Quarterly Open Meeting

Monday, March 13, 2023

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:
 - A. Norco College Fire / Evacuation Drill 3-9-2023
 - B. Rave Desktop Notifier
 - C. Safety and wellness Expo – March 14th – Palm Path from 11 AM – 2 PM
 - D. California Essential Worker and a Disaster Service Workers
 - Video from California Office of Emergency Management
<https://www.caloes.ca.gov/office-of-the-director/operations/planning-preparedness-prevention/planning-preparedness/school-emergency-planning-safety/>
4. Safety trainings upcoming
District Risk Management Website Events Calendar:
<https://www.rccd.edu/admin/bfs/risk/Pages/calendar.aspx>
 - 03-14 - Yearly Heat Illness Training, Zoom 10:00 AM – 11:00 AM
 - 03-16 - Stop the Bleed, Norco CSS 217 10:30 AM – 11:30 AM
 - 03-21 & 3-22 - OSHA 10-hour Training JPA Conference Center
 - 03-22 - Wildfire Smoke Training, Zoom 10:00 AM – 11:00 AM
 - 03-24 - Stryker Chair Training, Norco CSS 217 Morning time TBD
 - 04-21 - Bomb Threat Training, Norco CSS 217 8:30 AM – 10:00 AM
5. COVID-19 Updates
 - PPE, and free antigen test availability
 - General Q&A
6. Health & Safety Hazard Reporting Form
<https://www.norcollege.edu/sep/pages/hazard.aspx>
7. Campus Projects Update – Trae Bell
8. Closing
9. Next meeting scheduled for Mon 06/12/2023 @ 9 am via zoom
10. Adjournment

Alert Summary : Norco College: FIRE / EVACUATION DRILL

[← Back to Alert Reports](#)

[➤ Send Follow-up Alert](#)

Sent by: Czerniak, Justin Opt-in Accounts Targeted: 0
Sent On : Mar 09, 2023 - 03:01:19 PM Internal Users Targeted: 7445
Expires : Mar 09, 2023 - 03:06:19 PM

MODE	MODE PERFORMANCE
 Text	Target Messages = 6234 First Pass  00h 00m 08s Overall  00h 02m 37s
 Email	Target Messages = 14,230 First Pass  00h 04m 12s Overall  00h 04m 14s
 Voice	Target Messages = 6368 Overall  00:04:46
 RSS	 Status: Completed Target http://content.getrave.com/ras/rocd/channel4
 Twitter	 Status: Completed Feed Name: Norco College Twitter Account Content: Norco College: FIRE/EVACUATION DRILL Please leave your building and proceed to your designated evacuation point.Follow your building and Floor Captain. Followers: 1908
 Desktop	Status: Completed Target Messages = 483 
 Guardian	Target Messages = 408 Cancelled 



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:

Your Name: (Leave blank if you prefer to remain anonymous)

Your Phone Contact Information: (Leave blank if you prefer to remain anonymous)

Department: (Leave blank if you prefer to remain anonymous)

Your E-Mail Address: (Leave blank if you prefer to remain anonymous)

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



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SUBMIT