

## Concerns raised by faculty attending Health and Safety Committee meetings

### Problems:

- Health and Safety Committees, which should be spaces for faculty and staff to discuss campus policies (ex. smoking policies), have been merged with Emergency Preparedness Committees, which are chaired by administrators and prioritize presentations by administrators to the extent that there is often no time for faculty and staff to raise concerns or give input on administrator proposals. This merger happened despite the fact that Health and Safety Committee members voted against it.
- Committee meetings/structure do not make time for discussion of improvements to existing policies: employees are simply referred to existing policies and told to email committee leaders/safety personnel if they want to share further thoughts. The process is not participatory enough to include practical solutions or address daily problems faced by employees already working face to face.
- [For the majority of Skyline meetings] Agendas and minutes for Health and Safety Committee meetings are sent out minutes or hours before the meetings themselves, with no time for committee members to read the minutes or to give feedback on agendas.
- There is no clear way for faculty and staff to add items to agendas. When employees have written Committee chairs asking to add items, they do not receive a timely response in order to be able to plan ahead.
- A number of questions and concerns raised by faculty and staff are met with the response that no one present can answer them, and that employees must ask their deans, supervisors, or someone from HR, or report the issue to the Board themselves. Faculty and staff end up asking the same questions at many subsequent meetings because they are never answered.
- Health and Safety Committee chairs have said that the committees cannot make policy, yet these committees are the only places that faculty and staff can raise safety concerns that may necessitate solutions in the form of new or revised policies.

### Suggestions for improvement:

- Schedule Health and Safety Committee meetings for 1.5 hours, with at least 45 minutes for faculty and staff to raise issues, pose questions, and give feedback on the College response to various safety-related events (ex. emergency drills, power outages, etc.).
- Share agendas and minutes with committee members at least 2 days before the meeting.
- Clarify the procedure for faculty and staff representatives to add an item to the agenda, including when proposed agenda items must be submitted and when the chair will respond to these proposals.
- Include a representative from HR at each Health and Safety Committee meeting to answer policy and procedure questions that administrators present say only HR can answer.
- When administrators on the Health and Safety Committee say they cannot answer a specific question that faculty or staff pose, specify the concrete steps they will take to bring those questions to the attention of people who can answer them and specify the date and format by which they will report back to committee members.
- Codify the change in the Health and Safety Committee charge to affirm that these committees are the place for employees to give feedback on safety issues, and that these committees are in charge of promulgating policy and procedures.
- Include faculty representative(s) on the (closed) District Safety Committee who can report back on what items this Committee heard and any actions that will be taken or recommended upwards.

- Instead of using most of the meeting time for reports by health and safety personnel, share documents ahead of time and ask committee members to plan to use meeting time to provide input and pose questions. For example: “We have recently updated X webpage for Covid information. Plan to review the site in advance of the meeting and bring any questions you may have for discussion.”