

2019 GRCC Team Charter

Team Name: Health & Safety Team

Team Leaders: Vicki Janowiak & Nathaniel Lloyd

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)
 - Assess campus-wide needs and requirements with respect to health and safety (H&S) issues.
 - Identify issues and concerns and bring those concerns and recommendations to the RMOT (Risk Management Oversight Team).
 - Develop/update necessary policies and procedures
 - Promote and monitor compliance of policies with a connection to H&S.
 - Coordinate on-going efforts aimed at mitigating risk in our areas of purview; reducing exposure to financial and legal liability and promoting a safe, secure and healthful campus environment.
 - Communicate responsibility and information.

2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

The team serves primarily as a recommending body to the RMOT.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? i.e. what will they do?*)

The team will establish annual goals at the start of each academic year, understanding that these may need to be modified as circumstances change or unanticipated needs arise. Specific action projects will be developed based on a review of needs and requirements, policy revision timelines and a review of the annual calendar of tasks and requirements for H&S compliance. The team will generally meet quarterly, with sub-teams meeting on an as needed basis.

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*) *Same as last time with one change from Becky*

The stakeholders are the entire campus community (students, staff, service providers and the public). All desire a safe, secure and healthy campus environment.

5. Resources Needed (*both people and budget*)

Resources needed include adequate available time of team members. It is not anticipated that any funding will be needed for the 2018-19. However, future funding may be required for specific initiatives (e.g. AED deployment, EpiPens, OSHA compliance, consulting, etc.) approved by the RMOT.

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

We will attempt to resolve any issues within the team. The next step would be RMOT involvement, if needed.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

Co-chairs are members of the RMOT. Integration will occur due to the cross-college membership of the team.

8. Review Progress (*How and when will the work of this team be reviewed?*)

Progress will be reviewed by the team on an ongoing basis via the calendar. Progress will also be monitored by the RMOT.

9. Team Leader, Current Members, and Membership Specifications

Are team members appointed? Volunteers? Is team membership permanent?

Term-limited? Is this team accepting new members?

Please also list the current members on the Team by name.

Vicki Janowiak - Operational Planning (Co-Chair)

Nathaniel Lloyd, Financial Services & Risk Management (Co-Chair)

Jeff Danner, SWD

Dan Groh, Physical Sciences Faculty

Maria Herrera-Belmares, Human Resources

Mansfield Matthewson, Purchasing

Nick Pinckney, Technology Faculty

Scott Martin, Facilities

Whitney Marsh, FFH

Becky Whitman, Campus Police

Dawn Zuidgeest-Craft, Nursing Faculty

Kelli Fedder, Dental Faculty/Infection Control Officer

Team members are voluntary and membership is on-going. New team members may be added for specific expertise, as needed.

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

Campus safety efforts were prioritized to focus on the hydraulic barriers on the commons and the door control system.

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2019?*) *Complete the three team policies and the calendar.*

Complete MIOSHA compliance survey, inventory current state of awareness & compliance. Identify concerns and develop improvement plan.

12. Please describe any current challenges the team is facing.

The challenge likely to be faced by this team is operational and departmental compliance with the policies and recommendations identified by the team.

Enforcement of recommendations, accepted by the RMOT, will need the support of college leadership. Also, members bring specific expertise to the team. However, they each have their own supervisors and job responsibilities. Accordingly, H&S team work is often, by necessity, assigned a lower priority.