

Campus Life Services Safety Committee Charter

I. We call our team: Campus Life Services Safety Committee (CLS Safety Committee)

II. The purpose of the CLS Safety Committee:

The purpose of establishing the Campus Life Services Safety Committee is to convene a dedicated cadre of department representatives who are committed to continuously improving the safety of our people, workplace and organization. The CLS Safety Committee exists to ensure that CLS is communicating and implementing an enterprise-wide focus on safety as a priority: keeping CLS compliant, establishing a network of “Safety Ambassadors” and sharing Best Practices, among other objectives.

III. Our role as the CLS Safety Committee is to:

- Promote the importance of safety as a priority in our everyday operations in a consistent manner
- Partner with EH&S, Risk Management and UCPD for updates on of safety-related policies and procedures
- Strive for compliance with UCSF, University of California, and State safety policies and procedures
- Spearhead proactive approaches to mitigate potential safety risks
- Create a forum to share stories, examples and best practices and encourage continuous improvement
- Leverage efforts to create CLS-wide efficiencies
- Recognize and celebrate successes
- Ensure all CLS units/sub units have completed and communicated annual EAP and IIPP updates to their staff
- Endeavor to support all CLS Units/sub units in conducting dedicated regular staff trainings on safety topics applicable to their staff. These may be workplace specific, and/or general trainings including but not limited to evacuations, earthquake, active shooter, medical emergency, fire/smoke, AED, to and from work safety practices, etc.
- Share CLS Standards for First Aid Kits, Emergency Supply Kits, and best practices on inventory and replenishment of supplies
- Implement and share best practices around safety records/forms/documentation

IV. We want to get the following out of our meetings:

- Share progress of previously assigned tasks
- Create annual “goals” with timeline for achievement
- Determine specific action items and deadlines for new tasks
- Ensure that the meeting is worth our time
- Establish a strong network with fellow members
- Help operationalize best practices and determine meaningful deliverables

- Determine how to incorporate safety and create a strong safety culture
- Share timely and pertinent information that affects UCSF

V. We want to avoid spending time on the following in our meetings:

- Operations-specific information that cannot be applied to other units
- Repetition
- Unrealistic goals

VI. Meeting Frequency & Length:

- Every month
- 1 hour (or longer, as needed)

VII. How we will report on our accomplishments:

The CLS Safety Committee will make available a document which outlines the annual accomplishments of the Committee along with actions accomplished through partnership.

VIII. Our Representatives:

CLS Safety Committee Representatives have the authority to speak on behalf of the unit/sub-unit, be involved in/have influence over safety training/communication and be committed to safe operations. Representatives bring both knowledge of their own departments as well as an overarching view of CLS in regards to safety.

2020-21 CLS Safety Committee Roster

Sponsor/Chair (SAVC)	Cathleen Stugard
Coordinator (Development & Training)	Elicia Rozic
Business & Technology Solutions	Mario Carmona Tamara Villarina
Facilities Services	Kate Shimshock
Housing	Danny De Leon
Transportation Services	Wayne Kwan
Wellbeing Services & Operations	Laura Ishkanian Greg Whisman