Charter of the Campus Health and Safety Committee

**Purpose:** The Ramapo College Campus Health and Safety Committee serves as an advisory committee concerned with safety, health and environmental protection. From its meetings, recommendations are made for addressing hazards and improving safety.

**Method of Operation:** The Committee meets monthly unless otherwise approved by voting members of the Committee. Recommendations resulting from employee concerns and incident reviews are directed to the Cabinet.

**Goal:** To achieve continuous health and safety performance improvement by fully integrating health and safety philosophy and practices into all campus activities, operations, planning and design.

**Scope:** The committee will:
- Provide a forum for campus community members to have safety concerns explored and addressed;
- Study the person/environment/activity interface where existing or potential problems may occur;
- Recommend programs, activities and actions to eliminate or minimize those problems;
- Refer proposals to appropriate departments for follow-up with documentation as to implementation and post-corrective evaluation;
- Plan, coordinate and communicate to identify and prevent hazards; and
- Coordinate the campus response to concerns and issues related to health and safety.

**Membership:**

**Ex-Officio Members (4) – Non Voting Members**
1. Director of Env. Health and Safety
2. Director of Public Safety
3. Assoc. Director of Health Services

**At Large Members – Voting Members**

Appointed annually. Members will be broadly representative of major campus units and will be persons who are interested in improving campus safety. Each Union as well as student membership are encouraged to participate. The following areas will be represented:

1. Academic Affairs
2. AFT
3. Athletics
4. Contemporary Arts
5. CWA
6. Facilities
7. Housekeeping
8. Human Resources
9. Local 195
10. Night Shift
11. Residence Life
12. Public Safety
13. Student
14. Theoretical and Applied Science
15. Dining Services
16. Fire Official
17. Administration and Finance

**Non-Voting Advisory Members:** The Chairperson may recommend individuals who have special interest and/or expertise to serve as non-voting advisors to the committee.

**Chairperson:** Appointed annually by the Committee and is a voting member of the Committee, unless he or she is an ex-officio member. As an ex-officio member, the Chairperson cannot vote.

**Quorum:** 50% of the membership

**Attendance Requirements:** Each member must make every effort to attend all meetings and inspections. In a member’s absence, an alternate is encouraged to attend. Three unexcused absences are permitted each year. If
more than three unexcused meetings or audits are missed, a member must submit in writing to the Chairperson, his or her reason for missing the meetings and request continued membership.

Standing Health and Safety Sub-Committees: The Campus Health and Safety Committee may establish standing health and safety sub-committees. The formation of sub-committees, their membership and terms of reference must be approved by the Committee. Such sub-committees will be responsible to the Health and Safety Committee for the implementation of health and safety policies within their designated areas and for advising the College Health and Safety Committee on changing patterns of risk and need in their areas. Each sub-committee will provide regular reports to the Health and Safety Committee.

Confidentiality From time to time, members of the Campus Health and Safety Committee are in possession of information or documentation of a confidential nature. The committee members shall designate at the time of discussion what information is confidential. Such information will not be disclosed to persons other than members of the committee without consultation of the committee.

**Safety Committee Membership List FY 2013**

Co Chairs: Roger Jans and Gina Mayer-Costa

Ex-Officio Members: (Non Voting)
1. Debbie Lukacsko (Center for Counseling and Health Services)
2. Gina Mayer-Costa (Environmental Health and Safety)
3. Vinnie Markowski (Public Safety)

At Large Members: (Voting)
1. Eddie Saiff (Academic Affairs)
2. Charles Milligan (Housekeeping)
3. Carol Ichinco (TAS)
4. Betty Frederick (Events and Conferences)
5. John Gorman (Dining Services)
6. Dennis Harrington (Environmental Health and Safety)
7. Ed Eloi (AFT)
8. Michael Cunningham (Facilities)
9. John Thompson (Local 195)
10. Lisa Saita (Residence Life)
11. Matt Palmer (Admin and Finance)
12. Missy Long (OSS)
13. Pat Heath (CWA)
14. PJ Bartolotto (Athletics)
15. Rachel Budin (Contemporary Arts)
16. Roger Jans (Human Resources)
17. Tim Osborne (Public Safety)
18. Open (Night)
19. Open (Student)