

Bylaws

Safety Committee

Updated 8.27.2025

MISSION STATEMENT:

The mission of the Safety Committee at Helena College is to promote a safe and healthy working and learning environment for employees, students, and the general public. We are committed to fostering a culture of safety by encouraging active engagement, identifying and addressing hazards, and supporting efforts to reduce the frequency of accidents. Through continuous improvement and collaboration, we strive to ensure that safety remains a shared responsibility and a core value of our college community.

PURPOSE:

Helena College safety committee is a diverse, representative body responsible for fostering a safe and healthy campus environment by identifying hazards, recommending safety policies, conducting inspections, investigating incidents, and evaluating safety programs for faculty, staff, students, and visitors. Its primary goal is to promote awareness and ensure compliance with safety regulations, creating a proactive culture where safety is a shared value across all departments and activities.

MEMBERSHIP:

Chairperson (1): All members will vote every January of even-numbered years to elect a chairperson who will serve a two-year term.

Standing members (14):

Exec. Dir. of Operations, Assistant Director of Facilities Director of Crisis & EM,
Exec. Dir. Compliance/Fin. Aid, DON Admin. Associate DON, AP Program

Manager, Continuing Ed Coordinator, Human Resource Generalist, Computer Support Specialist, Gen Ed Division Manager, Director of Marketing, Director of Student Wellbeing, and Head of the Chemistry Department.

Members (2): Faculty member Donaldson Campus and Airport Campus and One (1) student is strongly encouraged to be a member. 2-year commitment.

MEETING SCHEDULE, REVIEW, AND APPROVAL PROCESS:

The Safety Committee shall meet during standard business hours and convene at either of the two campus locations to ensure convenience and accessibility. Meeting rooms will be reserved in advance to accommodate the full membership. Meetings will be offered via virtual platforms; however, members are strongly encouraged to attend in person to promote engagement and collaboration. All meeting minutes shall be reviewed, approved, and securely archived within the HC network.

a. Regular Meetings:

Held on the third (3rd) Thursday of every month.

b. Rescheduling or Cancellation: Monthly meetings may be cancelled or rescheduled by the Chairperson as necessary.

c. Special Meetings: The Chairperson may call a Special Meeting to address urgent safety concerns or time-sensitive matters.

e. Safety Committee Agenda Items (Minimum Standard)

Meetings shall include, but are not limited to, the following agenda items:

- Review and Approval of Meeting Minutes
- Review of Incident, Accident, or Medical Calls
- Review Budget
- Old Business
- New Business (e.g., new hazards or safety concerns)
- Safety Messaging
- Proactive Safety Walks
- Emergency Preparedness Updates
- Campus-Wide or Department-Specific Safety Trainings
- Open Floor – Discussion

DECISIONS:

Decision-Making Process:

- a. The Chairperson shall publish the meeting agenda at least one (1) business day prior to a scheduled meeting.
- b. Any member may introduce a topic by emailing the Chairperson at least three (3) business days before a regular meeting.

Decision making quorum is reached when 8 members are present. Each member has one vote.

All records, decisions, and recommendations shall be formally documented in the meeting minutes and retained within the secure HC network.