



Office of State Human Resources

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**NUMBER:** **TOTAL PAGES: 4**

**SUBJECT:** Safety and Health Committee Program

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**AMENDS:** Prior version of program published in 2019 **Date: May 28, 2021**

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**RELATED LEGISLATION:**

1. North Carolina General Statutes: Chapter 95, Article 22, Section 95-252: Safety and Health Committees required
2. North Carolina General Statutes: Chapter 143, Article 63, Section 143-584: State Agency Safety and Health Committees
3. North Carolina Administrative Code: 13 NCAC 07A .0605 Safety & Health Committee Requirements
4. North Carolina Administrative Code: 25 NCAC 1N.0105 State Agency Responsibilities
5. North Carolina Administrative Code: 25 NCAC 1N.0106 Committee Responsibilities

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**I. PROGRAM STATEMENT**

This program is to establish a multi-tiered, management/employee balanced Safety and Health Committee structure for [(Agency/University)]. The Safety and Health Committee will operate collaboratively with both employee and management input and through the most efficient use of resources and expertise within the Agency/University.

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**II. PURPOSE AND SCOPE**

The Safety and Health Committees are responsible for identifying and analyzing new or existing hazards, conditions, and/or operations in order to promote safety awareness and good safety practices across the agency/university. These committees work to establish annual goals and objectives for the [(Agency/University)] Safety and Health Program in an effort to reduce workplace accidents and maintain a safe and healthy environment. The Safety and Health Committees will develop and implement safety

and health policies, programs and procedures, review injury trends, and work toward promoting safe work habits across the agency/university to every employee that works within the [(Agency/University)].

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### III. [AGENCY/UNIVERSITY] LEVEL SAFETY AND HEALTH COMMITTEE

[Agency/University] shall establish and empower the Safety and Health Committee to oversee the development, implementation, and maintenance of the Safety and Health Program. The Safety and Health Committee will be made up of employee representatives from each division. The duties of this committee include the following:

- A. Establishing annual goals and objectives of the Safety and Health Program and auditing the success of accomplishing the goals and objectives.
- B. Auditing the effectiveness of the Safety and Health Program and recommending changes to address identified weaknesses and/or areas of potential improvement to the Safety and Health Department and/or department management.
- C. Reviewing Safety and Health policies and general procedures at least once every three (3) years and incorporating necessary changes into each document.
- D. Reviewing hazards likely to affect multiple divisions/regions/districts/sites and developing and recommending abatement means.
- E. Reviewing department-wide accident trends identified by the Safety and Health Department and developing recommendations for abatement, control, and prevention of future accidents.
- F. Reviewing and acting on recommendations made by division, region, district, and/or site Safety and Health Committees delineating program needs and concerns, assistance requests, and Safety issues that may be of agency-wide/university-wide concern.
- G. Developing and implementing means to increase employee awareness of, and participation in, the Safety and Health Program.

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### IV. DIVISION/REGION/DISTRICT/SITE LEVEL SAFETY AND HEALTH COMMITTEE

[Agency/University] shall establish a Safety and Health Committee to oversee and assist with the implementation of the Safety and Health Program at the agency/university location. These committees shall perform the following functions:

- A. Conduct meetings at least once every three months. Track attendance and keep accurate minutes of the meetings. The minutes of each meeting shall be turned into the Safety and Health Department on the 10<sup>th</sup> day following the end of each quarter. A copy of the minutes should be posted to ensure availability to all employees in the relevant workplace.
- B. Establish annual goals and objectives for the Safety and Health Program to improve daily employee safety, reduce workplace accidents and associated worker's compensation costs.
- C. Review [Agency/University] Safety and Health Procedures and incorporate necessary changes for submittal to the site manager:

1. Upon issuance of Safety and Health Policy/Program/Procedure revisions.
  2. Upon determination of need or request by management or employees.
  3. At least every three (3) years.
- D. Audit the effectiveness of the Safety and Health Program within the agency/university location and make recommendations to the Safety and Health Committee that address identified weaknesses.
- E. Conduct periodic inspections of the building(s) under the committee's jurisdiction and notify the affected supervisor, site safety appointee and the site director of identified hazards.
- F. Review, investigate, and respond to suggestions and safety related issues from division/region/district/site employees.
- G. Review accident reports of site employees and develop and recommend strategies and abatements to prevent recurrence.
- H. Assess Safety training and information needs among division/region/district/site employees and assist the Safety and Health Department as needed with identifying such training.
- I. Develop emergency action plans for all buildings, providing training on evacuation and fire extinguisher usage to employees annually and holding fire exit drills of the building.
- J. Provide information and recommendations to the [Agency/University] Safety and Health Committee on accident trends, hazards, training and other agency-wide/university-wide safety needs and concerns.
- K. Assist the division/region/district/site safety appointee in implementing a Safety and Health Program.
- L. Accompany representatives from regulatory units (i.e. Department of Insurance, Fire Marshall and Division of Environmental Management) during Safety and Health related inspections of the site.
- M. Develop and implement means to increase the awareness, participation, and morale of employees in the Employee Safety and Health Program.

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## V. COMMITTEE REPRESENTATIVE MEMBERSHIP GUIDELINES

- A. Each agency/university site shall determine the membership number, makeup, length of term, and selection process of its committee, but shall meet at a minimum the following requirements:
1. The Safety and Health appointee shall be a perpetual member with full voting rights.
  2. At least one (1) and no more than one-half the membership of the committee shall be a management representative.

3. At least one (1) employee representative per every 100 employees of the site.
  4. Assigned Workers' Compensation Administrator's (WCA's) or Human Resources staff that handles Workers' Compensation claims related to the division/region/district/site.
  5. Sites with field staff shall have at least one (1) field staff representative on the committee.
- B. The Safety and Health Department may establish and empower Task Committees or Task Groups to address specific issues which require special knowledge and/or time involvement.
- C. [Agency/University] recognizes service on a Safety and Health Committee as an integral function of each member's job duties and shall make time available for each member to attend meetings and carry out committee functions including but not limited to:
1. Attendance at scheduled meetings of the committee.
  2. Active communication with the employees and management officials the member represents, informing them of the activities of the committee and informing the committee of employee and/or managerial safety and health concerns and issues.
  3. Successful execution and completion of the duties and tasks assigned by the Safety and Health Committee at large or by the committee officers.

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## VI. IMPLEMENTATION

- A. Conduct safety and health meetings at least once every three months with a written agenda.
- B. Each Safety and Health Committee shall document the implementation of their activities within their committee minutes.
- C. Each supervisor shall provide committee members under their supervision with the time and resources necessary to perform his/her duties and responsibilities to the Safety and Health Committee and shall consult with committee officers and documentation to evaluate the member's performance during the job performance evaluation process.
- D. Each committee member shall follow the requirements of this policy, associated procedures, and committee bylaws and shall execute the tasks and responsibilities assigned by the committee and/or committee officers.