



# Safety and Health Committee Program

**HISTORY:** First Published October 6, 2020

## RECORD OF CHANGES

Date	Page/Section	Changes Made	Entered By
10/6/2020		New document	K. Long Witter

## RECORD OF ANNUAL REVIEW

Date	Reviewed By

## LEGISLATION

North Carolina General Statutes: Chapter 95, Article 22, Section 95-252: Safety and Health Committees required

North Carolina General Statutes: Chapter 143, Article 63, Section 143-584: State Agency Safety and Health Committees

North Carolina Administrative Code: 13 NCAC 07A.0605 Safety & Health Committee Requirements

North Carolina Administrative Code: 25 NCAC 1N.0105 State Agency Responsibilities

North Carolina Administrative Code: 25 NCAC 1N.0106 Committee Responsibilities

## **PROGRAM STATEMENT**

The purpose of this program is to establish a multi-tiered, management/employee balanced, Safety and Health Committee for North Carolina Central University (NCCU).

## **SCOPE**

The Safety and Health Committee will operate collaboratively with both employee and management input to efficiently use resources and expertise within North Carolina Central University to ensure the safety of the University staff, faculty, students and visitors.

The North Carolina Central University Safety and Health Committee is responsible for the following:

- A. Identifying and analyzing new or existing hazards, conditions, and/or operations;
- B. Developing annual goals and objectives to promote safety awareness, reduce workplace incidents, and maintain a safe and healthy work environment;
- C. Developing and implementing safety and health policies, programs and procedures;
- D. Reviewing injury trends; and
- E. Promoting safe work practices to all employees.

## **COMMITTEE DUTIES**

NCCU Safety and Health Committee is charged with overseeing the development, implementation, and maintenance of the Safety and Health Program. This committee is charged with the following duties:

- A. Conducting meetings at least quarterly.
- B. Maintaining written minutes using the approved template (Appendix A).
- C. Posting meeting minutes in designated space within each occupied building on campus to ensure availability to all employees in the workplace.
- D. Develop a written agenda for each meeting using approved template (Appendix B).
- E. Establishing annual goals and objectives for the Safety and Health Program and measuring accomplishment of the goals and objectives

- F. Monitoring the effectiveness of the Safety and Health Program and recommending changes to address identified weaknesses and/or areas for improvement.
- G. Providing full review of all safety and health policies and procedures at least once every three (3) years and recommending changes and updates to EHS.
- H. Analyzing the University's work injury and illness statistical records including work-related fatalities, injuries, illnesses, and hazards and recommending mitigation strategies.
- I. Reviewing incident trends and developing recommendations for mitigation, control, and prevention of future accidents.
- J. Promoting the Safety and Health Program to improve employee awareness and participation.
- K. Responding to concerns and complaints reported by employees regarding safety and health hazards and ensuring corrective actions are identified and implemented.
- L. Reviewing safety inspection conducted by regulatory entities (Department of Insurance, OSHA, OSHR, etc.) to identify areas for improvement.
- M. Conduct inspections or ensure that safety and health inspections which include employee interviews conducted and documented at least annually, or more frequently as provided by regulatory codes or standards. Ensure employee interviews are conducted in conjunction with inspections of the workplace.
- N. Ensure responses to complaints regarding safety and health hazards are provided and address process for corrective action.
- O. Designating representative(s) to accompany regulatory agencies during environmental, safety, and health inspections of the workplace
- P. Inspecting University health and safety training records to ensure compliance with regulatory training requirements.
- Q. Making written recommendations on behalf of the Committee to the Executive Leadership Team.

- R. Liaison with other campus safety groups (i.e. student safety, laboratory safety, etc.)

## **COMMITTEE MEMBERSHIP AND REPRESENTATION**

The NCCU Safety & Health Committee meets the following requirements as set forth by the North Carolina Office of State Human Resources:

1. All appointees have full voting rights
2. At least one and no more than one-half of committee members are management representatives
3. Workers' compensation administrator is a permanent member
4. EHS Specialists are permanent members
5. Chair and Secretary are elected from membership
6. Members and Officers will serve a two (2) year term

Members shall be selected and appointed by the EHS Director to represent each occupied non-residential building on campus.

## **LEADERSHIP COMMITMENT TO SAFETY PROGRAM**

NCCU leadership recognizes that service on the Safety and Health Committee is an integral function of each member's job duties and commits to supporting membership by ensuring necessary time to participate and contribute in the following ways:

- Attend scheduled committee meetings;
- Engage in active two-way communication between the member and those they represent, informing them of the activities of the committee and taking departmental concerns back to the committee; and
- Provide committee members the time and resources necessary to perform any and all duties and responsibilities associated with the Safety and Health Committee.

The Safety and Health Department may establish ad hoc sub-committees as needed to address specific issues which require special knowledge and/or additional time commitment.

# APPENDIX A

## ***North Carolina Central University Safety & Health Committee Meeting Minutes***

Date

### **I. Call to order**

Facilitator Name called to order the regular meeting of the Organization/Committee Name at time on date at location.

### **II. Roll call**

Secretary Name conducted a roll call. The following persons were present:  
attendee names

### **III. Approval of minutes from last meeting**

Secretary Name read the minutes from the last meeting. The minutes were approved as read.

### **IV. Open issues**

- a) Open issue/summary of discussion
- b) Open issue/summary of discussion
- c) Open issue/summary of discussion

### **V. New business**

- a) New business/summary of discussion
- b) New business/summary of discussion
- c) New business/summary of discussion

### **VI. Adjournment**

Facilitator Name adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by: Name

## APPENDIX B

### ***North Carolina Central University Safety & Health Committee Meeting Agenda***

Date  
Time

Type of Meeting: Description of Meeting

Meeting Facilitator: Facilitator Name

Invitees: Names of Invitees

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting
- IV. Open issues
  - a) Description of open issue 1
  - b) Description of open issue 2
  - c) Description of open issue 3
- V. New business
  - a) Description of open issue 1
  - b) Description of open issue 2
  - c) Description of open issue 3
- VI. Adjournment