



# Employee Safety and Health Program

## Policy 2: Designation and Responsibilities of the Safety and Health Committees

### References:

North Carolina General Statutes, §143-584

North Carolina Administrative Code: 25 NCAC 1N.0105 through .0106

State Employees' Workplace Requirements Program for Safety and Health: Safety and Health Committees

### Purpose:

To establish a multi-level safety and health committee structure within the North Carolina Department of Labor to address safety and health issues.

### Policy:

- I. The NCDOL shall establish and empower an Employee Safety and Health Steering Committee to identify and address NCDOL safety and health issues and concerns, recommend action to the Commissioner of Labor, review NCDOL safety and health policy and general procedures, promote safety and health awareness among employees, and establish limited special issue committees.
- II. Each Unit shall establish a safety and health committee to identify and address safety and health concerns specific to their Unit; provide guidance and assistance to the Employee Safety and Health Steering Committee (SHSC) on safety and health related issues and concerns; and perform quarterly safety and health inspections of the Unit.
- III. No less than one-half the membership on each committee shall be comprised of non-supervisory employees.

### Procedures:

#### I. Employee Safety and Health Steering Committee

##### A. Duties

1. Audit the effectiveness of the Employee Safety and Health Program to address identified deficiencies and/or areas of potential improvement, and to adopt or amend policies and procedures as needed.
2. Review NCDOL accident trends and develop recommendations for abatement, control, and prevention of future accidents.
3. Respond to employee recommendations and/or concerns as they relate to safety and health concerns.
4. Develop and implement a means to increase employee awareness and participation in the Employee Safety and Health Program.

##### B. Membership

1. Membership on the Employee Safety and Health Steering Committee shall consist of one representative of each Unit Committee, a member representing the Deputy Commissioner for Occupational Safety and Health, a member representing the Chief of Staff, a member representing Deputy Commissioner for Standards and Inspections, and the Safety and Health Coordinator.
  - a. The Unit Committee Representative shall be appointed or selected by their Unit Committee or the Unit Manager;



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- b. A member will serve a term of two (2) years: one (1) year as an Alternate and one (1) year as a Member. The Unit Committee Representative may serve consecutive terms with the approval of the Unit Committee or Unit Manager.
- c. A representatives appointed by the Deputy Commissioners and Chief of Staff shall serve an unspecified term at the pleasure of the Deputy Commissioner who appointed him/her.
- d. The NCDOL Safety and Health Coordinator shall perpetually serve on the Employee SHSC as an ex-officio member with voting rights.
- e. The NCDOL Chairperson of each limited special issue committee shall serve as an ex-officio member without voting rights.

#### C. Officers

1. The Safety and Health Steering Committee (SHSC) shall establish a process for designating the offices of Chairperson and Secretary.

#### D. Meetings

1. The Employee Safety and Health Steering Committee Chairperson or their designated representative shall schedule and conduct a meeting no less than once every three months;
2. Formal debate, actions, and decisions by the SHSC shall be conducted according to guidelines established by the SHSC;
3. The minutes from each SHSC meeting, shall be made available via NCDOL employee intranet safety and health program.

## II. Unit Safety and Health Committees

#### A. Duties

1. Audit the effectiveness of a Employee Safety and Health Program within the represented Units, and make recommendations to the Employee SHSC that address identified deficiencies and/or areas for potential improvement;
2. Conduct quarterly inspections of the portions of the building under the Unit Committee's jurisdiction to ensure the maintenance of safe conditions and to identify and address newly created hazards in a timely manner. The inspections shall be documented on a form provided by the Employee SHSC and copies shall be posted to the Unit Committee's intranet page and provided to the affected Supervisor and/or Unit Manager;
3. Review, investigate, and respond to employee recommendations and concerns on safety and health related issues within the represented Units;
4. Assess safety and health training and information needs among employees of the represented Units, and make recommendations for training to the Employee Safety and Health Steering Committee.
5. Provide information and make recommendations to the Employee SHSC on accident trends, hazards, required training, and other safety and health requirements and concerns, which may affect NCDOL as a whole unit.



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6. A Committee member(s) may accompany representatives from regulatory agencies (i.e. Department of Insurance, Office of State Fire Marshall, and Division of Environmental Management) during safety and health related inspections of a NCDOL occupied building. Copies of any inspection report from the regulatory Agency shall be provided to the Unit Manager, Unit Committee, the Employee SHSC, and the Safety and Health Coordinator;
7. Develop and implement criteria to increase awareness and participation of employees in the Employee Safety and Health Program.

#### B. Membership

1. The membership on each Unit Safety and Health Committee shall be comprised of no less than one-half non-supervisory employees. The Deputy Commissioner for the Unit shall establish the initial membership of each Unit Committee;
2. Units with significant field operations shall ensure field employees are represented on the Unit Safety and Health Committee;
3. The members of the Unit Safety and Health Committee shall serve a term of at least one (1) year;
4. Each Unit shall identify an alternate thereby facilitating smooth succession of membership rotation;
5. Unit Committee Members may renew their terms;
6. The Unit Safety and Health Committee shall determine and select member and Management Representatives;
7. Unit Committee selection may be by appointment or election.

#### C. Officers

1. The Unit Safety and Health Committee shall establish a process for designating the offices of Chairperson and Secretary;
2. One first-year member shall be selected by the Committee to serve as the alternate to the Unit Safety and Health Committee Representative on the Employee SHSC. Upon the second year, the current Unit Safety and Health Committee Representative shall step down and the alternate shall succeed to that role.

#### D. Meetings

1. The Unit Safety and Health Committee chair shall call meetings no less than once every three months;
2. Formal debate, actions, and decisions by the Unit Safety and Health Committee shall be conducted according to guidelines established by the Committee;
3. The meeting minutes shall be available upon request;
4. The meeting minutes shall be posted on the Employee Safety and Health Program intranet page.

### III. Special Issue Committees and Task Forces

- A. The Chairperson of the Employee SHSC shall have the authority to establish limited special issue committees;



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- B. The Employee SHSC shall set the mission, goals, and longevity of the limited special issue committee upon its formation;
- C. The Employee SHSC shall determine the make-up of the limited special issue committee membership, based on required expertise and/or representation;
- D. The limited special issue committee shall provide an update report to the Employee SHSC at each standard meeting of that Committee.

#### IV. Eligibility for Membership

- A. Full-time employees with an overall rating of "Meets Expectations" or better on the most recent Job Performance Evaluation are eligible for membership on the Unit Safety and Health Committee. Temporary, part-time, and employees in trainee status are ineligible for membership unless specifically approved by the Unit Manager and/or his/her Supervisor;
- B. Supervisors of committee members shall adjust the job performance expectations of members and shall review the member's performance and service to the committee as part of the Annual Job Performance Evaluation.

#### V. Replacement of Members

- A. Members who are able to finish their term of service due to ineligibility, retirement, or resignation shall be replaced by the Unit's alternate member for the remainder of the original term;
- B. The Unit Manager shall appoint a member of his/her staff as the alternate;
- C. When the remainder of the original term is half its normal duration or less, the replacement member shall remain eligible to serve a second term if he/she so desires and the Unit Manager or his/her Supervisor approves continuation on the Committee.

#### VI. Attendance by Non-Members

- A. Any employee of the NCDOL may attend any meeting of any safety and health committee, upon approval of the supervisor.



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