

Section 0010 - Safety and Health Committees

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POLICY

The University of North Carolina at Greensboro has established a multilevel committee structure to ensure employee involvement in the university's Comprehensive Safety and Health Program at all levels within the organization. These committees will contribute to the university's policy of providing a safe and healthy workplace for each of its employees.

STANDARD

State of North Carolina Personnel Manual, Section 2.3; North Carolina Office of State Personnel

PROCEDURES

Campus Safety Oversight Committee

I. Selection

The membership of the committee shall be comprised of the persons serving in the following positions:

Vice Chancellor for Student Affairs
 Vice Chancellor for Business Affairs
 Provost
 Chair of the Faculty Senate
 Associate Vice Chancellor for Facilities shall serve as an observing member.

Each member, with the exception of the Chair of the Faculty Senate, shall serve as the chair of the committee for a period of two years. The Chair of the Faculty Senate will serve for one year, then the newly elected Chair will serve the second year. This shall be rotated in the order listed above with the Vice Chancellor for Student Affairs original term ending in July 1992.

II. Responsibilities

- a. Provide oversight and at least annually review policies, practices, and campus conditions relating to safety.
- b. Submit a report of annual activity to the Chancellor no later than July 1 of each year. This report should address campus progress, appropriate recommendations for improving the safety program and comments relating to the adequacy of the program.

Campus Safety Committees

- I. Six subordinate committees which report to the Campus Safety Oversight Committee will be established from the following campus environment groups:

Office/Classroom Environment
 Maintenance/Construction Environment
 Industrial/Shop Environment
 Laboratory Environment
 Radiation Use Environment
 Public Services Environment

- II. The membership of each committee will be as follows:

The Director of Safety or designee shall serve as an ex-officio member with voting rights.

Three employees with supervisory job functions shall be recommended by the Office of Safety. Appointments will be made by the Chancellor through the Campus Safety Oversight Committee.

Three non-supervisory employees, to be referred to as Employee Safety and Health Representatives, shall be recommended by the Office of Safety. Appointments will be made by the Chancellor with advice of the Campus Safety Oversight Committee.

Appointed members of the committee shall serve for three years. Terms shall be on a staggered rotating schedule, with two committee members rotating off each year. The committee shall be chaired by a member for one year, on a rotating basis.

III. RESPONSIBILITIES

Each committee will have the following responsibilities, as applicable to the committee's work environment. For example, the Maintenance/ Construction Safety Committee will review policies, statistical records, etc. as they pertain to Maintenance/ Construction activities.

- a. Conduct meetings quarterly, maintaining written minutes that are posted.
- b. Review the university's safety policies and procedures.
- c. Review the university's work injury and illness statistical records and safety training records.
- d. Review annual inspections of all university facilities.
- e. Make written recommendations to the Campus Safety Oversight Committee.
- f. Designate Employee Safety and Health Representative(s) to meet with representatives from regulatory agencies during safety and health inspections.
- g. Review and recommend improvements for incidents involving work-related fatalities, injuries, illnesses, or near-misses.
- h. Review and recommend improvements for employee complaints concerning safety and health hazards in the workplace.