

25 NCAC 01N .0106 COMMITTEE RESPONSIBILITIES

The Safety and Health Committee(s) shall perform the following functions as well as any other functions determined by the State Human Resources Commission to be necessary for the effective implementation of the State Employees Workplace Requirements Program for Safety and Health:

- (1) Review safety and health policies and procedures established by the agency as needed.
- (2) Review incidents involving work-related fatalities, injuries, illnesses or near-misses.
- (3) Review employee complaints regarding safety and health hazards.
- (4) Analyze the agency's work injury and illness statistical records.
- (5) Conduct inspections or ensure that safety and health inspections of the worksites are conducted and documented at least annually or more frequently as required by regulatory codes or standards. Ensure responses to complaints regarding safety and health hazards are provided and address process for corrective action.
- (6) Ensure that interviews with employees are conducted in conjunction with inspections of the workplace.
- (7) Ensure that agency's training records are reviewed to ensure compliance with regulatory training requirements.
- (8) Conduct meetings at least once every three months. Maintain written minutes of such meetings and send copy to each committee member. Copy of minutes shall be posted to ensure availability to all employees in the workplace.
- (9) Designate Employee Safety and Health Representative(s) to accompany representatives from regulatory agencies (i.e. NC Department of Agriculture, NC Department of Health and Human Services, NC Department of Labor Occupational Safety and Health Division, NC Department of Insurance, NC Department of Environment and Natural Resources, etc.) during environmental, safety and health inspections of the workplace.
- (10) Make written recommendations (Example: for elimination of hazards and improvement in occupational safety and health) on behalf of the Committee to the agency head.

*History Note: Authority G.S. 95-148; 126-4(5),(10); 143-580 through 143-584;
Executive Order No. 6 (1985);
Eff. February 1, 1993;
Amended Eff. April 1, 2006;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 4, 2016.*