



Workplace Safety Committees

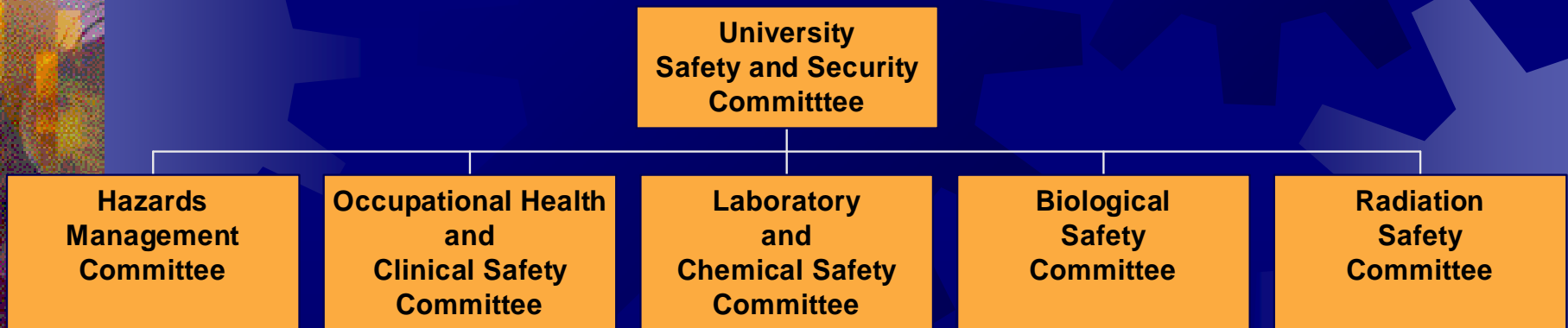
University of North Carolina at Chapel Hill

NC State Statutes

143-584 Requires each state agency to create “safety and health committees to perform workplace inspections, review injury and illness records, make advisory recommendations to the agency's managers, and perform other functions determined by the State Personnel Commission to be necessary for the effective implementation of the State Employees Workplace Requirements Program for Safety and Health.”

Committee Structure

UNC-Chapel Hill Workplace Safety Committee Structure





Hazards Management Committee *Scope*

To address environment, health and safety (EHS) issues in the office, support services, maintenance and construction environments, as well as those issues for small shops.

Hazards Management Committee

Duties and Responsibilities

- ★ Review all safety and health policies and procedures established by UNC pertaining to hazards management.
- ★ Review incidents involving work-related fatalities, injuries, illnesses or near misses related to hazards management.
- ★ Review employee complaints regarding safety and health hazards related to hazards management.
- ★ Analyze UNC's work injury and illness statistical records related to hazards management.

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Hazards Management Committee

Duties and Responsibilities

- ✦ Conduct inspections of worksites at least annually and in response to complaints regarding safety or health hazards.
- ✦ Conduct interviews with employees in conjunction with inspections of the workplace.
- ✦ Review UNC's training records to ensure compliance with regulatory training requirements.

Hazards Management Committee

Duties and Responsibilities

- ★ Conduct meetings at least once every three months. Maintain written minutes of such meeting and send copy to each committee member. Copy of minutes shall be posted on EHS's website (ehs.unc.edu).
- ★ Designate Employee Safety and Health Representative(s) to accompany representatives from regulatory agencies (i.e. NIOSH, NC Department of Insurance, NC Division of Environmental Management) during safety and health inspections of the workplace.

Hazards Management Committee

Duties and Responsibilities

- ✦ Address EHS issues in the support service, office, maintenance, construction, learning and campus living environments
- ✦ Address other EHS issues that do not occur in laboratory or clinic environments, such as small shops
- ✦ Review EHS survey program findings for non-laboratories (HMP)

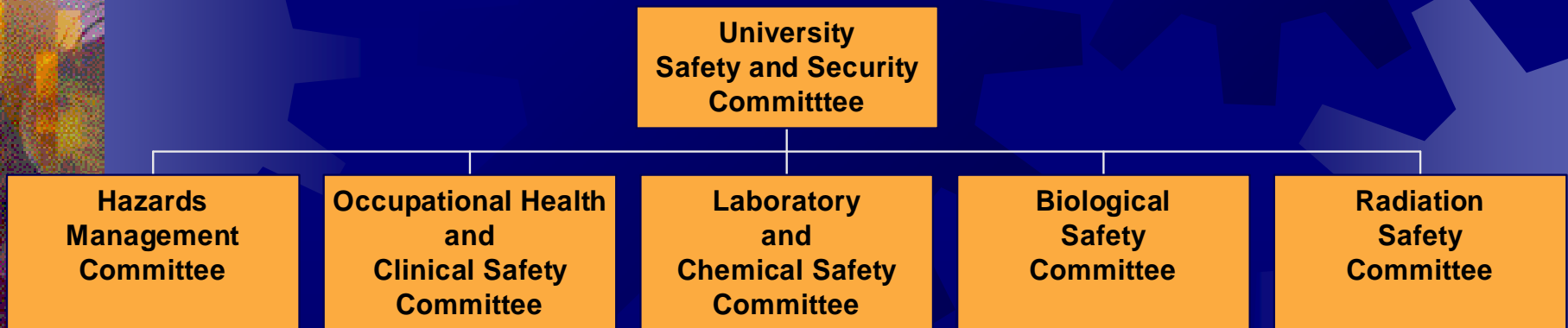
Hazards Management Committee

Duties and Responsibilities

- ☀ Address fire and life safety, environmental compliance, and student EHS issues in their respective environments
- ☀ Address other broad EHS issues such as slips, trips, falls and property risks
- ☀ Make written recommendations on behalf of the committee to the University Safety & Security Committee, and the Chancellor.
- ☀ Advise the Department of Environment, Health and Safety regarding the planning and implementation of UNC EHS programs.

Committee Structure

UNC-Chapel Hill Workplace Safety Committee Structure





Occupational Health and Clinical Safety Committee *Scope*

To address environment, health and safety (EHS) issues in the clinic environment and, as appropriate, broad occupational health issues affecting UNC.

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Occupational Health and Clinical Safety Committee

Duties and Responsibilities

- ★ Advise the Department of Environment, Health, and Safety regarding issues in the clinic environment
- ★ Advise the Department of Environment, Health and Safety regarding the planning and implementation of UNC EHS programs.
- ★ Make written recommendations on behalf of the committee to the University Safety & Security Committee, and the Chancellor.



Occupational Health and Clinical Safety Committee *Duties and Responsibilities*

- ★ Review all safety and health policies and procedures established by UNC pertaining to occupational health and clinical safety.
- ★ Review incidents involving work-related fatalities, injuries, illnesses or near misses related to occupational health and clinical safety.
- ★ Review employee complaints regarding safety and health hazards related to occupational health and clinical safety.

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Occupational Health and Clinical Safety Committee *Duties and Responsibilities*

- ✦ Analyze UNC's work injury and illness statistical records related to occupational health and clinical safety.
- ✦ Review UNC's training records to ensure compliance with regulatory training requirements.
- ✦ Address bloodborne pathogen safety and needlestick prevention issues not addressed by the unit infection control committees



Occupational Health and Clinical Safety Committee *Duties and Responsibilities*

- ✦ Advise on health surveillance and other occupational health issues
- ✦ Advise on campus health and sanitation
- ✦ As requested, advise the University Employee Occupational Health Clinic



Occupational Health and Clinical Safety Committee

Duties and Responsibilities

- ★ As requested, advise the workers' compensation program
- ★ Address fire and life safety, environmental compliance, and student EHS issues in the clinic environment.
- ★ Conduct inspections of worksites at least annually and in response to complaints regarding safety or health hazards.
- ★ Conduct interviews with employees in conjunction with inspections of the workplace.

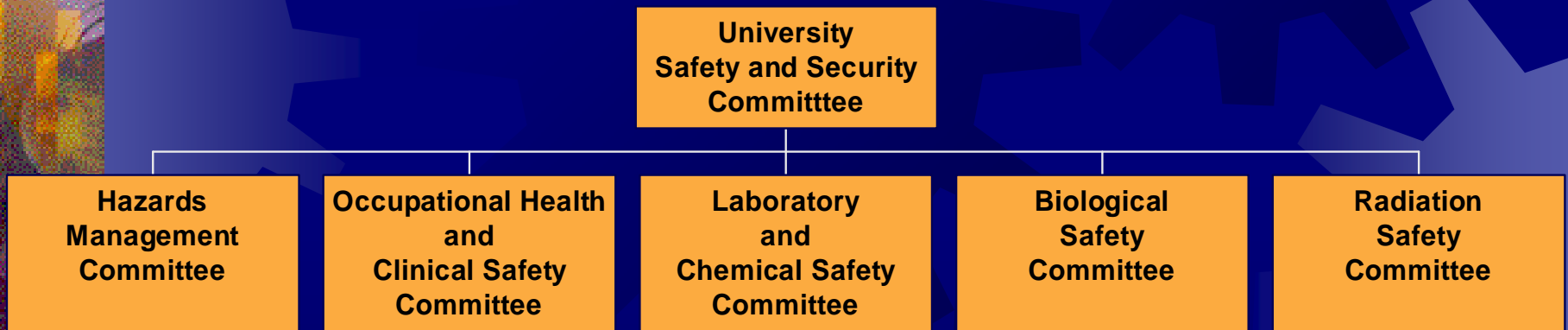
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Occupational Health and Clinical Safety Committee *Duties and Responsibilities*

- ★ Designate Employee Safety and Health Representative(s) to accompany representatives from regulatory agencies (i.e. NIOSH, NC Department of Insurance, NC Division of Environmental Management) during safety and health inspections of the workplace.
- ★ Conduct meetings at least once every three months. Maintain written minutes of such meeting and send copy to each committee member. Copy of minutes shall be posted on EHS's website (ehs.unc.edu).

Committee Structure

UNC-Chapel Hill Workplace Safety Committee Structure





Laboratory and Chemical Safety Committee

Scope

To address environment, health and safety (EHS) issues in the laboratory environment and, as appropriate, broad chemical safety issues affecting UNC.



Laboratory and Chemical Safety Committee

Duties and Responsibilities

- ★ Review safety and health policies and procedures established by the agency pertaining to laboratory and chemical safety.
- ★ Review incidents involving work-related fatalities, injuries, illnesses or near misses related to laboratory and chemical safety.
- ★ Review employee complaints regarding safety and health hazards related to laboratory and chemical safety.



Laboratory and Chemical Safety Committee

Duties and Responsibilities

- ✦ Analyze the agency's work injury and illness statistical records related to laboratory and chemical safety.
- ✦ Conduct inspections of laboratories and worksites utilizing chemicals at least annually and in response to complaints regarding safety or health hazards.
- ✦ Conduct interviews with employees in conjunction with inspections of the workplace.



Laboratory and Chemical Safety Committee

Duties and Responsibilities

- ★ Review agency's training records related to laboratory and chemical safety to ensure compliance with regulatory training requirements.
- ★ Conduct meetings at least once every three months. Maintain written minutes of such meeting and send copy to each committee member. Copy of minutes shall be posted in the appropriate workplace.

Laboratory and Chemical Safety Committee

Duties and Responsibilities

- ★ Designate Employee Safety and Health Representative(s) to accompany representatives from regulatory agencies (i.e. NIOSH, NC Department of Insurance, NC Division of Environmental Management) during safety and health inspections of the workplace.
- ★ Make written recommendations on behalf of the committee to the agency head.

Laboratory and Chemical Safety Committee

Duties and Responsibilities

- ★ Review laboratory EHS issues not specifically pertaining to biosafety or radiation safety, and broad laboratory EHS issues
- ★ OSHA laboratory standard compliance
- ★ Shipment and receipt of laboratory chemicals
- ★ Flammable liquids and other fire hazards in laboratories
- ★ Safe laboratory design, ventilation and engineering

Laboratory and Chemical Safety Committee

Duties and Responsibilities

- ✦ Security of laboratory chemicals
- ✦ Review EHS issues pertaining to carcinogens, reproductive toxins and pesticides
- ✦ Review laboratory EHS survey program (CLIP) findings not specifically pertaining to biosafety or radiation safety

Role of the UNC Department of Environment, Health and Safety

- ✦ Organize and facilitate meetings.
- ✦ Support committee activities and action plans.
- ✦ Communicate committee findings, recommendations and decisions to the University Safety and Security Committee, and UNC administration.

Measuring and Prioritizing EHS Risks

Consequence

High		
Low		
	Low	High

Probability



Workplace Safety Committees

Standard Operating Procedures

- ★ Meetings require a quorum of members as defined by Robert's Rules of Order (one greater than the majority), unless an alternative quorum is established by the Committee.
- ★ E-mail voting on decision items is allowed as long as a quorum responds and the results are presented at the next meeting and included in the minutes.