



Health and Safety Committee Program

Purpose & Scope

Health and Safety Committees are responsible for identifying and analyzing new or existing hazards, conditions, and/or operations to promote safety awareness and minimize unsafe behaviors and conditions across FSU. These committees work to establish annual goals and objectives for FSU's Health and Safety Program to reduce workplace accidents and maintain a healthy and safe environment. The committees will develop and implement health and safety policies, programs and procedures, review injury trends, and work toward promoting safe work habits across the university to every employee that works within FSU.

Program Statement

The purpose of this program is to establish a management/employee balanced Health and Safety Committee structure for Fayetteville State University. The Health and Safety Committee will operate collaboratively with both employee and management input and through the most efficient use of resources and expertise within FSU.

University Level Health & Safety Committee

FSU shall establish and empower a Health and Safety Committee to oversee and assist with the development, implementation, and maintenance of the Health and Safety Program. The committee will be made up of employee representatives from each department. The duties of this committee include the following:

- Establishing annual goals and objectives of the Health and Safety Program to improve daily employee safety, reduce workplace accidents and associated worker's compensation costs.
- Auditing the effectiveness of the Health and Safety Program and recommending changes to address identified weaknesses and/or areas of potential improvement to the EHS Officer / Professional.
- Reviewing Health and Safety policies and general procedures at least once every three (3) years and incorporating necessary changes into each document.
- Reviewing hazards likely to affect multiple departments and developing and recommending abatement means.
- Reviewing department-wide accident trends identified by the EHS Officer / Professional and developing recommendation for abatement, control, and prevention of future accidents.
- Reviewing and acting on recommendations made by Department Level Health and Safety Committees delineating program needs and concerns, assistance requests, and safety issues that may be of university-wide concern.

- Developing and implementing means to increase employee awareness of, and participation in, the Health and Safety Program.

Department Level Health & Safety Committee

Based on department size, FSU shall establish Department Level Health & Safety Committee(s) to assist with the implementation of the Health and Safety Program at the department level. These committees shall perform the following functions:

- Review FSU Health and Safety Procedures and incorporate necessary changes for submittal to the EHS Officer / Professional:
 - Upon issuance of Health and Safety Policy / Program / Procedure revisions.
 - Upon determination of need or request by management or employees.
 - At least every three (3) years.
- Conduct voluntary building inspections or Job Hazard Analysis under the University Level Committee's jurisdiction and notify the affected supervisor and the EHS Officer / Professional of identified hazards.
- Review, investigate, and respond to suggestions and safety related issues from department employees.
- Review accident reports of site employees and develop and recommend strategies and abatements to prevent a reoccurrence.
- Assess health and safety training and information needs among department employees and assist the EHS Officer / Professional as needed with identifying such training.
- Provide information and recommendations to the University Level Health and Safety Committee on accident trends, hazards, training and other university-wide safety needs and concerns.
- Develop and implement means to increase the awareness, participation, and morale of employees in the Health and Safety Program.

Committee Representative Membership Guidelines

- FSU shall determine the membership number, makeup, length of term, and selection process of its committee, but shall meet at the minimum following requirements:
 - The health and safety appointee shall be a perpetual member with full voting rights.
 - At least one (1) and no more than one-half the membership of the committee shall be a management representative.
 - At least one (1) employee representative per every 100 employees of the site.
 - Assigned Workers' Compensation Administrator's or Human Resources staff that handles Workers' Compensation claims related to the university.
- The EHS Officer / Professional may establish and empower Task Committees or Task Groups to address specific issues which require special knowledge and/or time involvement.

- FSU recognizes service on a committee as an integral function of each member's job duties and shall make time available for each member to attend meetings and carry out committee functions including but not limited to:
 - Attendance at scheduled meetings of the committee.
 - Active communications with the employees and management officials the member represents, informing them of the activities of the committee and informing the committee of employee and/or managerial health and safety concerns and issues.
 - Successful execution and completion of the duties and tasks assigned by the committee at large or by the committee officers.

Implementation

1. **University Level Health & Safety Committee** must conduct, at minimum, quarterly health and safety meetings with a written agenda. **Department Level Health & Safety Committee** will determine frequency of health and safety meetings and department specific agenda.
2. Each committee shall document the implementation of their activities within their committee minutes.
3. Each supervisor shall provide committee members under their supervision with the time and resources necessary to perform his/her duties and responsibilities to the committee and shall consult with committee officers and documentation to evaluate the member's performance during the job performance evaluation process.
4. Each committee member shall follow the requirements of this policy, associated procedures, and committee bylaws and shall execute the tasks and responsibilities assigned by the committee and/or committee officer.

Recordkeeping

The **EHS Officer / Professional** will be:

- Responsible for maintaining University Level Health and Safety meeting minutes.

Annual Review

The Health and Safety Committee Program will be reviewed by the **EHS Officer / Professional**. The annual review will include all documents associated with this program.



**SAFETY & HEALTH COMMITTEE MEETING
SIGN IN ROSTER**

DATE _____

LOCATION _____ **TIME** _____

PRINT NAME	DEPARTMENT	SIGNATURE
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**SAFETY & HEALTH COMMITTEE MEETING
AGENDA**

- 1. Call to order**
- 2. Roll call**
- 3. Approval of previous meeting mins**
 - a.**
- 4. Old business**
 - a.**
 - b.**
 - c.**
 - d.**
 - e.**
 - f.**
 - g.**
- 5. New business**
 - a.**
 - b.**
 - c.**
 - d.**
 - e.**
 - f.**
- 6. Next meeting scheduled**
 - a.**