

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

FACULTY SENATE

Senate Document Number 1713F
Date of Senate Approval 12/5/13

Statement of Faculty Senate Action:

FWDC 10: Restructure and Renaming of Campus Safety and Health Committee to Environmental Health and Safety Committee (Faculty Handbook Section [10.4.13](#))

Effective date: Immediately

Summary: This document reorganizes the structure and membership of the current Campus Safety and Health Committee (SD8007S). The committee will be re-named the Environmental Health and Safety Committee and connected to other university safety committees.

Rationale: This committee is legislatively mandated in the North Carolina Administrative Code Title 25 Subchapter 1N Workplace Environment and Health. The committee's responsibilities are clearly defined in 25NCAC 1N.0106 with the membership requirements outlined in 13NCAC07A.0604 and G.S. 95-252(d). Because of the critical nature of this committee and the fact that the responsibility to assure that the committee functions ultimately falls under the Vice Chancellor for Student Affairs, it is recommended that the administration oversee the operation of this committee. The current Campus Safety and Health Committee is a standing committee under the Faculty Senate. It is understood that faculty representation is important to the success of the committee. Four faculty members will continue to be appointed by the Faculty Welfare and Development Committee (FWDC) as is the case with the current committee.

Delete 10.4.13:

[10.4.13](#) Safety and Health Committee [SD8007S](#) (formerly Energy & Safety)

Purpose:

To ensure that UNC Asheville, as a state agency, implements a safety and health committee structure that provides management and non-managerial involvement in the on-going responsibility of providing a safe work environment. The safety committee will also provide insight into safety planning and training

Duties

1. Review all safety and health policies and procedures established by UNC Asheville.
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 of worksites at least annually and in response to complaints regarding safety or health hazards.
6. Conduct interviews with employees in conjunction with inspections of the workplace.
7. Review agency's training records to ensure compliance with regulatory training requirements
8. Conduct meetings at least once every three months. Maintain written minutes of such meetings and send copies to each committee member. Copy of minutes shall be posted in the appropriate workplace.
9. Designate Employee Safety and Health Representative(s) to accompany representatives from regulatory agencies (i.e. NCOSHA, NC Department of Insurance, NC Division of Environment and Natural Resources) during safety and health inspections of the workplace.
10. Make written recommendations on behalf of the committee to the next highest safety and health committee and/or agency head.

Membership

- Four faculty, each serving a two year term (staggered); appointed by FWDC

- Radiology Officer
- OSHA Officer
- Director of Public Safety

Recommendations to: the Associate Vice Chancellor for Campus Operations

Reports to: the Vice Chancellor for Finance and Operations

Replace with revised 10.4.13:

[10.4.13](#) Environmental Health and Safety Committee

Purpose:

To ensure that UNC Asheville, as a state agency, implements a safety and health committee structure that provides management and non-managerial involvement in the ongoing responsibility of providing a safe work environment. The safety committee will also provide guidance for safety planning and training.

Duties

1. Review all safety and health policies and procedures established by UNC Asheville.
2. Review incidents involving work-related fatalities, injuries, illnesses or near-misses.
3. Review employee complaints regarding safety and health hazards.
4. Analyze UNC Asheville's work injury and illness statistical records.
5. Conduct meetings at least once every three months. Maintain written minutes of such meetings, send copies to each committee member and post in the appropriate workplace.
6. Make written recommendations on behalf of the committee to the next highest safety and health committee and/or agency head.

Additional duties may be added as the committee develops bylaws and operating procedures.

Membership

- One member of Chancellor Staff Advisory Committee (appointed by CSAC)
- One non-supervisory and one supervisory representative (appointed by Senior Administrator for University Enterprises and Director of Athletics)
- Two faculty, each serving a three year term (staggered); appointed by FWDC; one of these faculty members should serve as a representative from the Lab Safety Committee to the Environmental Health and Safety Committee.
- One non-supervisory and one supervisory representative (appointed by the Vice Chancellor of Finance and Operations)
- One non-supervisory and one supervisory representative (appointed by the Vice Chancellor of student Affairs)
- A representative from the Lab Safety Committee will serve on the Environmental Health and Safety Committee (appointed by the Committee)
- Environmental Health and Safety Officer (voting ex officio member)
- Environmental Health and Safety Professional (voting ex officio member)

Recommendations to: Director of Emergency Management

Reports to: Director of Public Safety