

## **SAFETY AND HEALTH POLICY**

### **TOWN OF SWANSBORO**

#### **I. Overall Commitment to Safety**

##### **A. Purpose**

The Town of Swansboro places a high value on the safety of its employees, is committed to providing a safe workplace for all employees, and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

##### **B. Management Policy**

The basic safety policy of this organization is that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

##### **C. Importance of Safety**

The time during which employees are participating in training and education activities shall be considered as hours worked for purposes of wages, benefits, and other terms and conditions of employment. The training and education shall be provided at no cost to the employees. Members of the Safety and Health Committee will be allowed reasonable time to exercise the rights of the committee without any loss of pay or benefits.

##### **D. Employee Responsibility**

Employees are required to comply with all workplace safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

##### **E. Supervisory Responsibility**

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

##### **F. Management Commitment**

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that company safety policies are followed.

##### **G. Safety Program Leadership**

The Safety (and Workplace Health) Coordinator for the Town of Swansboro is the Town Manager, unless another employee is designated by the manager as the coordinator.

## **II. Safety and Health Responsibilities**

### **A. Manager Responsibilities**

The responsibilities of the town manager are as follows:

1. Insure that an organization-wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program, subject to the approval of the town governing board.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Insure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Insure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

### **B. Supervisor Responsibilities**

1. Insure that each employee supervised has received an initial orientation *before* beginning work.
2. Insure that each employee supervised is competent or receives on-the-job training on safe operation of equipment or tasks *before* starting work on that equipment, project, or any new work assignment.
3. Insure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE, and that he/she is trained on any new PPE.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards found.
5. Observe the employees under supervision while they are working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document any evaluations.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in the work area and report the findings to management.
8. Inform other employers/subcontractors of the Town's safety/health program requirements prior to commencing work. Inform the Safety Coordinator whenever outside contractors will have employees on site.
9. Talk to management about changes to work practices or equipment that will improve employee safety.

### **C. Employee Responsibilities**

1. Follow safety rules described in this program and in any OSHA safety standards and training provided.
2. Promptly report unsafe conditions or actions to your supervisor or safety committee representative.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

### **III. Safety and Workplace Health Committee**

#### **A. Committee Purpose**

The Town has formed a Safety and Workplace Health committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety/health program. The Safety Coordinator will facilitate committee formation and all committee activities.

#### **B. Committee Composition**

*[The Safety and Workplace Health Committee is being initially formed under the requirements of NCGS 95-251 and 252, because the Town had a 1.5 workers compensation rate modifier in 2011-2012, and the general composition of the committee is mandated by the statute. When the Town is no longer subject to NCGS 95-251 and 252, management reserves the right to alter the composition of the committee and the manner of appointment.]*

1. *Membership.* The committee will be composed of eight members, and the Safety Coordinator shall serve as an additional, ex-officio member.
2. *Representation.* Half the committee will be composed of non-management employees and in representative numbers as required by law. One non-management representative shall be selected by election from each of the following work areas: (a) Police, (b) Fire, (c) Public Works and Parks, (d) Town Hall. Management representatives shall be named by the Town Manager.
3. *Terms and Vacancies.* Elected representatives will serve for at least one year, and shall not be allowed to succeed themselves in the same position more than twice. Terms may be staggered. Vacancies shall be filled in accordance with one of the procedures specified in the state statute.
4. *Leadership.* The committee shall be co-chaired by the Safety and Workplace Health Coordinator or his designee and a committee representative selected by members of the committee. A committee member shall also be selected to serve as secretary and keep minutes.

#### **C. Duties and Responsibilities**

The Safety and Workplace Health Committee shall, within reasonable limits and in a reasonable manner, exercise the following duties and responsibilities:

- a. Review the safety/health program upon establishment and yearly thereafter.
  - b. Review incidents involving work-related fatalities, injuries/illnesses, near-miss incidents and safety/health complaints.
  - c. Review company work injury/illness records (other than personally-identifiable medical information), and other reports/documents relating to occupational safety/health.
  - d. Conduct inspections at least quarterly and in response to employee/committee complaints.
  - e. Conduct interviews with employees during inspections.
  - f. Conduct meetings at least quarterly and keep written minutes.
  - g. Observe the measurement of employee exposure to toxic materials and harmful physical agents.
  - h. Establish procedures for exercising the rights of the committee.
  - i. Make recommendations on behalf of the committee, and also permit any member(s) of the committee to submit separate views to management for improving the program.
6. *Meetings.* The committee shall meet at times called by the co-chairs, with input from other committee members and with consideration for the work schedules of committee members.
  7. *Minutes.* Minutes of committee meetings shall be kept by a committee member. A copy will be posted on the employee bulletin board after each meeting. After being approved by the committee, the minutes will be filed for two years in a location selected by the Safety Coordinator.

## **IV. Employee Safety Meetings**

### **A. Regular Safety Meetings**

Employees are required to attend safety meetings held at least quarterly. Such meetings may include all employees available at that time and may also be customized meetings conducted for individual work areas.

### **B. Safety Meeting Purposes**

The purposes of regular safety meetings are to raise overall consciousness and awareness of workplace safety and health, to help identify safety problems and develop solutions, to provide training, and to evaluate the effectiveness of the safety program. Written records of safety minutes and topics addressed will be kept on file for by the Safety Coordinator or his/her designee.

## **V. Hazard Prevention and Control**

### **A. Employer Commitment**

The Town of Swansboro is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

### **B. Safety Inspection Procedures**

1. *Hazard Identification.* The Town of Swansboro is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. The Town will take prompt action to eliminate any hazards that are identified. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below.
2. *Annual Site Survey and Audit.* Once a year, an inspection team made up available members of the safety committee will do a wall-to-wall walk-through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular quarterly safety inspections and as part of the annual review of the effectiveness of our accident prevention program. All written reports will be reviewed and a written statement of findings and remedial actions will be kept for at least two years.
3. *Periodic Change Survey.* The Safety Coordinator (or a team) will look at significant workplace changes to identify safety issues. Changes include new equipment, new PPE, changes to work procedures, and changes to work environments or building structures. A team, if utilized, will be safety committee representatives and any other persons approved by the Safety Coordinator. The Coordinator or the team will examine the changed conditions and makes recommendations to eliminate or control any hazards that were or might be created as a result of the change.
4. *Quarterly Safety Inspection.* Each quarter, before the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee

members will report any hazards or concerns to the whole committee for consideration. Committee representatives are encouraged to agree to occasionally inspect each other's areas rather than their own, in order to bring a fresh pair of eyes the identification of hazards.

5. *Job Hazard Analysis*. As a part of its on-going safety program, the Town may elect to use a "job hazard analysis" to look at tasks performed by employees. Such analyses will be carried by the supervisor of the job task, together with the Safety Coordinator and/or a member of the safety committee. The purpose of such analyses is to change how a job is performed in order to eliminate or control any hazards, to determine whether the employee needs to use personal protective equipment (PPE) while doing the job, and to train employees in the revised operation and the use of any required PPE. Job hazard analyses, if performed, will be reported to the safety committee.

## **VI. Accident and Injury Reporting**

### **A. Prompt Reporting**

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on a Minor Injury Log posted in the department. The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

### **B. Initial Investigation and Report**

When a supervisor receives a report of a serious injury or work-related illness or becomes aware of same, the supervisor will take the following actions:

1. Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
2. Complete an "Incident Investigation Report" form.
3. Give the "Employee's Report" and the "Incident Investigation Report" to the Safety Coordinator.

### **C. Follow-Up Actions**

Following submission of the reports, the Safety Coordinator or his/her designee shall:

1. Determine from the Employee's Report, Incident Investigation Report, and any claim form associated with the incident, whether it must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form.
2. Enter a recordable incident within seven days after the company becomes aware of it.
3. If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
4. Before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

### **D. Safety Committee Role.**

The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.

### **E. OSHA Log Posting**

The person assigned by the Town Manager to do so will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

## F. Very Serious Incident Procedures

1. *Report to NCDOL.* If an employee dies while working or is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, the Safety Coordinator will contact the North Carolina Department of Labor-OSH within eight hours after becoming aware of the incident. The toll -free notification number is: 1-800-NCLABOR. The Safety Coordinator must talk with a representative of the department and must report: the employer name, location and time of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened, and the name and phone number of a contact person.
2. *Scene Preservation.* The scene of the fatal or life-threatening accident or illness should not be disturbed except to aid in rescue or to make the scene safe.
3. *Initial Investigation.* Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident, and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

## G. Other Injury Incidents

1. *Report Procedure.* When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to the Safety Coordinator.
2. *Near-Misses.* Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the Safety Coordinator to record on the incident log.

## **VII. Basic Safety Rules**

The following basic safety rules have been established to help make municipal work sites a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
2. Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
3. Never operate a piece of equipment unless you have been trained and are authorized.
4. Use your personal protective equipment whenever it is required.
5. Obey all safety warning signs.

6. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
7. Do not bring firearms or explosives onto company property.
8. Smoking is only permitted outside the building away from any entry or ventilation intake.
9. Horseplay, running, and fighting are prohibited
10. Loose clothing, jewelry and hair longer than shoulder length shall not be worn around moving machinery.
11. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

## **VIII. Job Related Safety Rules**

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

### **A. Shop Areas - General**

#### **1. *Required PPE:***

- Safety glasses. Check prior to use for broken or missing components (such as side shields) and for scratched lenses. Safety glasses must have a "Z87.1" marking on the frame. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.

#### **2. *Work Rules:***

- Walk within marked aisles.
- Do not distract or talk with employees when they are using a machine.

### **B. Bench Grinders**

#### **1. *Required PPE:***

- Eye protection (full-face shield with safety glasses under the shield).

#### **2. *Work Rules:***

- Check that there is a gap between the tool rest and the wheel of no more than 1/8".
- Check that the upper wheel (tongue) guard has a gap of no more than 1/4".
- Check that the wheel edge is not excessively grooved. Dress the wheel if necessary.
- Do not grind on the face of the wheel.

### **C. Work with Ladders (all locations)**

#### **1. *Required PPE:***

- Full body harness when working at greater than 25' and both hands must be used to do the job

#### **2. *Work Rules:***

- Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder! You may hide a defect.
- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing up or down. Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.

- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder or the step immediately below.
- Set a single or extension ladder with the base  $\frac{1}{4}$  of the working ladder length away from the support.

#### D. Lifting Tasks (all locations)

##### *1. Required PPE:*

- Leather gloves – for sharp objects or surfaces (employer provided)
- Steel toe safety shoes in shipping areas (to be supplied by the employee) must be in good condition and be marked "ANSI Z41 - 1991"

##### *2. Work Rules:*

- Do not lift on slippery surfaces. • Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevatable table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

### **IX. Disciplinary Policy**

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is not primarily designed to punish but to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same/similar safety rules or procedures rule or the same/similar unacceptable behavior:

First Instance – Verbal warning, notation in employee file, and instruction on proper actions

Second Instance – Written reprimand placed in employee file and instruction on proper actions

Third Instance – Suspension of 1-5 days without pay, written reprimand, and instruction on proper actions.

Fourth Instance -- Termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.



## BUILDING SAFETY INSPECTION FORM

Building: \_\_\_\_\_ Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

OK	Not OK	Description	Comments/Action(s)
		Electric cord attached to building surface or run through door/ceiling/wall.	
		Electric cord frayed, cut, or damaged.	
		Light-duty 2-prong extension cord used.	
		Ground pin missing from cord.	
		Empty opening (knockout) in electric box.	
		Exposed live electrical parts.	
		Ungrounded equipment.	
		Storage within 3' of electric panels.	
		Circuit breakers/disconnects not labeled.	
		Fire extinguishers blocked/obscured.	
		Fire extinguishers w/o monthly check.	
		Exit doors blocked/locked.	
		Exit signs/arrows not in place and visible.	
		Emergency evacuation lights not tested.	
		Storage >5' w/o stepstool or ladder.	
		Storage within 18" of sprinkler heads.	
		Storage within 3' of heater/heat source.	
		Storage aisles <28" wide.	
		Storage stacks lean/unstable.	
		Compressed gas not capped/chained	
		Excessive flammables outside of cabinets.	
		Incompatible chemicals stored together.	
		Chemicals not labeled with name/hazards.	
		Material Safety Data Sheets not available.	
		Emergency shower/eyewash not tested weekly.	
		Housekeeping not up to standards.	
		Wet/slippery floors not marked/corrected.	
		Trip hazards in floor, stairs, sidewalks etc	
		First-aid kit and PPE not available.	
		Burned out or missing light bulbs.	
		Oily/greasy rags not in covered metal can.	
		Machinery guards in place	
		PPE provided and properly used	
		Guardrails and stair-rails in place as needed	
		<b>Other:</b>	
		<b>Other:</b>	

**§ 95-251. Safety and health programs.****(a) Establishment of safety and health programs.**

- (1) Except as provided in subdivision (2) of this subsection, each employer with an experience rate modifier of 1.5 or greater shall, in accordance with this section, establish and carry out a safety and health program to reduce or eliminate hazards and to prevent injuries and illnesses to employees.
- (2) Employers with an experience rate modifier of 1.5 or greater which provide temporary help services shall, in accordance with this section, establish and implement a safety and health program to reduce or eliminate hazards and to prevent injuries and illnesses to its full-time employees permanently located at the employer's worksite. Employers which provide temporary help services shall not be required to establish and implement a safety and health program under this section for its employees assigned to a client's worksite. This subdivision shall not apply to employee leasing companies.
- (3) The Commissioner may modify the application of the requirements of this section to classes of employers where the Commissioner determines that, in light of the nature of the risks faced by the employees of these employers, such a modification would not reduce the employees' safety and health protection.

**(b) Safety and health program requirements.** A safety and health program established and implemented under this section shall be a written program that shall include at least all of the following:

- (1) Methods and procedures for identifying, evaluating, and documenting safety and health hazards.
- (2) Methods and procedures for correcting the safety and health hazards identified under subdivision (1) of this subsection.
- (3) Methods and procedures for investigating work-related fatalities, injuries, and illnesses.
- (4) Methods and procedures for providing occupational safety and health services, including emergency response and first aid procedures.
- (5) Methods and procedures for employee participation in the implementation of the safety and health program.
- (6) Methods and procedures for responding to the recommendations of the safety and health committee, where applicable.
- (7) Methods and procedures for providing safety and health training and education to employees and to members of any safety and health committee established under G.S. 95-252.
- (8) The designation of a representative of the employer who has the qualifications and responsibility to identify safety and health hazards and the authority to initiate corrective action where appropriate.
- (9) In the case of a worksite where employees of two or more employers work, procedures for each employer to protect employees at the worksite from hazards under the employer's control, including procedures to provide information on safety and health hazards to other employers and employees at the worksite.
- (10) Any other provisions as the Commissioner requires to effectuate the purposes of this section.

**(c) No loss of pay.** The time during which employees are participating in training and education activities under this section shall be considered as hours worked for purposes of wages, benefits, and other terms and conditions of employment. The training and education shall be provided by an employer at no cost to the employees of the employer. (1991 (Reg. Sess., 1992), c. 962, s. 1.)

**§ 95-252. Safety and health committees required.**

(a) Establishment of safety and health committees. Except as provided in subsection (b) of this section, each employer with 11 or more employees and an experience rate modifier of 1.5 or greater shall provide for the establishment of safety and health committees and the selection of employee safety and health representatives in accordance with this section.

(b) Temporary help services. Temporary employees of employers which provide temporary help services shall not be counted as part of the 11 or more employees needed to establish a safety and health committee under this section, and employers which provide temporary help services shall not be required to establish a safety and health committee under this section for its employees assigned to a client's worksite. This subsection shall not apply to employee leasing companies.

(c) Safety and health committee requirements.

- (1) In general. Each employer covered by this section shall establish a safety and health committee at each worksite of the employer, except as provided as follows:
  - a. An employer covered by this section whose employees do not primarily report to or work at a fixed location is required to have only one safety and health committee to represent all employees.
  - b. A safety and health committee is not required at a covered employer's worksite with less than 11 employees.
  - c. The Commissioner may, by rule, modify the application of this subdivision to worksites where employees of more than one employer are employed.
- (2) Membership. Each safety and health committee shall consist of:
  - a. The employee safety and health representatives selected or appointed under subsection (d) of this section.
  - b. As determined appropriate by the employer, employer representatives, the number of which may not exceed the number of employee representatives.
- (3) Chairpersons. Each safety and health committee shall be cochaired by:
  - a. A representative selected by the employer.
  - b. A representative selected by the employee members of the committee.
- (4) Rights. Each safety and health committee shall, within reasonable limits and in a reasonable manner, exercise the following rights:
  - a. Review any safety and health program established by the employer under G.S. 95-251.
  - b. Review incidents involving work-related fatalities, injuries and illnesses, and complaints by employees regarding safety or health hazards.
  - c. Review, upon the request of the committee or upon the request of the employer representatives or employee representatives of the committee, the employer's work injury and illness records, other than personally identifiable medical information, and other reports or documents relating to occupational safety and health.
  - d. Conduct inspections of the worksite at least once every three months and in response to complaints by employees or committee members regarding safety or health hazards.
  - e. Conduct interviews with employees in conjunction with inspections of the worksite.
  - f. Conduct meetings, at least once every three months, and maintain written minutes of the meetings.
  - g. Observe the measurement of employee exposure to toxic materials and harmful physical agents.
  - h. Establish procedures for exercising the rights of the committee.

- i. Make recommendations on behalf of the committee, and in making recommendations, permit any members of the committee to submit separate views to the employer for improvements in the employer's safety and health program and for the correction of hazards to employee safety or health, except that recommendations shall be advisory only and the employer shall retain full authority to manage the worksite.
  - j. Accompany, upon request, the Commissioner or the Commissioner's representative during any physical inspection of the worksite.
- (5) Time for committee activities. The employer shall permit members of the committee established under this section to take the time from work reasonably necessary to exercise the rights of the committee without suffering any loss of pay or benefits for time spent on duties of the committee.
- (d) Employee safety and health representatives.
  - (1) In general. Safety and health committees established under this section shall include:
    - a. One employee safety and health representative where the average number of nonmanagerial employees of the employer at the worksite during the preceding year was more than 10, but less than 50.
    - b. Two employee safety and health representatives where the average number of nonmanagerial employees of the employer at the worksite during the preceding year was 50 or more, but less than 100.
    - c. An additional employee safety and health representative for each additional 100 such employees at the worksite, up to a maximum of six employee safety and health representatives.
    - d. Where an employer's employees do not primarily report to or work at a fixed location or at worksites where employees of more than one employer are employed, a number of employee safety and health representatives as determined by the Commissioner by rule.
  - (2) Selection. Employee safety and health representatives shall be selected by and from among the employer's nonmanagerial employees in accordance with rules adopted by the Commissioner. The rules adopted by the Commissioner may provide for different methods of selection of employee safety and health representatives at worksites with no bargaining representative, worksites with one bargaining representative, and worksites with more than one bargaining representative. (1991 (Reg. Sess., 1992), c. 962, s. 1.)