

NOTE: 2025 : Divisions should adopt to their updated organizational structure. This document is currently under revision by Safety and Risk Management.

# Chapter 2

## Generic Program

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### A) Safety Committees

The safety committees will consist of line organization personnel with Safety and Loss Control acting as a support organization. Each committee will be comprised of top managers in a section and will refer to findings up the committee structure. Each committee will be responsible for:

1. Originating, modifying, coordinating and guiding the safety program.
2. Approving safety policies.
3. Exchanging safety information on a section-wide basis.
4. Reviewing trends in their area.

All groups within the department will be expected to utilize the committee meeting structure. A sample agenda is provided in this document to aid the committees (Figure 1).

**DOCUMENTATION:** Minutes for all committee meetings should be kept and copies should be sent to Safety and Loss Control and the next higher level committee for review and appropriate action.

#### **Figure 1: Sample Agenda**

- I. Opening Remarks
- II. Accident and Injury Status Report
- III. Old Business
- IV. Subcommittee's Reports
- V. New Business
- VI. Safety Awards

#### **Secretary's Safety Steering Committee**

This committee will have final approval of all changes in policy. It will be chaired by the Secretary and consist of the Director of Safety and Loss Control, both Deputy Secretaries, the Commissioner of the Division of Motor Vehicles, the State Highway Administrator and the Director of the Governor's Highway Safety Program. It is recommended that the Secretary's Safety Committee meet once per quarter or bimonthly as scheduling allows. This committee will send copies of minutes to Safety and Loss Control only.

#### **State Highway Administrator's Safety Committee**

The Administrator's committee will consist of a member of the Administrator's immediate staff, the Chief Engineers and the Secondary Roads Officer. The committee should meet once per month.

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## **B) Subcommittees**

To aid the safety committees, a system of subcommittees will be established. These subcommittees will be chaired by committee members and made up of volunteers from the work units. These committees may or may not meet on a regular basis, depending upon need. Subcommittee meetings would occur just prior to full committee meetings. The following is a list of these subcommittees:

### **1. Incident and Injury Investigation**

Review incident investigations, statistics and trends and monitor compliance with recommendations.

### **2. Audit Review**

Review audit reports, compile and analyze data and make periodic safety and housekeeping inspections.

### **3. Safety Programs or Special Activities**

Develop safety programs, safety awards and incentive programs and guide subordinate units' efforts.

### **4. Off-the-Job Safety**

Plan, develop and promote material for off-the-job safety programs.

### **5. Policy and Procedures Review**

Periodically review policies, procedures, rules and operations to ensure that all necessary safety precautions are being taken.

### **6. New Equipment Acceptance**

Inspect new equipment and facilities to ensure that all safeguards have been provided.

**DOCUMENTATION:** Subcommittees will keep minutes and report to their respective committees.

## **C) Safety Meetings**

Safety meetings are very useful ways of training our employees and they are a vital part of the Department's safety atmosphere. Safety meetings should be used to present information, discuss problems and new ideas and discuss recent accidents and injuries. These meetings can vary greatly in length but should be held on a regular schedule to keep safety on the employees' minds. A meeting planner is attached to aid supervisors in planning for and conducting their meetings ([See Form M-1](#)).

Safety meetings involve employees in the safety program. They can conduct meetings, report on special projects and lead group discussions. All employees are required to attend safety meetings.

**DOCUMENTATION:** Only monthly meetings will be recorded ([See Form M-2](#)). One copy of this form should be forwarded to the lowest safety committee responsible for that unit. Weekly and daily meetings will not be documented; however, a checklist is enclosed for reference ([See Form M-3](#)).

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### **Staff Safety Meetings**

Staff safety meetings will be conducted by all Department of Transportation supervisors with their direct subordinates. These employees will then hold meetings with their subordinates, continuing the process until every employee within NCDOT has been involved in a safety meeting. This type of layered system will require supervisors to attend a safety meeting and then relay information through subordinates in their respective safety meetings.

## **D) Auditing**

Auditing is an important key to improved safety performance. Auditing identifies unsafe acts and practices before an injury takes place. Audits should be both announced and unannounced.

### **Department of Motor Vehicles Commissioner's Safety Committee**

The Commissioner's committee, chaired by the Commissioner, will include the Deputy Commissioner, a member of the Commissioner's staff, the Assistant Commissioners, and all Directors. This committee will meet monthly.

### **Preconstruction Safety Committee**

#### **Programs Safety Committee**

The Chief Engineer-Preconstruction and the Chief Engineer-Programs will chair their respective committees. Both committees will consist of the appropriate Branch Managers and meet once a quarter or bimonthly as scheduling allows.

When used properly, auditing can:

1. Maintain standards by ensuring that employees follow NCDOT rules and procedures.
2. Identify where rules or procedures are insufficient.
3. Measure the effect of safety education.
4. Reveal weaknesses in the safety program.
5. Motivate employees by showing the results of their safety efforts.
6. Increase safety awareness.

Supervisors will be responsible for auditing. New supervisors will be trained in the methods of auditing by being shown sample conditions and practicing audits ([See Form R-1](#)).

**DOCUMENTATION:** Completed audit forms should be submitted to the next level of management and to the lowest Audit Review Subcommittee responsible for that unit.

### **Office Environment Audits**

Many of the Departments' employees work in office environments. These areas will not need the frequent audits that the field units will require.

These offices should perform a formal announced audit semi-annually. Intermediate audits would be performed at the discretion of the supervisor.

## **E) Incident Investigation**

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An incident is an event that could have, or did, result in personal injury or damage to state or private property. **Investigations of these incidents are important for the prevention of future accidents and tracking the quality of our safety program.** Incident investigations

will not be a fault-finding process. Once an incident has occurred, it is important to prevent it from happening again.

As soon as possible following a reported incident, the unit supervisor will assemble an incident investigation team. The team will always include the unit supervisor, the immediate supervisor and a peer of the employee(s) involved. Additional management, technical and safety support staff and the involved employee(s) should be included as needed. There should be a rotation for the selection of the peer for the teams.

Inclusion of the employee(s) involved generally improved the response of other employees to the team's recommendations and can be a valuable resource in discovering vital underlying facts.

The results of the investigation should be communicated to the employees and other supervisors to prevent the recurrence of this incident in other groups.

Investigation reports should be reviewed by the Incident and Injury Investigation Subcommittee responsible for that unit. The first line supervisor is responsible for ensuring that the recommendations are implemented. The subcommittees will certify that corrective actions have been taken, and documentation is consistent.

#### **DOCUMENTATION:**

- 1) Employees will report the incident to the supervisors immediately.
- 2) Employees will complete the Employee's Statement Form I-1 and shall return it to their supervisor within one day of the incident. The supervisor shall forward a copy of Form I-1 to Safety and Loss Control within two days of the incident. If a piece of equipment was involved, a Form 140 will also be completed and a copy forwarded to Safety and Loss Control within two days.
- 3) If an injury has resulted, the immediate supervisor will complete the NCDOT Data Collection Form and **send within one day from the date of the knowledge of the injury to NCDOT's Workers' Compensation Unit** and one copy to each of the following:
  - The injured employee
  - Safety and Loss Control
  - Division/Unit Safety Officer  
(NC Industrial Commission requires a Form 19 within five days of the date of the knowledge of the injury.)
- 4) Provide the injured worker the following:
  - Employee Statement Form (Form I-1)
  - NCDOT Medical Authorization/  
Return to Work Form.
  - NCDOT Work Ability Evaluation Form

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- Leave Option Form (Form FR-26)
- Copy of the most recent Workers' Compensation informational brochure

As soon as possible following a reported incident, an incident investigation team will review all documentation and complete Parts I, II and IV of the Incident Investigation Summary Form I-2

- 1) All documentation (Data Collection Form, I-1, I-2 and 140, and previous accident history) will be compiled and forwarded to the Incident and Injury Investigation Subcommittee at the time of completion.
- 2) The Safety Officer and/or Investigating Supervisor will review the incident documentation, determine what corrective actions have been taken and make a report to the Incident and Injury Investigation Subcommittee.
- 3) The Subcommittee will review all data and complete Part III of the Incident Investigation Form I-2 and forward a copy of Form I-2 to Safety and Loss Control.
- 4) The Subcommittee will compile trends in their area and make a report at the regularly scheduled full Committee safety meeting. (See section A of this chapter for full Committee safety meeting frequencies.)