



# State Employee Safety and Health Handbook

Safety, Health and Workers' Compensation Division



NORTH CAROLINA Office of  
*State Human Resources*



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# Revision History

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# Handbook Purpose

This handbook is designed to answer general questions regarding workplace safety and hazard prevention to protect employees from job related injuries or illnesses. Employees should keep this handbook easily accessible in their workplace.

Employees should consult their supervisor for instructions when a situation is encountered that is not covered by this handbook or job specific training. Supervisors should ensure that the most recent version of this handbook is available to employees.

State employees should complete a new employee orientation meeting in their agency within thirty (30) days of hire. This orientation will include facility-specific information regarding how to respond during various emergencies. Each employee's supervisor or Human Resources representative will also discuss site-specific safety policies and programs. Supervisors will inform employees of safety procedures and training required to perform specific jobs.

This handbook contains only some of the highlights of the Safety and Health Regulations for general industry and construction under the North Carolina Occupational Safety and Health Act (NCOSHA) and other regulatory groups. This guide may help employees identify and prevent common hazards that may be present in the workplace but is not a complete safety manual.

Employees should obtain information regarding safety standards applicable to their general job duties from their supervisor and/or Agency Safety Leader. All employees are required to read and be familiar with the contents of this Safety and Health Handbook. The most recently updated version of this handbook is available at [oshr.nc.gov](http://oshr.nc.gov).

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**For questions about this handbook or any workplace safety-related issues, contact assigned supervisor, Agency Safety Leader or Human Resources representative. Enter your contacts below for future reference:**

Assigned Supervisor: \_\_\_\_\_

Agency Safety Leader: \_\_\_\_\_

Agency Human Resources Representative: \_\_\_\_\_



# Employee Responsibilities

## Employees should:

- Promptly report work-related injuries and illnesses to their supervisor, including minor injuries that may only require first-aid treatment.
- Comply with supervisor's referral to a designated medical provider for non-emergency medical treatment for work-related injuries or illnesses.
- Promptly provide a written report of all work-related injuries and illnesses.
- Report the following to their supervisor: work-related injuries, near hits/near misses, hazardous conditions, burning odors, fires, property damage, work-related vehicle accidents, hazardous material spills, unsafe behaviors and violations of procedures.
- Take responsibility to protect their fellow employees and the public from injury on State property and make recommendations to improve workplace safety.
- Do not work while impaired by alcohol or drugs. If an employee is taking medication that may affect alertness or work abilities, the employee must report this information to their supervisor or Human Resources representative prior to beginning work.
- Wear, clean, maintain and use prescribed personal protective equipment (PPE) for work that requires such equipment.
- Do not operate any equipment without proper instructions, training or authorization.
- Do not remove or attempt to disable any equipment safety devices.
- Do not engage in "horseplay" at any time while working.
- Comply with or enforce safety rules and regulations or be subject to disciplinary action including dismissal. An employee's violation of work rules is a job performance issue and will be handled by their supervisor through the job performance disciplinary process.
- Report work-related safety and health issues immediately to their supervisor. If an employee's complaint or concern is not adequately addressed, the employee should contact their Agency Safety Leader or Human Resources representative. Disciplinary action will not be taken against an employee for bringing management's attention to work-related safety or health issues.

# Supervisor/Manager Responsibilities

## Supervisors should:

- Protect employee safety and health.
- Ensure immediate notification to the agency's designated person occurs when regulatory (i.e., OSHA, EPA, DEQ) inspections occur at agency sites.
- Remind employees to report hazardous conditions to their supervisor, Agency Safety Leader, or via the Office of State Human Resources (OSHR) Flag The Hazard reporting program, [www.hazards.nc.gov](http://www.hazards.nc.gov). Hazardous conditions include but are not limited to: fires, burning/foul odors, hazardous chemical spills, unsafe behaviors and damaged/malfunctioning equipment.
- Investigate reported hazards, document findings, communicate with Agency Safety Leaders and provide such records to the respective agency hazard reporting systems.
- Remind employees to report work-related injuries, near hits/near misses, property damage and State vehicle accidents to their supervisor immediately upon occurrence.
- After providing any necessary medical attention for work-related injuries, act as quickly as possible to identify hazardous work environments, determine corrective actions and implement interim controls when feasible to do so.
- Investigate work-related injuries, near hits/near misses, property damage, incidents and reports of hazardous conditions in accordance with the Agency's Incident and Investigation Reporting Program.
- Know and understand safety procedures and health training related to all supervised employees' job duties. In certain occupational fields, daily safety briefings are a best practice.

# Agency Responsibilities

## Supervisors should:

- Ensure an effective occupational safety and health program is developed, implemented and maintained in compliance with NC OSHR Workplace Requirement Programs for Safety, Health and Workers' Compensation, OSHA regulations and any other applicable regulatory requirements.
- Establish workplace safety and health performance goals.
- Develop a risk assessment-based methodology to correct workplace hazards on a priority basis throughout the agency and develop an Agency safety and health documentation system for review of effectiveness.
- Lead or participate in hazard assessments and implement required engineering controls, administrative controls, training and provide required personal protective equipment (PPE) to employees.
- Monitor employee participation in required safety training classes.
- Ensure trained employees perform frequent and regular inspections of the workplace, materials and equipment.
- Ensure unsafe tools, materials, or equipment are tagged, locked or removed from the workplace to prevent their use.
- Instruct employees how to recognize and avoid unsafe conditions, unsafe work practices and understand the regulations and/or standards applicable to their work environment to anticipate, control and/or eliminate any hazards.
- Inform employees, visitors and contractors of anticipated hazards before entering a designated hazardous or restricted area including use of PPE and notice of safety and health procedures immediately upon access to the area.
- Implement engineering controls and/or provide PPE and training in the use of PPE whenever there is a potential exposure to hazardous conditions.
- Create and maintain agency Safety Committees as required, assuring committee composition includes appropriate representation of management and employees.

# Flag The Hazard Program

Employees should immediately notify their assigned supervisor of any known workplace hazards and complete a hazard report.

The Flag The Hazard Program has been developed to engage all employees in the hazard recognition and injury prevention process. Flag The Hazard helps employees learn how to identify, correct and report unsafe behaviors and unsafe conditions.

Hazards can be reported online at [hazards.nc.gov](http://hazards.nc.gov). Assistance with reporting and paper copies of the form can be obtained from the Agency Safety Leader.



Employees should immediately correct unsafe conditions under their span of control. Supervisors should aid employees in identifying solutions to the identified hazards, therefore creating a culture of hazard awareness.

Agency Safety Committees should be involved in reviewing hazard reports and injury trends. Noted trends should be communicated across the Agency to prevent similar hazards and possible injuries from occurring in other locations.

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## Incident Investigation and Reporting

Employees must immediately report all work-related incidents, near hits/near misses, or injuries to their supervisor as soon as possible after they occur. Employees and supervisors should follow the Agency's Incident Investigation and Reporting program.

An effective investigation is essential to identify the root cause of a hazard and appropriate corrective actions to prevent future incidents. (Agencies may utilize the model OSHR Incident Investigation and Reporting Program available at the Office of State Human Resources website, [oshr.nc.gov](http://oshr.nc.gov).)

If an employee's injury requires medical treatment, the employee should comply with the Agency's

procedures to obtain necessary medical treatment. With reference to occupational disease, an employee must give notice to the employer when the employee is first informed by a competent medical authority of the nature and work-related cause of the illness.

Employees should direct questions about workers' compensation benefits to their Agency Workers' Compensation Administrator.

# Emergency Response Plan

Obtain and learn the Agency/worksite specific emergency response plan for fire, chemical release, severe weather, bomb threat, etc. The following general rules and guidelines should be learned and followed in the event of an emergency.

## Before an Emergency

- Obtain a copy of the Agency's Emergency Action Plan (EAP) from supervisor.
- Know how to contact emergency services from a work phone.
- Locate fire alarms or other emergency alarm systems in the work area and learn how to operate them.
- Know locations of all exits from work areas and determine primary and alternate exit routes.
- Learn designated assembly areas for fire alarms, bomb threats and severe weather. Assembly areas may differ for different types of emergencies.
- Learn and become familiar with the signaling methods/devices used in emergencies. If distinct signals are used based on a particular emergency, know the distinction and appropriate response during each type of emergency event.
- Learn if the worksite includes automated external defibrillators (AED), and if so, know their locations.

## When an Emergency Occurs

- If a fire alarm sounds, evacuate the building immediately.
- Do not run. Do not use elevators. Only use stairwells in multi-story buildings. Report to designated meeting area outside the building immediately.
- Escort any visitors to designated meeting area.
- Do not leave designated meeting area until instructed to do so by emergency services personnel.

- Do not re-enter the building following an emergency evacuation until instructed by agency management.



- Nearly every stairwell in North Carolina is approved as an Area of Refuge for persons to seek shelter, who are unable to walk down the stairwells during a building evacuation. Notify emergency response personnel (firefighter, police, EMT, etc.) if any person remains in a stairwell.

## When Severe Weather Occurs

- If a severe weather alert sounds, go to the designated meeting area inside the building immediately.
- Escort any visitors to designated meeting area.
- Do not leave designated meeting area until instructed to do so by Agency management.



## First Aid

First aid is immediate emergency treatment provided for a minor injury or sudden illness before professional medical treatment is sought. First aid kits are required in all workplaces; however, they are not a substitute for obtaining medical treatment. Never minimize the seriousness of an injury or illness. If in doubt, seek medical attention.

The OSHA First Aid standard (29 CFR 1910.151) requires trained first-aid providers at all workplaces of any size if there is no “infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees.” A voluntary first aid team should be trained in First Aid, CPR, Automated External Defibrillator (AED) use, and Bloodborne Pathogens. Routine administration of first aid for other than minor cuts and scratches must be performed by certified first aid personnel (i.e. American Red Cross, National Safety Council, etc.) or licensed medical personnel.

If employees have a reasonably expected exposure to blood or other potentially infectious material as a result of doing their job duties, the facility must have a Bloodborne Pathogen Exposure Control Plan that describes who is responsible for cleaning up blood and bodily fluids safely. A First Aid Team for the building/area, a clinic in the building, or housekeeping is usually responsible.

If an employee has symptoms of a medical emergency (i.e. stroke, heart attack, etc.), the employer has an obligation to call 911 immediately even when the employee does not want to be transported. The employee will be evaluated by Emergency Medical Services (EMS) who will determine next steps after the evaluation.



It is recommended that an AED be installed in each building. In the event of an emergency, immediately call 911 for emergency services, locate someone trained in first aid, obtain the AED, and send someone to the front door to direct EMS to the scene.

## Slips, Trips and Falls Prevention

- Keep workspaces, floor surfaces, walkways and similar locations free of hazards (i.e. carpeted areas secured to floor, free of worn or frayed seams, tiles lying flat on the floor).
- Chairs must be in safe, operable condition and designed to support the weight of the individual.
- Broken chairs should be tagged “Do Not Use” until repaired or discarded.
- Sit in the center of a chair and not on the edge. Exercise caution when using chairs on casters which can inadvertently roll out from under someone when attempting to sit down. Place a hand on the chair to ensure it is in place before settling into it.
- Do not stand or climb on a desk, chair, stool, or other unstable surface to reach for an object; always use a ladder.
- Place wastebaskets, briefcases, umbrella stands, and similar objects where they will not present a tripping hazard.
- Always use handrails when using stairways.

## Back Injury Prevention Through Safe Lifting

- Serious back strains often result from improper lifting and handling of boxes, office supplies and equipment. Such objects should be moved with a hand truck or unpacked and handled in smaller parcels.
- Bulky objects shall be transported in a manner that does not obstruct the view ahead or interfere with the use of handrails on stairways.
- Avoid placing heavy objects on bottom shelves or the floor if they must be picked up again later. Heavy items should be stored near waist height and lighter objects on bottom shelves while avoiding creating a hazardous top-heavy storage unit.



- Use a mechanical device, such as a cart or hand truck, for heavy items whenever possible and inspect the device before use. If the object is too heavy, large, or awkward, get help.
- Avoid lifting above shoulder height. Use a ladder or step stool to move objects at these heights.
- Push rather than pull an object. While pushing, maintain a lumbar curve and push with the legs.
- Check the path before moving a load to ensure the path is clear and well-lit.
- To lift safely, spread feet apart to keep a wide base of support, bend at the knees instead of the waist and always maintain a lumbar curve. Hold the object as close to the body as possible and lift slowly and smoothly without jerking.
- Avoid a long reach to pick up an object and unnecessary twisting. Turn the feet, not the hips or shoulders. Leave enough room to shift feet so as not to have to twist the torso.
- Take necessary time and use the same techniques to lift and set down an object.



## Muscle Injury Prevention

Musculoskeletal disorders (MSDs) affect the body's muscles, bones, ligaments, tendons, and nerves. When there is a mismatch between the physical requirements of a job and the employee's physical capabilities, MSDs can result. To avoid sprains and strains, it is recommended that employees warm up and stretch prior to physical exertion.

Ergonomics is the science of fitting the job to the worker. Where feasible, the workplace should be evaluated to reduce the following risk factors:

- Repetition
- Inadequate work/rest scheduling
- Forceful exertions
- Awkward and extreme positions of the body
- Sustained or static positioning of the body

Be sure to report any work-related discomforts to a supervisor. If unable to identify the source of the discomfort or find a solution, contact the Agency Safety Leader for assistance.

- If most of the day is spent sitting, stand up every hour, move around and stretch.
- If a repetitive or static job results in an awkward position, try to find a better way to accomplish it.
- When using vibrating tools, try to insulate the hands from vibration with gloves, padding, etc.
- Keep wrists in a neutral position as much as possible, not bent or twisted.



- Use the whole hand to grasp objects, not just the thumb and index finger.
- Alternate easy and hard tasks that require the use of hands.
- Give hands and wrists time to recover after forceful movements.
- Do not carry heavy objects for long periods. Use jacks, carts, or dollies whenever possible.
- Increase the diameter of the handles of tools and equipment with tape, foam or other materials to help reduce the force of grip and to spread the pressure more evenly over the hand.
- Sit with knees slightly higher than hips, lower back against a firm backrest or pillow, and feet flat on the floor or footrest. Avoid leaning forward and try to allow the hips to support the torso.
- When standing, stand straight and maintain a lumbar curve. Avoid bending at the waist. For prolonged standing, use a low footstool to alternate resting of legs and to alter stance.

## Medical Evaluation to Prevent Workplace Illnesses

Employees working with certain toxic chemicals, infectious diseases, biological agents, excessive noise, or wearing respiratory protection must undergo periodic medical evaluation.

This evaluation may include periodic physicals, blood or other biological testing, and other tests such as audiometric or pulmonary evaluations.

Agency Safety Leaders and supervisors can provide information regarding applicable NIOSH testing requirements.

## Fire Prevention

Employees should obey all rules, regulations and signs for fire safety including:

- Smoking
- Open flames
- Other sources of ignition
- Storage
- Handling
- Use of flammable liquids or other hazardous materials

Employees should know how to activate fire alarms and the location of fire suppression equipment in their work area. Employees should receive training on portable fire protection equipment such as fire extinguishers.

- Fire extinguisher use may be summarized as “PASS”: Pull, Aim, Squeeze, and Sweep.
  - Pull the pin
  - Aim the hose at the base of the fire
  - Squeeze the nozzle
  - Sweep the hose back and forth

Employees that use a fire extinguisher or any other fire equipment should notify their supervisor immediately after use so that it can be immediately replaced and serviced. Hand-operated fire equipment such as extinguishers and hoses should be fully accessible, mounted, and unobstructed at all times.

Employees using any electric device should check for loose connections, frayed wiring, broken sockets, or other defects. Any defective electrical device should be replaced or repaired. Electrical devices should bear the listed label, i.e. UL, FM, etc.

## Office Safety Injury Prevention

- Do not attempt to carry stacks of materials that result in obstructed vision.

- Close file drawers when not in use to avoid a trip hazard.
- Close cabinet doors to avoid head or leg injuries.
- Stand away from the path of door swings as accidents can easily result when standing in front of them.
- Use razor blades, knives, scissors and other objects with sharp edges or points with caution. Keep razor blades in protective containers. Never keep loose razor blades in desk drawers.
- Exercise care when loading or using staple machines to avoid eye injuries and puncture wounds. Use a proper staple remover for removing staples. Properly dispose of used staples and other sharp objects.
- Use extra caution when removing staples from a jammed stapler to avoid eye injuries.
- Keep fingers away from the sharp edge of paper cutters. Never leave a cutting knife in a raised position. All paper cutters should have proper finger protection.
- Per NC Fire Code, do not store anything within 24 inches of the ceiling.
- When walking, maintain an erect posture and refrain from using a cell phone or carrying belongings that block the view of the walkway.
- To prevent slips and falls, select shoes that are slip-resistant, comfortable, supportive and compatible with the work environment. Wear shoes at all times.
- To prevent trips, do not wear pants that drag along the ground.
- When stepping down from a height of more than eight inches, step down backwards, not forward.
- Proper attention should be given to the act of going up and down stairs. Falls on stairs may occur when people are distracted while ascending and descending.

- Use caution when walking on uneven surfaces or surfaces which contain ice, snow, rock, oil, water or other adverse or unstable material.
- Immediately report or clean up all spills.

## Office Equipment

- Do not operate a paper shredder or other equipment with rotating parts while wearing a tie, lanyard, loose fitting clothing, or long jewelry to avoid accidental feeding into the mechanism.
- Do not place computers or other office equipment too close to the edge of a desk or other surface.
- Outlet or light switch covers must be present and free from cracks.
- Office equipment should be properly grounded or double insulated to safeguard against electrical shock.
- Do not use two-pronged “household” extension cords or outlet adapters in the workplace. Only three-pronged extension cords are permitted, and these can ONLY be used as “temporary wiring” for up to 90 days and must not be plugged into another extension cord. Notify a supervisor if additional outlets are required. Extension cords should be protected from accidental damage which may be caused by traffic, sharp corners, or pinching in doors or elsewhere.
- Surge protectors must be plugged directly into the wall and not into extension cords, another surge protector, or uninterruptible power supply (UPS). This practice is called “daisy chaining” or “piggy backing” and can lead to a short circuit or electrical fire.
- Use only surge protectors or power strips that have an internal circuit breaker. These units will trip the breaker if the power strip is overloaded or shorted to prevent overheating and fire.

- Permissible surge protectors or power strips are listed by a national testing laboratory such as Underwriter Laboratories (UL). On the underside of the casing, there should be a label indicating the manufacturer’s name and the name of the testing lab where the unit was tested. The testing laboratory label must never be removed from the unit.
- Refrigerators, microwaves or other equipment that pull high amperage must be plugged directly into a wall outlet.
- Do not place a surge protector or power strip in an area where the unit would be covered with carpet, furniture, or any other item that could limit or prevent air circulation.
- Do not use worn, frayed or damaged electric cords or connectors. These should be tagged “Danger, Out of Service, Do Not Use” until removed or replaced.
- If at any time the surge protector or power strip is hot to the touch, immediately remove and replace the unit.

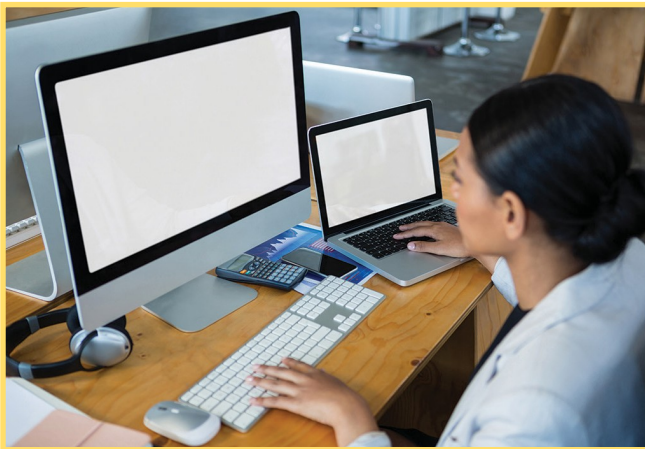


- Never use a cord or plug with evidence of burning, melting, or any other visible damage. If the insulation is damaged or missing or the cord has come loose from the plug, replace the unit. Never use a cord repaired with electrical tape.

## Computer Workstations

### Here are some suggestions for computer workstation setup:

- Adopt a neutral posture. Sit with lower back against the chair, upper legs parallel to the floor, and feet flat on the floor or on a footrest.
- Adjust desk height or keyboard tray so that elbows are bent at right angles and forearms are approximately parallel to the floor.
- Keep wrists neutral (straight) by using a wrist rest that is the same height as the keyboard.
- Place mouse (or other pointing device) on a surface close to and at the same height as the keyboard.
- Position monitor directly in front of face, approximately an arm's length away, with the top of the screen at or slightly below eye level.



- Use a document holder to position work at eye level and close to the screen.
- Adjust lighting and monitor to prevent glare or use an anti-glare filter.
- When performing tasks involving repetitive motions or awkward positions, take periodic stretch breaks or alternate with other tasks.
- While working at a desk, stand up every hour and move around and stretch to prevent discomfort.

## General Housekeeping/Sanitation/ General Waste

- Work areas should be clean and materials properly stored.
- Walkways and floor areas should remain clear of slip, trip and fall hazards.
- All water or beverage spills should be cleaned up immediately.
- Storing materials in stairwells is prohibited as they are a primary exit route.
- If hazardous chemical spills are identified, employees should evacuate the immediate area, barricade the spill area and notify Agency Safety Leader or designated person for clean-up.
- Maintain a three-foot area of clearance around electrical panels at all times.
- Materials should not be stored in or near electrical switch boxes, electrical switchboards, in mechanical equipment rooms, attics, stairwells or telephone switch gear rooms.
- Materials and tools should be neatly and securely stored in designated areas.
- Employees should never block or lock emergency exits, fire alarm pull stations, or fire extinguishers.
- Employees should not store combustibles in exit aisles.
- Maintain a three-foot area of clearance in exit aisles at all times.
- Flammable waste, including oily waste or rags, should be stored only in approved metal self-closing waste cans with lids. All such waste should be disposed of daily.
- Sharp items, such as razor blades, should be disposed of in an impermeable, closed container.
- Medical waste sharp items, such as used needles, require immediate deposit into a biohazard sharps container. Sharps containers must be disposed following procedures for control of hazardous materials.



## Motor Vehicle Requirements and Injury Prevention

Employees may not operate a State vehicle or other means of state-owned motorized conveyance without a valid driver's license and must maintain compliance with all agency requirements related to vehicle use.

State agencies are required to conduct motor vehicle license checks for all State vehicle drivers at regular intervals. If an employee required to drive a State or personal vehicle for state business has their driving privileges suspended or license revoked, the employee must report this condition to their supervisor immediately.

- Employees who operate State vehicles or other means of state-owned motorized conveyance

should attend defensive or safe driving training courses.

- Any accident involving a state vehicle, regardless of the extent of the damage, must be investigated by a law enforcement agency with jurisdiction in the area.
- Refrain from using cell phones or other mobile devices while driving. Talking "hands free" does not eliminate the hazard of distracted driving. The brain loses information that is needed to see, hear and discern upcoming changes. Park in a safe area before using a cell phone or other mobile device.
- Silence cell phones and other mobile devices before beginning to drive.
- Allow enough time while commuting or traveling to work appointments to allow for safe driving.



# Workplace Violence

North Carolina State Government Agencies are dedicated to providing a work environment that is free from violence or threats of violence by or against employees and the public.

Employees should be alert to the possibility of incidents and threats of violence. Any violence or threats of violence received or witnessed must be reported immediately. If a supervisor is the source of the threat, a report should be made to a Human Resources representative. Every effort will be made to protect the safety and anonymity of anyone who reports such concerns. State law protects employees who, in good faith, report a violation from retaliation. Workplace violence includes, but is not limited to emotional abuse, intimidation, bullying, harassment, threats, stalking, domestic violence and physical assaults.

Violence or threats of violence are prohibited while on any State property. Such behavior on the part of any individual on any State property, including but not limited to buildings, grounds and vehicles, will not be tolerated. Employees who violate this policy will be subject to disciplinary action up to and including termination.

Employees who are subjected to workplace violence or domestic violence are encouraged to talk with a supervisor, Human Resources representative, or contact the Employee Assistance Program. Agencies will make every effort to provide support and reasonable security.

In the event of an active shooter situation, employees should remember to “Run, Hide, Fight.” Employees should be familiar with and follow the agency’s active shooter protocol for specific notification, response, and evacuation procedures.



## Attacks in Crowded and Public Spaces

While the threat of mass attacks is real, we can take steps to prepare, protect ourselves and help others.

### What are Mass Attacks?

#### Types of Mass Attacks

- Individuals using firearms to cause mass casualties, also know as Active Shooters.
- Individuals using a vehicle to cause mass casualties.
- Individuals using homemade bombs to cause mass casualties.
- Other methods of mass attacks may include knives, fires, drones or other weapons.

## Be Informed

- *Stay Alert.* Always be aware of your environment and any possible dangers.
- *If you see something, say something* to local authorities. That includes suspicious packages, people behaving strangely, or someone using strange communications.
- *Observe warning signs.* Signs might include unusual or violent communications, expressed anger or intent to cause harm and substance abuse. These warning signs may increase over time.
- *Have an exit plan.* Identify exits and areas to hide wherever you go, including work, school and special events.
- *Learn lifesaving skills.* Take trainings such as *You Are the Help Until Help Arrives* and first aid to assist the wounded before help arrives.

## Survive DURING

### Run to Safety

- *Seek safety.* Getting away from the attacker is the top priority.
- Leave your belongings behind and get away.
- Call 9-1-1 when you are safe and describe the attacker, location and weapons.

### Cover and Hide

- If you can't evacuate, cover and hide. Find a place to hide out of view of the attacker and if possible, put a solid barrier between yourself and the threat.
- Lock and block doors, close blinds and turn off lights.
- Keep silent.

## Defend, Disrupt, Fight

- *Fight only as a last resort.* When you can't run or cover, attempt to disrupt the attack or disable the attacker.
- Be aggressive and commit to your actions.
- Recruit others to ambush the attacker with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the attacker.

## Help the Wounded

- Take care of yourself first and then, if you are able, help the wounded get to safety and provide immediate care.



## Be Safe AFTER

### When Law Enforcement Arrives

- Remain calm and follow instructions.
- Keep hands visible and empty.
- Report to designated areas to provide information and get help.

Source: US Department of Homeland Security  
<https://www.ready.gov/public-spaces>



## Specific Safety and Health Programs

### Asbestos

Employees shall not remove or disturb asbestos containing material (ACM) or material suspected of containing asbestos. Asbestos may be contained in materials such as:

- Ceiling tiles
- Adhesives and mastics in ceiling areas
- Drywall
- Duct work
- Flooring, floor tiles, and flooring adhesive
- Insulation
- Piping in lab fume hoods
- Vented enclosures

Any damage to ACMs or items suspected of containing asbestos should be reported to the Agency Safety Leader immediately.

In the event a facility undergoes asbestos abatement activities, employees must be notified of procedures and precautions.

Intact and undisturbed ACMs do not pose a health risk to building occupants. When ACM is properly managed, release of asbestos fibers into the air is minimized and the risk of asbestos-related health problems is negligible.

### Biological Hazards

Biological hazards, or biohazards, are biological agents or substances present in or arising from the work environment which present or



may present a hazard to the health or well-being of employees or the community.

Biological agents and substances include, but are not limited to, infectious and parasitic agents, toxins derived from organisms, or non-infectious microorganisms such as some mold, fungi, and/or other plant or animal products that cause diseases.

Generally, biohazards are either:

- Infectious microorganisms;
- Toxic biological substances;
- Allergens; or
- Any combination of these.

Biological agents are found in numerous settings, but are primarily found in the workplace in training, clinical, and laboratory settings or are the result of infectious agents brought into the areas as a contaminant.

Employees must be trained on the biological hazards that may be encountered and which control measures and work practices must be used in order to minimize the risk of exposure. In addition, employees should be familiar with and refer to other site-specific documents such as the Exposure Control Plan, Laboratory Safety Manual or Biosafety Control Plan that identifies the hazards as well as specific practices and procedures designed to minimize or eliminate risk.

### Bloodborne Pathogens

Work sites that have the potential for occupational exposure to human blood, body fluid, pathogens, or body parts are required to have a written Exposure

Control Plan. Employees must receive training in work practices, methods of exposure, and universal precautions, initially and annually thereafter. Some occupational settings may require the availability of employer-provided hepatitis vaccine or other applicable vaccinations.

Employees exposed to blood or other body fluids should contact their supervisor immediately and follow post-exposure protocols as detailed in the Agency Exposure Control Plan. At a minimum, immediate washing of the exposed areas of the body shall commence following an exposure to bodily fluids.

The most important thing for an employee to remember is to employ universal precautions when interacting with all human blood or body fluids. A strict adherence to the specified practices and procedures is essential.

These include a system of administrative controls and use of personal protective equipment (PPE) at all times.

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## Chemical Inventory

An accurate and current inventory of all hazardous chemicals present in the workplace must be maintained. Expiration dates for chemicals must be legibly labeled on each container and may be included in the inventory list.

The inventory should be kept in the same area as the safety data sheets (SDS). Conduct a periodic review of



chemical storage areas to prevent chemicals from becoming outdated and possibly unstable.

State agencies must have SDSs readily available to employees in a file, notebook, computer directory, or by fax upon request. If an SDS for a chemical is not received from the distributor, the chemical manufacturer or distributor should be contacted to obtain the SDS.

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## Confined Spaces

OSHA defines a confined space as a space that is large enough for an employee to enter or break the plane of entry, has restricted means of entry or exit, has unfavorable natural ventilation and is not designed for continuous employee occupancy.

Examples of confined spaces include, but are not limited to:

- Digesters
- Manholes
- Sewers
- Silos
- Tanks
- Tunnels
- Trenches
- Vaults

Employees may not enter a confined space or break the plane of entry with any body part unless properly trained. Entry into confined space can be extremely dangerous. Possible hazards can include:

- Oxygen deficiency
- Exposure to dangerous vapors and toxic gases
- Fire, explosion hazards
- Physical hazards

Some confined spaces require a permit for entry. All employees involved with or having responsibility for entry into permit-required confined spaces must be thoroughly familiar with permit, entry, and rescue procedures. Agencies must maintain detailed procedures and records that are specific to their particular spaces and requirements. Regulations governing entry into confined spaces are specified by OSHA 29 CFR 1910.146.

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## Electrical Safety

Employees whose jobs require them to work on or near exposed energized parts are required to be trained in electrical-related safety practices that pertain to their respective job assignments. Supervisor training should include basic information on electrical safety as it relates to that environment.

Electrical work must follow all federal and state requirements and good industry practices. A safety warning and tagging system should be used to ensure that all power is removed from the system (see the Lockout/Tagout section for more information). Circuits must be checked with the proper equipment before work is started to ensure that no voltage is present.

Extension cords used with portable electric tools and appliances must be three-pronged, grounded, and protected by Ground Fault Circuit Interrupters (GFCIs).

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## Fall Prevention

Management must plan projects to ensure that the job is done safely by conducting a hazard assessment to decide how the job will be done, what tasks will be involved and what safety equipment may be needed to complete each task.

Workers who work four feet or more above lower levels are at risk for serious injury or death if they should fall. To protect these workers, the agency must provide fall protection and the right equipment for the job, including the right kinds of ladders, mobile elevated work platforms (MEWP), scaffolds and personal protective equipment.

Use the right ladder or scaffold to get the job done safely. For roof work, if workers use personal fall arrest systems (PFAS), provide a harness for each worker who needs to tie off to the anchor. Make sure the PFAS fits, and regularly inspect it for safe use.



The agency must comply with requirements for inspecting, testing, and certifying Rope Descent System (RDS) anchorages before any worker uses an RDS. Due to a limited availability of qualified persons to inspect, test, and certify anchorages for RDS use, OSHA issued “Enforcement Guidance for General Industry Rope Descent System (RDS) Anchorage Requirements”.

To minimize employee exposure to hazards associated with MEWPs and to comply with all regulatory requirements for the safe operation of such equipment, management will select supervisors and operators to be trained to become the designated Qualified Person(s) (QP) for the worksite.

Supervisors, operators, and occupants must receive appropriate training prior to lift use and are considered trainees until they are trained and qualified to perform the task and operate a specific lift. MEWP set-up and use must be performed by a two-person team who are trained and qualified regarding the task to be performed on the specific lift type. Employees must not operate contractor lifts.

Contractors are not authorized to use agency lifts. Agency employees acting as occupants are only allowed in contractor MEWPs if contract language includes verification of inspection, maintenance, training and a description of Occupant training that will be provided. All training must be documented by the agency. A written risk assessment, safe use plan and rescue plan must be in place prior to using any lift.

A risk assessment should be conducted to determine best method to safely complete elevated work. When working with a MEWP the employee must use the risk assessment to determine the type of MEWP to use and to create a Safe Use Plan and Rescue.

### Ground Fault Circuit Interrupters (GFCIs)

GFCIs should be used on power circuits serving outlets in damp, wet, or outdoor locations and in any other areas where persons using electrical equipment may become grounded.

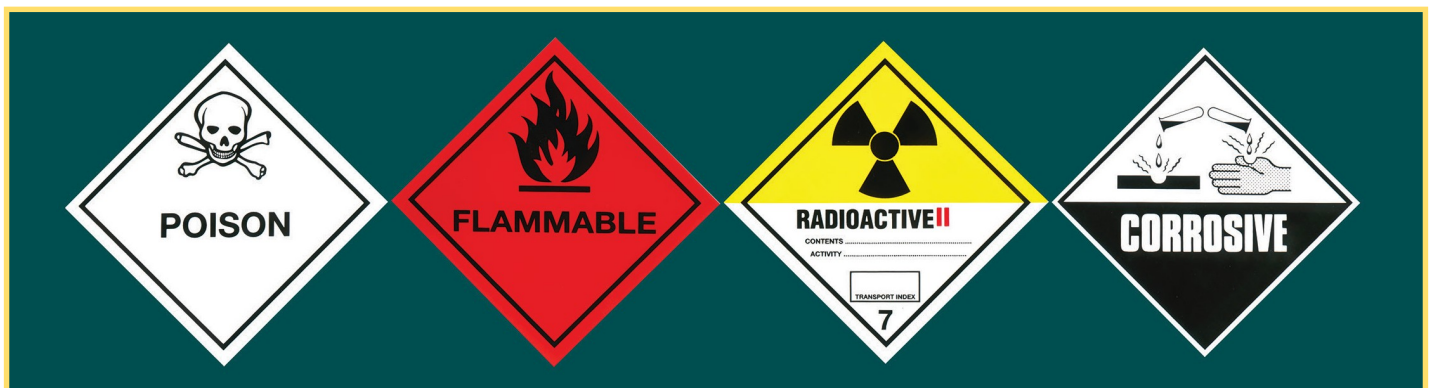
Ground Fault Circuit Interrupters (GFCI) constantly monitor current flowing through a circuit. If there is a small difference of current, the GFCI will interrupt power before exposure to current and a resulting shock. A GFCI also works on two-slot receptacles.

### Hazard Communication Program

The OSHA Hazard Communication Standard follows the provisions of the United Nations “Globally Harmonized System of Classification and Labeling of Chemicals” (GHS). Two significant components of the GHS are standardized labeling elements and format for Safety Data Sheets (SDSs), formerly known as Material Safety Data Sheets (MSDSs). The GHS aims to improve worker understanding of the hazards associated with chemicals in the workplace.

The NC DOL Hazard Communication Standard requires employers to provide employees with information concerning the hazards associated with the chemicals in their workplace. This standard requires:

- A written hazard communication program;
- Labels on containers;
- An inventory of chemicals;
- Posting of area warning signs;
- Availability of Safety Data Sheets; and
- Chemical safety training and information sessions upon initial assignment and when new chemicals are introduced into the workplace.





Laboratories with a Chemical Hygiene Plan are exempt from the OSHA Hazard Communication Standard requirements except:

- Labels are not to be removed or defaced;
- SDS for each chemical must be maintained;
- SDS should be readily available; and
- Information and training must be provided to affected employees.

A laboratory that ships chemicals is considered to be a distributor or manufacturer and must ensure that containers are appropriately labeled prior to shipment and a SDS is provided to other distributor(s) or employer(s).

Laboratories must comply with all Hazard Communication elements for non-laboratory chemicals being used e.g. housekeeping, maintenance activities.

The Agency Safety Leader or other responsible party is notified when contractors are to work in areas covered by the Hazard Communication Program. The Safety Leader or designee must inform the contractor of any potential exposure to hazardous chemicals at their work location and provide the name of the agency person(s) from whom chemical safety information is available.

Contractors who use hazardous chemicals at state facilities must provide a list of the hazardous chemicals brought on the property and maintain a copy of the SDSs at the worksite.

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### **Laser Safety Policy**

Policies regarding laser safety requires that all lasers and laser systems are operated in accordance with the American National Standards Institute (ANSI) Z136.1 2000, "the Safe Use of Lasers;" and other applicable federal and state regulations.

To implement the policy properly while giving the greatest possible latitude to the researcher, all laser operations at agencies and universities must be reviewed and approved by their Laser Safety Officer (LSO). The primary objective of the laser safety program is to ensure that no laser radiation in excess of the maximum permissible exposure (MPE) limit reaches the human eye or skin. Additionally, the program is designed to ensure that adequate protection against collateral hazards is provided. These collateral hazards include the risk of electrical shock, fire hazard from a beam or from use of dyes and solvents, and chemical exposures from use of chemicals and vaporization of targets.

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### **Lead-based Paint Health Hazards**

Lead exposure can be harmful to individuals of all ages. However, lead exposure is especially damaging to children, fetuses, and women of childbearing age. The effects of lead poisoning may occur gradually and imperceptibly, often showing no obvious symptoms. Common symptoms of lead poisoning include loss of appetite, nausea, vomiting, stomach cramps, difficulty in sleeping, fatigue, moodiness, headache, joint or muscle aches, anemia and effects on male and female reproductive systems. Lead exposure has been associated with learning disabilities, growth impairment, permanent hearing and visual impairment and other damage to the brain and nervous system. Blood lead levels in the United States have been reduced through efforts to reduce lead in gasoline, drinking water piping systems, and food cans. There remains a significant health hazard from improperly managed lead-based paint (LBP). Lead was used as a primary ingredient in many oil-based paints during the first half of this century. Usage of LBP decreased during the 1950's and 1960's and was banned from residential use in 1978.

LBP presents a lead exposure hazard for occupants of buildings and for workers required to remove paint. Lead poisoning may occur when workers inhale or ingest lead dust and fumes during abrasive blasting, sanding, cutting, burning, or welding of surfaces coated with lead containing paints. Exposure can occur by inhaling the fine dust or by ingesting paint dust during hand-to-mouth activities. Lead from exterior paint can flake and contaminate the soil around buildings. Lead contaminated dust can be formed as paint wears, especially at windows and doors.

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### Lead-based Worker Protection

The potential for exposure to lead exists during all LBP abatement projects. Employees can also be exposed to other potential hazards from chemicals and physical agents. LBP abatement contractors must provide, at a minimum, the level of protection afforded by OSHA construction industry lead standard, [OSHA 29 CFR 1926.62](#). All workers potentially exposed to lead must wear respirators. The following engineering controls and good work practices must be used to minimize both employee exposure to lead and environmental contamination, and these controls and practices must be incorporated into the written LBP abatement plan:

- Abatement methods that minimize lead exposure
- Engineering controls to contain lead contamination
- Protective clothing and equipment
- Respiratory protection program in accordance with OSHA standard 29 CFR 1910.134
- Medical surveillance
- Hygiene facilities and practices
- Exposure monitoring
- Training
- Record keeping

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### Lead-based Personal Protective Equipment (PPE)

- Personal protective equipment includes protective clothing and respirators are to be used in all projects. Protective clothing is worn to prevent harmful materials such as lead from coming into contact with the body. Protective clothing includes coveralls, head covering, foot covering, and gloves.
- Respirators should always be used; typically, a half-face High Efficiency Particulate Air (HEPA) filter air-purifying respirator must be used in all paint film stabilization. Powered air purifying respirators (PAPR) must be provided if requested by an employee for use where respirators are required.

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### Lockout/Tagout – Control of Hazardous Energy

The control of hazardous energy is required before service, repair, maintenance, inspection, or exposure to equipment or areas where a hazard may be presented by uncontrolled energy, including the flow of solids, liquids or gases into confined spaces or environments.

Equipment that has more than one energy source or multiple hazards (pneumatic, steam, chemical or hydraulic) must have written procedures for shut down and start up.

Lockout/Tagout (LOTO) is the process of identifying and locking out all energy sources prior to starting work.

All employees who will be working on equipment where the unexpected energizing, start-up or release of hazardous energy could cause injury should be trained and follow the Lockout/Tagout (LOTO) procedure that follows NC DOL Control of Hazardous Energy (Lockout/ Tagout).

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## Machine Guarding

Safeguards on machines are designated to protect from injury. The basic types of hazardous mechanical motions and actions are:

### *Motions*

- Rotating (including in-running nip points)
- Punching
- Reciprocating
- Transverse

### *Actions*

- Cutting
- Shearing
- Bending

To reduce a potential injury, employees working with machinery should follow these basic rules:

- Safeguard any machine part, function or process which may cause injury.
- Training is required prior to operating a machine.
- A machine may only be operated while required personal protective equipment (PPE) is on, in use and appropriate clothing is being worn (See PPE section).
- Loose clothing, neckties, rings or other jewelry are not permitted. Long hair must be tied back.
- All guards must be in place and in good condition before a machine may be operated.
- Missing guards must be reported to a supervisor immediately.
- No guard barrier or enclosure should be adjusted or removed for any reason, unless the employee is trained to do the work, has assigned supervisor permission and adjusts machines as part of their job duties.

Prior to performing service or maintenance on a machine, the power must be disconnected according to the lockout/tagout procedure.

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## Mobile Elevated Work Platforms (MEWP)

To minimize employee exposure to hazards associated with Mobile Elevated Work Platforms (MEWP), and to comply with all regulatory requirements for the safe operation of such equipment, management will select supervisors and operators to be trained to become the designated Qualified Person(s) (QP) for the worksite.

Supervisors, operators, and occupants must receive appropriate training prior to loft use and are considered trainees until they are fully trained and qualified to perform the task and operate a specific lift.

MEWP setup and use must be performed by a two-person team that is trained and qualified regarding the task to be performed on the specific type of lift.

Employees must not operate contractor lifts. Likewise, contractors are not authorized to use agency lifts.

Agency employees acting as occupants are only allowed in contractor MEWP if contract language includes verification of inspection, maintenance, training and a description of occupant training must be provided. All training must be documented by the agency. A written risk assessment, safe-use plan and rescue plan must be in place prior to using any lift.

A risk assessment should be conducted to determine the best method to safely complete elevated work. When working with a MEWP, the employee must use the risk assessment to determine the type of MEWP to use and create safe-use and rescue plans.



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## Noise

Excessive noise levels may exist when operating certain equipment or machinery. Exposure to high noise levels could result in a gradual loss of hearing which may not be noticeable to the individual.

If noise levels exceed safe limits as prescribed by NIOSH, employees must be protected by either engineering controls or by a hearing conservation program which includes hearing protection (ear plugs or earmuffs) and appropriate periodic hearing tests.

If high noise levels are suspected, an employee should contact the assigned supervisor so that the noise level can be measured by trained individuals. Hearing loss can happen very slowly or very suddenly, it can be temporary or permanent.

NC DOL states that workers exposed to an average of 85 dBA or more over an eight-hour period (a normal conversation is 50-60 dBA) must be enrolled in a hearing conservation program.

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## Personal Protective Equipment (PPE)

Personal protective equipment, or PPE, is designed to protect workers from workplace injuries or illnesses. If such hazards are present in the workplace, appropriate PPE must be worn.

Supervisors perform an annual hazard assessment of job duties to identify required PPE, according to ANSI- Z-89.1-1997:

- *Head Protection:* Required where there is danger of head injury from impact, falling or flying objects.
- *Ear Protection:* Required where engineering controls cannot reduce noise to acceptable levels.

- *Eye and Face Protection:* Required when exposed to hazards such as flying particles, molten metal, dust, chemicals, gases, steam, vapors, objects, biological hazards, potentially injurious glare, light or heat radiation, or other potentially harmful exposures which may cause injury to the eye or face. All eye and face protection must meet or exceed the requirements specified in the most current ANSI Z 87.1 standard.
- *Respiratory Protective Equipment:* Must be used as part of a comprehensive respirator program when required to protect from airborne contaminants which, when measured, are above the Threshold Limit Value in NIOSH Standards.
- *Foot Protection (safety shoes):* Required where there is a danger of foot injuries due to falling or rolling objects, exposure to piercing of the sole, or where protection is needed against electrical or chemical hazards. Protective footwear must comply with American Society Testing Materials (ASTM) F-2413-05.
- *Hand Protection (gloves):* Required by established standards to protect employees from physical, biological, chemical, radiation, or electrical hazards.
- *Fall Protection (safety harness, lifelines and lanyards):* Required to protect employees from falling while working at heights of six feet or more not protected by standard guardrails or safety nets or as required when working in confined spaces.

Agencies may have specific requirements. Contact assigned supervisor or safety leader to determine the equipment needed to safely perform any job.

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## Portable Ladders

- Inspect ladders frequently to ensure soundness and proper working condition prior to daily use.
- Maintain ladders in good condition with the joint between the steps and side rails tight, all hardware and fittings securely attached and the movable parts operating freely without binding or undue play.
- Ensure the type of ladder in use is appropriate for the associated task. Choose the right ladder for the job by asking the following questions:
  - Can the ladder be positioned properly to allow for safe completion of the task?
  - Does the ladder have proper feet?
  - Is the ladder in good repair without any signs of damage?
  - Is the weight limit of the ladder clearly marked?
- Withdraw ladders with defects from service for repair or disposal. Tag and mark defective ladders as “Dangerous, Do Not Use.”
- Ladder use is not permitted on or near power lines or other electrical devices.
- Tie off and secure straight and extension ladders to the upright structure against which they lean.
- Use non-self-supporting ladders at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter (1/4) of the working length of the ladder (the distance along the ladder between the foot and the top support).
- Extend non-self-supporting ladders three feet above the point of support of eaves, gutter, or roof line and tie off.
- Equip ladders with safety feet which are suitable and positioned firmly on the floor, ground or concrete, which provides a stable, flat and level surface.
- Perform work with the employee facing the ladder with both feet on the rungs.
- Permit only one person on a ladder at a time unless ladder design specifies otherwise.
- Maintain ladders ensuring they are free of oil, grease and other slippery hazards.
- Do not load ladders beyond the manufacturers’ maximum rated capacity.
- Always maintain three-point contact by gripping the side rails with both hands when climbing a ladder. Raise and lower tools or equipment by mechanical means, such as with a hand line and tool bag.
- Maintain a stable position on the ladder at all times. Do not reach out more than an arm’s length from a ladder. If necessary, descend the ladder and move the ladder to a better location.
- Set step ladders on a level surface, with spreaders locked and all four legs set level on the ground.
- Do not use the top step or top cap of a stepladder.
- Do not use the bracing on the back legs of a stepladder for climbing.

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## Powder-Actuated Tools

Any use of powder-actuated tools should be both coordinated with and have the authorization of the assigned supervisor and the supervisor of the area in which the tool will be operated, in addition to the Agency Safety Leader.

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## Powered Industrial Trucks/Material Handling Equipment

- Only employees trained to use the equipment or receiving training from a qualified person are permitted to operate heavy equipment.
- Operators of forklifts and other specialized vehicles must be properly licensed for the equipment being operated. This license is in addition to a NC vehicle operator’s license.

An Agency Safety Leader, assigned supervisor, or designated trainer will provide additional information on particular machines. Good judgment and common sense are important in the safe operation of any equipment.

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## Radiation Safety Programs

Radiation Safety Programs are designed to protect registered radiation users, staff, students, and the general public from radiation exposure and ensure the safe receipt, handling, use and storage of radiation and radioactive material. These Programs aid users with maintaining radiation exposures As Low As Reasonably Achievable (ALARA) and ensuring operations are in compliance with applicable state and federal regulations. Federal and state government regulations protect public health as related to radiation sources and require the existence of an adequate radiation safety program.

Agencies should establish a Radiation Safety Committee authorized by Agency Leadership to review and approve proposals that utilize sources of radiation. The NC Department of Health and Human Services Radiation Protection Section provides for daily program operation in compliance with Radiation Protection rules, 10A NCAC 15, and assists Agencies and Universities with their programs. Radiation Protection Section staff provide training and consultations, conduct routine safety inspections in laboratories, assist researchers with the acquisition and disposal of radioactive materials and radiation-producing devices and maintain radiation emergency response capabilities.

Agency Radiation Safety programs should provide radiation workers with information for finding forms and instructions on registering as a worker, training classes and dosimetry, guidance information on unsealed and sealed sources of radioactive materials,

information on procurement of radiation generating equipment (X-ray), and use and compliance related to radiation generating devices. New Principal Investigators and Laboratory Managers should have access to information on instrumentation and equipment used in radiation related research.



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## Scaffolds

The use and construction of scaffolds must follow all federal, state, and local legal requirements and good industry practice.

Only competent employees authorized by the supervisor may erect scaffolds, platforms, and staging. Scaffolds and their parts must be sound, rigid, and capable of supporting at least four times their maximum intended loads.

All scaffolds, platforms, and staging shall comply with the OSHA General Industry Standard.

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## Tools – Hand and Power

Any use of hand and power tools shall be both coordinated with and have the authorization of assigned supervisor and the supervisor of the area in which the tool will be operated. The use of some hand and power tools may also require the approval of the Agency Safety Leader.

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## Trenching and Excavations

Excavations include, but are not limited to, operations such as drilling, digging and trenching.

Excavation work must follow state legal requirements, including Building Code Requirements and NC DOL Excavation and Trenching.

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## Warehouse Safety

A warehouse safety program that addresses the many hazards of operations is needed to prevent injuries to employees working in the area and visitors.

Floors should be marked to show safe paths of travel and to ensure egress paths do not get blocked.

Loading docks, floors, shelves, and stacked materials should be inspected frequently to look for hazards.

Material handling equipment (forklifts, etc.) must be inspected prior to use and must be on a preventive maintenance program as required by the manufacturer. Employees operating forklifts must receive hands-on training and education at least once every three years and after any incident.

All forklift incidents must be reported immediately to EHS and supervisor.

Procedures must be in place to keep personal away from forklift operations.

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## Waste Disposal

*Hazardous Waste Generators* – 40 CFR 261 – 266  
Facilities minimize the generation of hazardous waste through source reduction and recycling prior to sending waste for disposal. Hazardous waste is to be kept in closed containers that are labeled in a manner to describe its contents. Employees that manage hazardous waste should at a minimum be thoroughly familiar with proper waste handling and emergency procedures.

### Universal Waste – 40 CFR 273

Universal waste includes used batteries, pesticides, and mercury-containing equipment and lamps. Fluorescent lights and thermostats that contain mercury, and lead-acid batteries, are banned from landfills in North Carolina. Universal waste regulations were developed to ease the regulatory burden on facilities that wish to collect these wastes, reduce the amount of these wastes going to solid waste landfills, and ensure that the waste will go to the appropriate treatment or recycling facilities pursuant to the full hazardous waste regulatory controls.

Used lamps must be maintained in a closed container that is labeled as “Universal Waste-Lamps”, “Waste Lamps” or “Used Lamps”.

Used batteries must be maintained in a container that is labeled as “Universal Waste-Batteries”, “Waste Batteries” or “Used Batteries”.

Universal waste can be stored onsite for no longer than one year.

### *Electronics*

Discarded televisions and computer equipment are banned from landfills in North Carolina. Old electronic equipment should be sent to a designated recycling location.

### *Used Oil* – 40 CFR 279

Used oil is banned from landfills in North Carolina. Used oil must be stored in tanks or containers that are in good condition and not leaking. Tanks and containers must be labeled as “Used Oil” and all spills must be stopped, contained, cleaned, and managed properly. Fill pipes used to transfer used oil into underground storage tanks must be labeled as “Used Oil”.

# North Carolina State Government Safety and Health Handbook

I understand that it is my responsibility to become familiar with and abide by these instructions, insofar as they apply to the duties which I will perform while employed by the State of North Carolina.

I understand that it is my responsibility to contact my assigned supervisor with any questions regarding safe performance of all assigned job duties.

Additionally, I hereby acknowledge receipt of a copy of the North Carolina State Government Safety and Health Handbook.

A signed copy of this certification will be filed with the employee's personnel records.

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State Agency: \_\_\_\_\_

Employee Name: \_\_\_\_\_

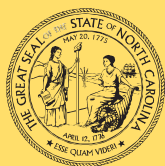
Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee shall print and provide a signed, hard copy of this form to their Agency Human Resources Director or assigned representative.



# NORTH CAROLINA Office of *State Human Resources*

BARBARA GIBSON, *Director*

SCARLETTE GARDNER, Esq., *Safety, Health and Workers' Compensation Division Director*

116 W. Jones Street, Raleigh, NC 27603 | 1331 Mail Service Center Raleigh, NC 27699-1331

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