

State Workplace Requirements Program for Safety & Health

Policy

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Policy

It is the policy of the State of North Carolina that each department, commission, division, board, or institution (hereinafter referred to as agency), within the executive branch of government, shall have an Agency Workplace Requirements Program for Safety and Health designed to protect employees from work related incidents, injuries and illnesses. The program design must include written program components and operating safety and health committees as required in Chapter 143, Article 63 and Chapter 126-4(10) of the General Statutes. State employees covered by the State Human Resources Act and those exempt from the Act are covered by the requirements of this program. The Office of State Human Resources encourages the Legislative and Judicial branches and University of North Carolina system to establish and maintain written safety and health programs.

Program Goals

Each State agency shall adopt a written safety and health program that promotes safe and healthful working conditions for State employees and will be based on clearly stated goals for meeting the program requirements. The program shall provide managers, supervisors, and employees with a clear and firm understanding of their role in accomplishing the goals of the safety and health program and convey the State's concern for protecting employees from job-related injuries and health impairment; preventing accidents, personal injuries, property damage, and fires; planning for emergencies and emergency medical procedures; identifying and controlling physical, chemical, and biological hazards in the workplace; communicating potential hazards to employees; and assuring adequate housekeeping and sanitation.

Office of State Human Resources Responsibilities

The Office of State Human Resources shall develop and maintain a model Workplace Requirements Program for Safety and Health for use by agencies including safety and health requirements to assist agencies in meeting their legal safety and health responsibilities pursuant to applicable occupational safety and health General Statutes, administrative rules, best business practices, and generally recognized occupational safety and health practices.

The Office of State Human Resources shall:

- Evaluate agency safety and health programs and ensure that they comply with the minimum standards contained in the model Workplace Requirements Program for Safety and Health;
- Provide consultative and technical services for design and development of written safety and health programs;
- Periodically inspect state facilities to ensure identification and control of hazardous workplace environments and unsafe work practices that could endanger state employees;
- Maintain a State Employee Safety and Health Handbook describing the responsibilities of employees and outlining the basic rules for working safely in state government;
- Investigate work-related fatalities and serious injuries and illnesses to ensure that agencies have program elements in place to control specific hazards;
- Coordinate training/professional development programs for agency safety professionals;
- Evaluate State agency compliance with the model Workplace Requirements Program for Safety and Health; and.
- Provide a systematic method of communication regarding safety and health related matters to State agencies.

State Agency Responsibilities

Each agency shall establish an Agency Workplace Requirements Program for Safety and Health consistent with the minimum standards contained in the model Workplace Requirements Program for Safety and Health.

Each state agency shall verbally notify the Office of State Human Resources, within eight (8) hours after the death or in-patient hospitalization of an employee as a result of a work-related incident. A preliminary incident investigation report shall be filed within five (5) days of the incident and submitted to OSHR and detailed Incident Investigation Report upon completion.

State Employee Responsibilities

Each supervisor shall provide safe working conditions for each employee, understand and follow safety and health guidelines, provide for employee's safety and health training, provide personal protective equipment, report and investigate accidents, advise management of any unsafe work environment(s) or condition(s) and effect corrective actions and interim controls for hazardous work environments under their control.

Each employee shall be familiar with their agency safety and health guidelines and conduct his or her own work in a safe manner to protect him or herself, fellow employees and the public; make recommendations to improve safety and health in the workplace and notify the supervisor of any incident involving injury, illness, damage to property, or near-miss to him or herself or to others.