

Requirements for the NCDOL OSH Star Programs

1. *Management Commitment and Leadership*

- Clearly established, written site-specific safety and health policies and procedures.
- Goal-oriented objectives and accountability.
- Resources (safety and health).

2. *Accountability*

- Documented systems for holding all line managers and supervisors accountable for safety and health.

3. *Disciplinary Program*

- Written program that is communicated to all employees.
- Covers both supervisors and their employees.

4. *Injury and Illness Rates*

- Most recent three-year average rate for both total recordable cases (TRC), and days away, restricted and transferred (DART) cases.

5. *Employee Participation*

- Meaningful ways for employees to participate in the safety and health program.
- Availability of time for employees to participate in safety and health program.

6. *Self-Inspections*

General Industry:

- Effective periodic inspections of entire worksite.
- Tracking of hazards to correction.

Construction:

- Effective management inspections of entire worksite weekly.
- Effective site-specific safety and health committee inspections of entire worksite monthly.
- Tracking of hazards to correction.

Public Sector:

- Effective periodic inspections of entire worksite.
- Tracking of hazards to correction.

7. *Employee Hazard Reporting System*

- Formal written reporting system.
- Timely and appropriate responses.
- Tracking of hazards to correction.

8. *Accident/Incident Investigation*

- Written procedures.

- Written reports of findings.
- Tracking of hazards to correction.

9. JSA/Process Reviews

- Analysis of hazards associated with individual jobs and processes.
- Safety and health training.

10. Safety and Health Training

- **Manager and Supervisor Training:**
 - Management Training: Knowledge of applicable worksite safety and health programs, understanding of their safety and health responsibilities, and ability to effectively carry out those responsibilities;
 - Supervisor Training: Understanding of applicable worksite safety & health programs, hazards in work areas, and responsibilities; able to effectively carry out those responsibilities.
- **Potential effects on their employees:**
 - Ensure employees follow safety rules and proper work practices.
- **Employee Training:**
 - Awareness of hazards, protection from hazards, safe work procedures, emergency situations, and PPE use.

11. Preventive Maintenance

- Written preventive maintenance program.
- Ongoing monitoring, maintenance and repair of workplace equipment.

12. Emergency Programs/Drills

- Written emergency action/response programs.
- Performance/documentation of periodic drills for ALL employees.

13. Industrial Hygiene Program

- Baseline and periodic Industrial Hygiene surveys.
- Air sampling and certified laboratory analysis and noise surveys with written records of results.

14. Personal Protective Equipment

- Certified PPE Hazard Assessment.
- Appropriate PPE, including training on care, use, and replacement.

15. Safety and Health Staff Involved with Changes

- Safety and health staff must be staff involved with pre-use/change analysis of all new operations, processes, materials, or equipment.

16. Contractor Safety

- Documented selection criteria and training.
- Oversight of contractor activity, including enforcement of safety and health rules.

17. Medical Program

- Availability of emergency/non-emergency medical services.
- Availability of physician services.
- Personnel trained in First Aid/CPR/AED, if applicable.

18. Resources

- Adequate safety and health staffing.
- Safety and health program budget and funding.
- Access to safety and industrial hygiene professionals.

For existing Star participants:

19. Carolina Star Safety Conference Participation

- Employers are required to provide at least one employee to represent the company on regional conference team.
- Employee(s) attend team meetings, and assist with planning annual Carolina Star Safety Conference.

20. Annual S&H Management System Evaluation Report Submission

- Employer required to submit the company's Annual Safety and Health Evaluation report by February 15th.
- Report needs to address all required areas, include specific injury/illness data and any necessary plans for improvement.

21. Mentoring

- Employers are required to provide mentoring assistance when requested by new applicants to Star Program or when other opportunities arise.