

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 21J

Subject: OSH Construction Safety Specialist Program (OCSS)

A. Purpose.

To advance the training and education of the North Carolina Department of Labor (NCDOL), Occupational Safety and Health (OSH) Division personnel within the construction industry, an OCSS designation will be issued to each OSH employee that successfully completes the OCSS program recognizing their expertise in the construction industry.

B. Eligibility.

1. To be eligible for this program, the employee must be recommended by their supervisor and/or bureau chief for enrollment in the program.
2. To remain eligible for this program, the employee must:
 - a. Be a career state employee at time of training criteria completion
 - b. Have completed the following OSH core courses:
 - #141 – Inspection Techniques and Legal Aspects
 - #100 – Initial Compliance
 - #105 – Safety Standards for Safety Officers
 - #123/131 – Accident Investigation and Interviewing Techniques
 - #245 – Evaluation of Safety and Health Management Systems
 - OSHA Express/Technical Writing (CSHOs only)
 - #8200 Incident Command System (ICS)
 - #IS-100 – Introduction to ICS (most current version)
 - #IS-200 – ICS for Single Resources and Initial Action Incidents (most current version)*
 - #IS-700 – National Incident Command System (NIMS) an Introduction (most current version)

**Required for Homeland Security personnel only.*

C. Module Completion Criteria.

1. To achieve the OCSS designation, the employee must successfully complete six advanced construction CSHO modules such as but not limited to:
 - Excavations and Trenching
 - Cranes and Derricks
 - Fall Protection
 - Steel Erection
 - Electrical Safety
 - Scaffolding
 - Residential Construction (i.e.; frames, trusses, and roofing)
 - Health Hazards
 - Concrete and Masonry

- Material Handling Equipment (i.e.; loaders, bulldozers)
 - Work Zone Safety
 - Communication Towers
 - Confined Space
- a. Each module length will be 1 – 2 days with field training provided as applicable to the module. **Note:** *The employee must attend 100% of the classroom portion and 100% of the field training/hands-on segments when provided to receive OCSS credit. Special circumstances will be reviewed on a case by case basis. (Reference Class Welcome-Instruction Sheet for Core Courses)*
- b. Must be a current OSH employee at the time of completion of modules.

D. Advanced Construction CSHO Modules.

1. The advanced construction CSHO modules are internal courses, identified as an OCSS module by ETTA, that will be offered throughout each year to OSH personnel or upon request by compliance bureau chiefs. Modules may be postponed or canceled if there are not a sufficient number of personnel registered for the course. Some modules may be contracted out on an indefinite basis due to outside expertise and/or other constraints.
 - Contractors providing course modules for free will receive a certificate of appreciation from NCDOL provided through the bureau of Education, Training, and Technical Assistance (ETTA).
2. When space for a module is limited, OSH employees with seniority will have priority over other OSH employees unless overruled by the respective bureau chief.
3. Rosters will be completed for every module and sent to ETTA to verify module completion.

E. Procedures.

1. Once an employee completes six OCSS training modules and has met all eligibility requirements identified in section B., above, they will need to:
 - Complete an OCSS application. (The application is located on the One Stop Shop under the Training Resources Tab; Click on the link, OSH Construction Safety School)
 - Access and print their training record. (The training record database is located on the One Stop Shop under the Training Resources Tab; Click on the link, OSH Construction Safety School)
 - Send completed application and training record to the ETTA bureau chief.
2. The ETTA bureau chief will review the application and training record.
 - If all the criteria for OCSS has been met, the application will be approved by the bureau chief and entered into the employees training record housed in the OSH Training Database maintained by ETTA.

- After approval, the ETTA bureau chief will send out an email to the employee, employee's supervisor and bureau chief along with the OSH director and assistant OSH director stating that the employee has met all the criteria for the OCSS designation.
- The ETTA bureau chief will generate and mail an OCSS certificate to the employee awarding them the OCSS designation. The ETTA bureau chief will then enter the designation onto the certification/designation spreadsheet on the F drive that tracks OSH certifications and designations.

G. **Expiration.** APN 21I is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.


 Wanda Lagoe
 ETTA Bureau Chief


 Kevin Beauregard
 Director

8/30/19
 Date of Signature