

North Carolina Department of Labor Occupational Safety and Health Division

Subject: *OSH Division Presentation Development & Use - Frequently Asked Questions (FAQs) and Guidelines*

PowerPoint Presentation Development

*Please note that these FAQs and guidelines **apply to miscellaneous presentations developed for an OSH Division employee's use at a special event.** Due to limited resources, the Education, Training and Technical Assistance bureau does not actively review presentations prepared for these special events. However, as a courtesy and if time allows, they will be happy to review a presentation upon request.*

*The ETTA training section policy governing the development of the OSH Division's **standard internal and external training curriculum** are outlined in BOP D.05.T01. Please check the One Stop Shop for standard training presentations prior to developing a specialized presentation for a training event.*

- Can I develop a specialized presentation for a public speaking or training event?
 - Yes, as long as you use the division's standard presentation template and adhere to the photograph review policy and the guidelines below.
- Where can I get the division's standard presentation template?
 - Please contact Training Supervisor, Marcy Collyer (marcy.collyer@labor.nc.gov), ETTA, for the most current standard template for public use.
- If I have a tight deadline, can I use my presentation even if the photos have not been through the formal review process?
 - Yes, but the photos can only be shown on the overhead screen.
 - The presentation cannot be provided electronically or as a hard copy unless the photos have been removed.

Sourcing Photographs in a PowerPoint Presentation

- How do I source photos in a presentation?
 - For closed case file photos, reference the closed case file number in the notes section as "Photo from NCDOL Closed Case File ____ (insert file number) ____".
 - For all other photos, put the company name, date, NCDOL relationship (i.e.; SHARP site, Consultation Visit, Alliance, Partnership, etc.), who took the photo (you or someone else), and "permission letter obtained" (where applicable) in the notes section.
 - On the slide, put photo source as "NCDOL Photo Library" on top of the picture, or near it. Refer to Appendix A for examples.
- Do I need to formally source my photos in the notes section for a presentation that I will be using **only once**, for a special event?

- No, but be sure the photos and graphics are not part of an open case file, not copyright protected unless you have permission to use them, or otherwise in violation of the NCDOL Copyright Compliance Policy and the OSH Division Photograph Approval & Use Guidelines.
- Also, all photos must be scrubbed of any identifiers such as company logos, brand names, employee faces (non-NCDOL), and equipment numbers. Questions related to scrubbing photos of identifiers should be directed to Safety Standards Officer, James Washington (james.washington@labor.nc.gov), or PSIM Bureau Chief, Anne Weaver (anne.weaver@labor.nc.gov).
- Finally, **do not distribute** the presentation (i.e.; electronically or hard copy) unless all photos and graphics have been removed or have been put through the review process and properly sourced.

Graphics to be Used in a PowerPoint Presentation

- Do graphics from currently approved and published NCDOL publications, documents and materials have to go through the photo review process?
 - No (not if they are pulled from the photo library)
- What if the graphic was provided by an outside source?
 - Yes, it must go through the review process.
 - Check with Safety Standards Officer, James Washington (james.washington@labor.nc.gov), to determine if a permission letter exists on file.
 - If not, obtain permission from the source using the permission letter located at the end of this document. ***Note:** This should be the source who actually created the graphic, which may not necessarily be the person who gave it to you.*
 - Send the signed permission letter to Safety Standards Officer, James Washington (james.washington@labor.nc.gov), with graphics that you have properly sourced in the Notes Section of your presentation with company name, date, and graphic title descriptor (example: ABC Company 12152015 Railing Graphic Permission Letter Obtained).
- What if I created a graphic using Microsoft Office or other software?
 - Identify the graphic title, date, your name (example: Railing_Graphic_12152015_Andy_Sterlen.jpg).
 - Send the graphic to Safety Standards Officer, James Washington (james.washington@labor.nc.gov), to be added to the NCDOL Photo Library.

Clip Art

- Can I use Clip Art in internal PowerPoint presentations?
 - Yes, you can use the clip art that was purchased by the NCDOL Publications Bureau in internal presentations only. Contact Publications Bureau Chief, Eric Bellamy (eric.bellamy@labor.nc.gov) for access to the Clip Art.
 - If using this clip art, you must source it to Nova Development. To do this, in the Notes

section of PowerPoint, add “Clip art used on the slide was purchased by the NCDOL Publications Bureau.” Refer to Appendix A for examples.

- Can I use clip art that is part of MS PowerPoint or MS Word?
 - No, as it is not necessarily available for our use as part of Microsoft Office. Many times the software will take you to the internet where you may inadvertently access copyrighted material. For this reason, employees are not to use clip art accessed through Microsoft Office.
- Can I use Clip Art purchased by the NCDOL Publications Bureau in external PowerPoint presentations?
 - No, as external presentations are posted to the internet and the end user (the public) may inadvertently take clip art to use in other presentations that they develop. This would create a copyright infringement by them.

Formulas and Equations Used in Presentations

- Can I use equations in presentations?
 - Yes, equations that are used in OSHA standards are fine to use as it isn’t designed to serve a proprietary purpose.
 - You cannot use proprietary formulas or an algorithm designed by a person to perform a specific function (like Google’s search engine algorithms) as they would likely be protected under a patent or copyright.

Internet/ Video Use During Training

- Can I use the internet to access a photo of a hazard, piece of equipment or show a video during a training presentation?
 - Yes, you may access the internet to show a hazard, equipment, other useful photos as well as videos on the overhead screen.
 - You may not print or save these photos or videos to distribute them as they may be copyright protected unless it is clearly public domain material and you can show and/or prove verification of this.
- What if the internet is not available and I want to show a video or some hazard photos to supplement the training?
 - When the internet is not available, you may download videos, hazard photos or other applicable photos to show in a class but it cannot be distributed to the class, or any other party, and it must be deleted from your computer immediately after the session.

Photograph and Graphic Assistance

- Who can assist with photos or graphics to be used in presentations?
 - Upon request, the Publications Bureau may be available to take photos onsite and/or develop graphics to assist you in your presentations or other documents.
 - They follow NCDOL Copyright Compliance Policy and Letter Requesting

Permission to Use Copyrighted Materials and will complete the permission/copyright letters.

- All requests should be directed to Eric Bellamy, Publications Bureau Chief, at eric.bellamy@labor.nc.gov.
- All photos and graphics provided or produced by the Publications Bureau are sent to Safety Standards Officer, James Washington (james.washington@labor.nc.gov), for the NCDOL Photo Library including any applicable documentation (Copyright Letter).



Josh Dobson
Commissioner of Labor

Kevin Beauregard
Deputy Commissioner/Director
Occupational Safety and Health Division

Letter Requesting Permission to Take and/or Use Photos

(This does not apply to photos taken which are actually included in inspection or investigative files.)

The North Carolina Department of Labor is requesting nonexclusive, irrevocable, and royalty-free permission to take and/or use photos taken at your company and/or worksite identified below:

Company Name _____

Location: _____

Date Photos Taken: _____

These photos will be used in North Carolina Department of Labor (NCDOL) PowerPoint training presentations, NCDOL outreach publications, and in future revisions, editions, and media that will be posted on the internet for public domain use and/or distributed at events such as safety conferences, safety schools, and other public events.

All photos will be scrubbed of any identifiers such as company logos, product name brands, and other identifiers. If requested, you may review and/or deny use of any photos taken before being used by NCDOL.

These rights in no way restrict republication of your photos in any form by you or others authorized by you. We will include with our use of these photos full credit to your work and/or other acknowledgement as you request. If you require any additional information, please do not hesitate to contact me.

If you agree with the terms as described above to allow us permission to take and/or use these photos, please sign and date below.

NCDOL Employee/Requester: _____ Phone Number: _____

Company Official's Name: _____
Printed Name

Signed: _____ Date Signed: _____
Company Official's Signature

Title: _____

Additional Comments:

Appendix A



Notes Section

NCDOL Photo Library: Photo from NCDOL Closed Case File XXXXXXXX

NCDOL Photo Library: Skanska Partnership, 12/10/16, Photo taken by NCDOL employee Wanda Lagoe, Permission Letter Obtained



Clip Art by Nova Development

Notes Section

Clip art used on the slide was purchased by the NCDOL Publications Bureau.