

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

Administrative Information System

Administrative Procedure Notice 21H

**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.

**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 Legal Aspects
- 100 Initial Compliance
- 105 Safety Standards for Safety Officers\*
- 123 (131) Accident Investigations/Interviewing Techniques
- 245 Safety and Health Management Systems
- Technical Writing (CSHOs only)
- IS 100—Introduction to Incident Command System (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)

*\* Includes the OTI 2000 Construction modules.*

*\*\*Required for Homeland Security personnel only.*

**C. Module Completion Criteria.**

1. To achieve the OCSS designation, the employee must meet the following:
  - a. 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

b. Each module length will be 1 – 2 days with field training provided as applicable to the module. **Please note:** The employee must attend at least 80% of the classroom portion and 100% of the field training/hands-on segments when provided to receive OCSS credit. (Reference Class Welcome-Instruction Sheet for Core Courses)

c. 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 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. Training Records.**

ETTA will maintain the training records and will track employee completion of training modules. This record will be housed in the OSH Training Database maintained by ETTA. To ensure the integrity of the program, the ETTA Bureau Chief will review each training record to verify OCSS completion before the designation is given to the respective employee.

**F. OCSS Designation.**

Once an employee completes six training modules and has met all eligibility requirements identified in B. above, they will be given a certificate of completion that states that they have met all criteria to use the designation of OCSS. The intent of this designation is to recognize an OSH employee for the successful completion of the OCSS program which establishes their expertise in the construction industry.

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

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Wanda Lagoe  
ETTA Bureau Chief

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Allen McNeely  
Director

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1/13/2016  
Date of Signature