

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

**Raleigh, NC**

Administrative Information System

Administrative Procedure Notice 23B

***Subject:*** OSH Division Outreach

**A. Purpose.**

This Administrative Procedure Notice (APN) describes and implements the N.C. Department of Labor (NCDOL) outreach policy. The outreach policy is designed to enhance the ability of the Occupational Safety and Health Division (OSH) to meet its strategic goals and statutory requirement to help prevent injuries, illnesses and fatalities in North Carolina.

**B. Scope.**

This APN applies throughout the OSH Division for all outreach activities as defined in this procedure.

**C. Outreach Policy.**

The OSH Division provides outreach to NC employees and employers primarily through the Education, Training and Technical Assistance Bureau (ETTA), the Consultative Services Bureau (CSB) and the Special Emphasis Program (SEP) Committees.

Through a variety of venues such as cooperative agreements, training, publications, safety schools, safety awards and recognition programs, the two bureaus and SEP committees reach out to all NC employers, labor organizations, advocacy groups, trade and professional associations, universities, local and state agencies, and other stakeholders to enhance the dialogue on worksite safety and health issues, training and education on topical subjects, and promoting communication.

This outreach provides opportunities to exchange ideas, convey concerns, raise issues, educate and advocate efforts to eliminate serious hazards, all aimed at achieving higher levels of worker safety and health and increasing OSH participation in the statewide dialogue on safety and health.

**D. Tracking.**

Tracking the division's outreach in each of these areas will be conducted by each bureau's respective tracking mechanisms.

**E. Roles and Responsibilities.**

**1. Consultative Services Bureau.**

- a. Promote the SHARP recognition program to employers, labor organizations, advocacy groups, trade and professional associations, universities, local and state agencies, and other stakeholders to foster an improved safety and health culture.
- b. Cultivate relationships and assist in outreach efforts with employers, labor organizations, advocacy groups, trade and professional associations, universities, local and state agencies, and other stakeholders to foster an improved safety and health culture.
- c. Provide outreach support as requested by the OSH director's office, ETTA, SEP Committees and other NCDOL bureaus and departments.

2. Education, Training and Technical Assistance Bureau.

- a. Develop and distribute publications to NC employers, labor organizations, advocacy groups, trade and professional associations, universities, local and state agencies, and other stakeholders designed to educate them on safety and health issues to reduce injuries, illnesses, and fatalities.
- b. Develop and provide training to educate and promote safety and health to NC employers, labor organizations, advocacy groups, trade and professional associations, universities, local and state agencies, and other stakeholders.
- c. Cultivate relationships and assist in outreach efforts with NC employers, labor organizations, advocacy groups, trade and professional associations, universities, local and state agencies, and other stakeholders to foster an improved safety and health culture.
- d. Provide outreach support as requested by the OSH Director's Office, CSB, SEP Committees and other NCDOL bureaus.
- e. Promote STAR programs and safety awards to employers, labor organizations, advocacy groups, trade and professional associations, universities, local and state agencies, and other stakeholders to foster an improved safety and health culture.

3. Special Emphasis Program Committees.

- a. Cultivate relationships and assist in outreach efforts with employers, labor organizations, advocacy groups, trade and professional associations, universities, local and state agencies, and other stakeholders to foster an improved safety and health culture.
- b. Assist in the development of publications designed to reach these groups as applicable.
- c. Recommend and otherwise promote new alliances meeting the Strategic Plan goals and Outreach Policy.
- d. Provide outreach support as requested by the OSH director's office, CSB, ETTA and other NCDOL bureaus.

4. East and West Compliance Bureaus, Agricultural Safety & Health Bureau and Planning, Statistics, and Information Management Bureau.

- a. Provide outreach support as requested by the OSH director's office, CSB, ETTA, SEP committees and other NCDOL bureaus.

5. OSH Director's Office.

- a. Provide outreach support as requested by CSB, ETTA, SEP committees and other NCDOL bureaus.

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

Signed on Original

Wanda Lagoe  
ETTA Bureau Chief

Signed on Original

Allen McNeely  
Director

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Date of Signature