

**STATE OF NORTH CAROLINA**

**FIVE-YEAR STRATEGIC MANAGEMENT PLAN**

**October 1, 2013 – September 30, 2018**

**FY 2015 Annual Performance Plan**



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

**October 1, 2014**

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## **Part I**

# **Overview of the State's Occupational Safety and Health Program**

## **A. Introduction**

The purpose of the Occupational Safety and Health Act of North Carolina is to assure so far as possible every working man and woman in the State of North Carolina safe and healthful working conditions and to preserve our human resources.” The States Five Year Strategic Plan is designed to promote the achievement of this purpose through the specific goals and objectives established by the North Carolina Occupational Safety and Health Division and its employees.

The Division has established two specific outcome goals as part of the Five Year Strategic Management Plan. Goal One is to reduce by the end of FY 2018 the rate of workplace fatalities by two percent. Goal Two is to reduce by the end of FY 2018 the rate of workplace injuries and illnesses by 10%. The primary strategy for reducing the overall injury and illness rate and fatality rate is by designating performance goals affecting specific industry groups and workplace health hazards. By concentrating on injuries and illnesses and fatalities in these specific areas, the overall rates should be reduced. The established baseline for each specific performance goal is a five-year average injury and illness rate reduction in the Days Away, Restricted or Transferred Rate (DART) or an established fatality rate. The individual performance goal fatality rates not only include the number of fatalities but also consider the number of employees working in the industries. The current plan utilizes the North American Industry Classification System (NAICS) for designating industry groups.

Specific performance goals have been established for the five year strategic planning cycle that runs from October 1, 2013 (FY 2013) to September 30, 2018 (FY 2018). The carry overs from the previous five year plan included emphasis in the construction, logging and arboriculture, food manufacturing, and long term care industries. Exposures for health hazards is also a carry-over included in the current Strategic Management Plan. Grocery and Related Product Wholesalers and Accommodation have been added as industry groups. The first year for the new industry groups was designated for planning purposes and specific strategies have been developed for achieving the goals relating to Grocery and Related Product Wholesalers and Accommodation. These are reflected in the current plan document. The partnerships and alliances initiative continues to support areas of emphasis included in the plan but are not a separate area of emphasis as in the previous strategic plan.

Most of the specific performance goals/areas of emphasis supporting the overall outcome goals of reducing injury and illness and fatality rates include outcome measures. The exception to a performance goal measuring outcome is the health hazards exposures area of emphasis. Exposures to health hazards are not usually reflected in illness rates within a five year time frame. The establishment of outcome goals and measurements is one of the biggest challenges in developing the Five Year Strategic Management Plan. The State is committed to establishing performance goals with measurable outcomes and this will continue to be the case for the new items added to the plan.

Program history continues to confirm that a reduction in funding can affect the activity levels projected in the Strategic Management Plan document as a result of personnel reductions. This can also in turn have an impact on the state’s ability to achieve the outcomes goals included in the plan.

## Profile of the State Agency

The Personnel Funding Breakout Charts and the Division Organizational Charts included with the Strategic Management Plan/Grant Applications present a profile of the state agency from a personnel perspective.

### State Demographic Profile

Industry	NAICS	Establishments*	Employees*
Construction	23	24,691	173,591
Manufacturing	31	10,253	442,611
Wholesale and Retail Trade	42-44	54,116	640,912
Transportation & Warehousing	48	6,823	128,482
Finance, Insurance, and Real Estate	51-53	29,192	271,659
Services	54-81	125,124	2,034,807
All Other		<u>3,716</u>	<u>45,332</u>
<b>Total Private Industry</b>		<b>253,915</b>	<b>3,737,394</b>
Public Employees			
State		1,510	181,039
Local		<u>4,557</u>	<u>433,184</u>
<b>Total Public Sector</b>		<b>6,067</b>	<b>614,223</b>
<b>Grand Total</b>		<b>259,982</b>	<b>4,351,617</b>

\*Source: Employment and Wages in North Carolina, Labor and Economic Analysis Division, North Carolina Department of Commerce, 2013.

### Identification of Covered Issues

Coverage – According to North Carolina General Statute (NCGS) 95-128, the Occupational Safety and Health Act of North Carolina (the Act) applies to all employers and employees except:

1. The Federal government, including its departments, agencies and instrumentalities;
2. Employees whose safety and health are subject to protection under the Atomic Energy Act of 1954 as amended;
3. Employees whose safety and health are subject to protection under the Federal Coal Mine Health and Safety Act of 1969 and the Federal Metal and Nonmetallic Mine Act, or the Federal Railroad Safety Act of 1970;
4. Railroad employees whose safety and health are subject to protection under the Federal Safety Appliance Act or the Federal Railroad Safety Act of 1970;
5. Employees engaged in all maritime operations;
6. Employees whose employer is within that class and type of employment which does not

permit federal funding, on a matching basis, to the State in return of State enforcement of all occupational safety and health issues.

Level of Federal OSHA Enforcement - As described in 29 CFR 1952.155, Federal OSHA exercises authority in North Carolina with regard to the following:

1. Discrimination complaints filed with Federal OSHA;
2. Private sector maritime activity;
3. Indian Reservations;
4. Contractors or subcontractors on any federal establishments where the land has been ceded to the federal government;
5. The Federal government employers and employees;
6. Railroad employment;
7. Enforcement on military bases;
8. U.S. Postal Service; and
9. American Red Cross.

### **Statement of Compliance or Non-Compliance with Appropriations Riders**

North Carolina has adopted CPL 02-00-051, and all revisions to Appendix A, and previous Federal OSHA Instructions relating to enforcement exemptions and limitations under the OSHA Appropriations Act. North Carolina General Statute 95-128(6) excludes “those employees whose employer is within that class and type of employment which does not permit federal funding, on a matching basis, to the State in return of State enforcement of all occupational safety and health issues” from coverage under the Occupational Safety and Health Act of North Carolina.

### **B. Mandated Activities**

Activities mandated under the OSH Act that are related to specific outcome goals are included in the strategies section of the goal description. Core elements, listed in the OSH Act and defined at 29 CFR 1902, not specifically addressed within the specific goals of the Strategic Management Plan, will nevertheless be satisfied through adherence to the following guidelines as described also in the North Carolina State Plan.

### **Inspection Authority, Denial of Entry, and Advanced Notice Prohibition**

The Occupational Safety and Health Act of North Carolina (the Act) establishes Occupational Safety and Health Division compliance officers with the authority to enter without delay, and at any reasonable time, any...workplace or environment where work is being performed by an employee of an employer; and to inspect and investigate...any such place of employment...@ NCGS 95 -136(a). The North Carolina General Statute also gives the Division the authority and

ability to obtain administrative warrants compelling employers to allow compliance officers to enter and inspect their workplaces. The Act specifically prohibits giving advance notice of inspections except in very limited circumstances. Any person who gives advance notice of any inspection to be conducted under the Act without authority from the Commissioner of Labor, the Director or their agents is guilty of a misdemeanor. NCGS 95-139. The authority to conduct special emphasis inspections, of those establishments with high fatality and injury and illness rates is granted by NCGS 95-136.1. Certain areas for special emphasis inspections are included in the strategic management plan.

## **Trade Secrets**

North Carolina General Statute 95-152 requires all information reported to or otherwise obtained by the Division during an inspection that contains or might reveal a trade secret be considered confidential.

## **First Instance Sanctions Against Employers Who Violate the Act, Including Citations**

The Act provides that citations initially serve as proposed sanctions against a cited employer. NCGS 95-137(b)(1). The compliance intervention element of certain Strategic Management Plan Outcome Goals have resulted in first instance sanctions against employers violating the Act.

## **Ensuring Abatement of Potentially Harmful or Fatal Conditions**

Each citation issued by the Occupational Safety and Health Division includes a reasonable date in which the employer is required to abate the violation. NCGS 95-137(a). As required by 29 CFR 1903.19 and the Compliance Operations Manual, the employer must notify the Division that abatement has been accomplished through the submittal of the OSHA 2D form, unless the item has been contested. A number of follow-up inspections are also scheduled to determine that previously cited violations have been corrected.

## **Prompt and Effective Standards Setting**

NCGS 95-131(a) of the Act requires that “all occupational safety and health standards promulgated under the Federal Act by the Secretary, and any modifications, revisions, amendments or revocations.... shall be adopted as the rules of the Commissioner of this State unless the Commissioner decides to adopt an alternative State rule as effective as the federal requirement...”. The adoption process begins when the State reviews a federal standard and decides that it provides adequate protection for North Carolina workers. The process for State adoption of identical federal standards is streamlined, and requires only the filing of proper documents. Outside review or hearings are not required for verbatim adoption of a Federal OSHA standard. The Act also provides the Commissioner of Labor the means and authority to promulgate standards, in addition to adopting Federal OSHA standards under NCGS 95- 131. Division intervention related to the Strategic Management Plan may result in recommendations prompting standard development.

## **Allocation of Sufficient Resources**

The Act provides a mechanism for assuring that the Occupational Safety and Health Division

continues to receive adequate funding. NCGS 95-150 requires “the Commissioner shall submit to the General Assembly a budget and request for appropriations to adequately administer this Article which shall be sufficient to give satisfactory assurance that this State will devote adequate funds to the administration and enforcement of the standards herein provided and the proper administration of this Article as required by federal standards.” The State has also worked to try to secure additional federal funds.

## **Counteraction of Imminent Dangers**

If the Division learns of an employment condition, “which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated,” NCGS 95-140 provides that the Division may seek a court order (injunction or temporary restraining order) prohibiting persons from working in proximity to the hazard until the hazard is eliminated. Prior to the initiation of any legal action, the Compliance Field Operations Manual and 29CFR 1903.13 state that it is the duty of the CSHO at the site of the imminent danger situation to notify the employer and employees of the danger, and for the employer to remove the employees from the area of imminent danger. The employer is also encouraged to do whatever is possible to eliminate the danger.

## **Responses to Complaints**

The Division investigates employee complaints of unsafe and/or unhealthful working conditions. NCGS 95-136 requires that the complaint “shall be reduced to writing, shall set forth with reasonable particularity the grounds for the complaint, and shall be signed...”. Responding to employee complaints in a timely manner is a core value of the Division. The achievement of certain outcome goals may be initiated through response and/or hazard abatement resulting from an employee complaint.

## **Fatality/Catastrophe Investigations**

The Division investigates all occupational accidents involving a work-related fatality or the hospitalization of three or more employees. Employers are required to inform the Division of all such accidents within eight hours, as required by 29 CFR 1904.8.

## **Review Procedures**

The Act establishes the N. C. Occupational Safety and Health Review Commission under NCGS 95-135. The Commission reviews and decides issues brought forward by an employer relating to citations, abatement periods, and all types of penalties resulting from an inspection. Employees have a right to object to an established abatement time and to request party status.

## **Ensuring Employees Protection Against Discrimination**

NCGS 95-151, The North Carolina Retaliatory Employment Discrimination Act, prohibits discrimination against any employee who has exercised any right or responsibility provided under the Occupational Safety and Health Act of North Carolina.

## **Other Employee Rights**

As provided for in the Act and 29 CFR 1903, employees are assured of specific rights. These include the right to accompany the compliance officer during the physical workplace inspection, participate in standard development and variance hearings, contest abatement dates, request an inspection, and obtain review of a determination that an inspection not be conducted in response to an employee complaint. In addition to various employee educational programs sponsored by the Division, employees are informed of their rights through the “North Carolina Workplace Laws Notice to Employees poster provided by the Division. Employers are required to display this poster in their workplace.

## **Employee Access to Safety and Health Information**

The Division provides employees with safety and health information during intervention efforts including training, education, and consultation, and through publications prepared and distributed. This includes employees with limited English proficiency where specific initiatives have been introduced to provide information for Spanish speaking employees.

## **OSHA Coverage of Public Employees**

The North Carolina Act grants public sector employees the same rights, responsibilities and coverage as the private sector. Strategic outcome goals established by the Division include coverage for public sector employees.

## **Recordkeeping and Reporting**

The State has adopted 29 CFR 1904, and NCGS 95-145 of the state Act which requires the Commissioner to ensure that employers in the State prepare and maintain detailed employment records. The collection and analysis of injury and illness data are essential in determining how well the State has performed compared to established goals. The State also participated in the recordkeeping NEP.

## **Voluntary Compliance Activities**

NCGS 95-126(2) of the State Act includes provisions for encouraging employers to reduce the number of occupational safety and health hazards through a number of voluntary compliance activities. Education, training, and consultative activities are provided to encourage voluntary compliance among employers. Specific strategic objectives included in this Strategic Management Plan have been implemented to encourage voluntary compliance.

## Part I: Program Activity Projections / FY 2015

	Actual FY 2013		Estimated FY 2014		Projected FY 2015	
	Safety	Health	Safety	Health	Safety	Health
Private Sector Inspections – Non-Construction	997	1176	761	985	838	1084
Private Sector Inspections – Construction	1557	350	962	263	1056	289
Public Sector Inspections	91	96	90	66	100	73
Total Inspections	2645	1622	1813	1314	1994	1446
Public Sector Consultation Visits	118	123	120	80	120	85
Private Sector Consultation Visits, if applicable	793	428	540	310	565	340
Total Consultation Visits	911	551	660	390	685	425

	Actual FY 2013			Estimated FY 2014			Projected FY 2015		
	New	Recertifications	Total	New	Recertifications	Total	New	Recertifications	Total
Star Program Participants – General Industry	8	24	32	4	28	32	12	9	14
Star Program Participants – Construction	1	8	9	1	7	8	3	3	4
Star Program Participants – Public Sector	3	7	10	0	2	2	3	1	1
SHARP Participants	27	37	134	20	37	140	15	40	150
Cooperative Programs * (Partnerships & Alliances)	0		12	3		12	3		12
Outreach Participants ** (Persons Trained)			10,673			9,600			9,600

**New participants** are those that become active during the fiscal year. The total number of participants is the number that is active at the end of the fiscal year, and includes all new sites from that year. Effective FY 2014, Star Program recertifications went from a 3 year recertification cycle to a 5 year recertification cycle.

## **Part II**

### **OSHNC Goals and Strategies**

**Figure 1**  
**OSHNC**  
**5-Year**  
**Outcome**  
**Goals**

<i>OSHNC Outcome Goal #1</i>	By the end of FY 2018, reduce the rate of workplace fatalities by 2%
<i>OSHNC Outcome Goal #2</i>	By the end of FY 2018, reduce the rate of workplace injuries and illnesses by 10%

**Figure 2**  
**Fatality Areas of Emphasis for FY 2015**

<i>Areas of Emphasis</i>	<i>Reduction in Fatality Rates</i>
Total Reduction in Fatalities	0.4%
1. Construction Industry	0.4%
2. Logging and Arboriculture	0.4%

**Figure 3**  
**Injury and Illness Areas of Emphasis for FY 2015**

<i>Areas of Emphasis</i>	<i>Reduction in Injury/Illness/DART Rates</i>
Total Reduction in Injury and Illness	2%
1. Industries with high injury and illness rate: <ul style="list-style-type: none"> <li>a. Grocery and Related Product Wholesalers</li> <li>b. Long-Term Care</li> <li>c. Food Manufacturing</li> <li>d. Accommodation</li> </ul>	2%
2. Health Hazards <ul style="list-style-type: none"> <li>a. Lead</li> <li>b. Silica</li> <li>c. Asbestos</li> <li>d. Hexavalent Chromium</li> <li>e. Isocyanates</li> </ul>	N/A

*Areas of Emphasis Activity Summary*

<i>Areas of Emphasis Activity Summary</i>	<i>FY 2015 Annual</i>	
	Compliance	Consultation
Number of worksites inspected or surveyed:		
1.1 Construction	1,075	150
1.2 Logging and Arboriculture	75	15
2.1 Grocery and Related Product Wholesalers	20	4
2.2 Long-Term Care	60	25
2.3 Health Hazards	200	100
2.4 Food Manufacturing	50	10
2.5 Accommodation	20	4
Total for emphasis areas:	1,500	308

<b>1.1 Area of Emphasis</b>	<b>Construction Industry Fatality Reduction</b>
1.1 OSHNC 5-Year Outcome Goal	Reduce the construction industry fatality incidence rate statewide by 2% by the end of FY 2018.
1.1 OSHNC Annual Outcome Goal	FY 2015 – Reduce fatality incidence rate 0.4% statewide in Construction
Division Participation	Compliance; Consultative Services; Education, Training and Technical Assistance; Planning, Statistics and Information Management; Director's Office
Indicator	Fatality Incidence Rate for Construction activity calculated as follows:  <u>Fatality total statewide for Construction activity in x 200,000</u> No. of employees (statewide) in Construction x 2,000
Baseline	Baseline years = Average for FY 2007, FY 2008, FY 2009, FY 2010 and FY 2011.  The data was obtained from the Division of Employment Security, Insured Employment and Wages in North Carolina, 2-Digit NAICS Code Summary Statewide.
Baseline	The Baseline Fatality Incidence Rates statewide for Construction activities have been calculated as follows:  <u>Fatality total for Construction activity statewide – 1.70 x 200,000</u> No. of employees statewide in Construction – 190,000 x 2,000 = <b>.00089</b>

### Monthly Measures

Construction fatalities inspected statewide (OFIR Report)

Construction inspections in affected counties

Construction inspections in “High Activity Counties” (HAC)\*

Fatalities in affected counties

Fatality rate statewide

Consultative visits in construction trades in affected counties

Consultative visits in construction trades in “High Activity Counties” (HAC)\*

Construction 10-hour training events where requested

Construction 30-hour training events where requested

## Annual Measure

Annually review U.S. Census Bureau residential building permit data for all North Carolina counties. \*HAC – High Activity Counties will be determined by the total number of building permits statewide divided by 100 (number of NC counties) to get an average. Any county above the statewide average for building permits will be considered as a High Activity County.

## STRATEGIES TO ACHIEVE GOAL

### CONSTRUCTION SEP COMMITTEE

- Establish and maintain strong working relationships with industries, associations, groups, and key individuals.
- Review and update construction-related OPNs (i.e.; 96, 109 121, 123, 129) as needed to ensure effectiveness and accuracy with OSH procedures.
- Research fatality statistics quarterly to see if this emphasis program should be expanded to additional counties.
- Work cohesively with current alliances in outreach and training events and in the review and development of educational materials geared toward injury and illness prevention. The committee will oversee the alliances and ensure that all agreement goals and objectives are being met.
- Meet at least quarterly to review the status of the Strategic Plan goals and work with the various bureau management personnel to ensure that the goals are being met.

### ETTA

- Conduct at least one 10-hour construction course to serve several SEP counties in a single location.
- Conduct two 30-hour construction courses per year.
- Ensure all 10-hour construction courses include information on the emphasis program.
- Review and update PowerPoint programs that identify the top ten serious construction citations in the past year. The top ten list will be provided by PSIM annually.
- Give priority to construction emphasis-related outreach training when requested.
- Emphasize the “Big Four” causes of accidents and injuries during outreach activities.
- Participate in/conduct events that result in the training of construction employers and employees as requested.
- Support efforts in conducting annual construction outreach activities.
- Continue to develop and update construction related publications such as the safety and health management program industry guide and Special Requirements for Construction Industry Guide.
- Distribute outreach letter and related materials as necessary for construction companies cited for 5 or more serious violations. This information will be provided by PSIM every January. Letter and materials to be mailed by February 15.
- Utilize “Labor One” for on-site training as requested.
- NCDOL offices and company facilities will be utilized to conduct Hispanic outreach safety training.

- Continue to develop and make available Spanish language publications and training materials.
- Update the top ten annually and have it available in brochure form and posted on the web site for use no later than June 1. The top ten list will be provided by PSIM annually.
- Promote the Construction MESH certificate during outreach activities, training events, and through our MESH Alliances (Safety & Health Council and NCSU Industrial Extension Services).
- Special emphasis will be placed on hazards associated with cranes used within the construction industry during internal training as well as outreach activities; external training, outreach events and publications.
- Schedule OSH Construction Safety School modules annually or on an as requested basis by compliance and consultation bureau chiefs (once module is transferred from the Construction Safety School Sub-Committee).
- Promote all Recognition Programs such as Building/Sub-Contractor Star and SHARP-Construction and the Safety Awards Program during training events, booths, conferences, and field visits.
- Oversee the Construction Safety School Sub-Committee:
  - The Construction Safety School Sub-Committee will oversee the initial development and presentation of each construction module for the OSH Construction Safety School (OCSS).
  - Once the initial presentation for a module has been completed, the Sub-Committee will transfer responsibility for scheduling the module to ETTA.

The alliance representative will be responsible for the following:

- Engage in active marketing to promote the Partnership-Alliance Program.
- Recommend alliances that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.
- Collaborate with the SEP Committee to initiate new alliance signing.
- Verify that alliance agreements are reviewed annually to ensure that the goals and objectives identified in the agreement are being met.
- Work closely with all SEP's in training and outreach efforts to their respective associated alliances.
- Work closely with all alliances not associated with an SEP in training and outreach efforts.
- Review APN 18 at least annually and update as needed to ensure effectiveness and accuracy with DOL procedures.
- Ensure that reports, memos and other significant documents are maintained in the respective alliance folder on the F:/Drive.
- Maintain all original signed cooperative agreements and ensure that copies of all agreements are placed on the One Stop Shop for reference by OSH Division personnel.

## CONSULTATIVE SERVICES

- Promote consultative activities related to construction in targeted counties.
- Conduct consultative blitzes in counties targeted by the special emphasis program as resources allow.

- Support efforts in conducting annual construction outreach activities and partnerships.
- Consultants will address hazards associated with crane operations and set-ups on construction sites.

## COMPLIANCE

- Support efforts in conducting annual construction outreach activities.
- Devote multiple district resources to inspect construction activity throughout the state with emphasis in the targeted counties.
- Implement construction inspection emphasis program for select counties experiencing multiple fatalities.
- Use Informal Settlement Agreements to require employers to attend construction training and education courses.
- Promote Building/Sub-Contractor Star for companies meeting qualifications or that could meet qualifications with assistance.
- Utilize construction inspection guidelines (OPN 96, OPN 123, OPN 109) in order for reference materials to be readily available to compliance staff.
- Initiate and develop an inspection process for all cranes working on construction sites within SEP and Non-SEP counties.

The partnership representative will be responsible for the following:

- Engage in promoting the NCDOL Partnership program by sending out correspondence to employers that have been awarded construction contracts.
- Recommend alliances and partnerships that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.
- Collaborate with the SEP Committee to initiate new partnership signing.
- Verify that partnership agreements are reviewed quarterly to ensure that the goals and objectives identified in the agreement are being met.
- Make recommendations for termination, expiration and/or modification to agreements that are no longer functional and/or active.
- Ensure that reports, memos and other significant documents are maintained in the respective alliance folder on the F:/Drive.
- Review APN 18 at least annually and update as needed to ensure effectiveness and accuracy with DOL procedures.

## PSIM

- Utilize the fatality reinspection assignment list to record improvement in the employer's incidence rate from the time of the fatality to the time of the reinspection.
- In the month of January each year, run reports for the previous federal fiscal year to identify construction companies that were issued 5 or more serious violations per inspection and provide a mailing list to ETTA for mailing information to these companies about OSHNC outreach services.

- Annually review and analyze U.S. Census Bureau residential building permit data and provide report to Team Leader, Bureau Chiefs, and OSH Management.
- Annually analyze data for construction inspection activity and provide various reports to Team Leaders, Supervisors, and Bureau Chiefs.
- Support efforts in conducting annual construction outreach activities.
- Utilize the FAA website to provide notification of crane activities to Team Leaders, Supervisors, and Bureau Chiefs.
- Provide quarterly reports for tracking residential and commercial construction inspection activity to Team Leaders, Supervisors, and Bureau Chiefs.

#### DIRECTOR'S OFFICE

- Promote NCDOL construction outreach through participation in industry groups.
- Ensure resources are provided to support bureau tasks.
- Coordinate and communicate efforts with Federal OSHA to identify innovative approaches.
- Promote development and implementation of NCDOL construction industry resource webpage.
- Support efforts in conducting annual construction outreach activities.
- Promote and support an initiative for education, training, consultation, and compliance activities for the reduction of hazards associated with cranes in the construction industry.

<b>1.2 Area of Emphasis</b>	<b>Logging and Arboriculture Fatality Reduction</b>
1.2 OSHNC 5-Year Outcome Goal	Reduce the fatality rate in NAICS 11331 and NAICS 56173 by 2% by the end of FY 2018. These activities include employers and employees primarily engaged in Logging and Arboriculture related activities.
1.2 OSHNC Annual Outcome Goal	FY 2015 – Reduce the fatality rate by 0.4% in NAICS 11331 and 56173.
Division Participation	Compliance; Consultative Services; Education, Training and Technical Assistance; Planning, Statistics and Information Management; Director's Office
Indicator	<p>Fatality Incidence Rate =</p> $\frac{(\text{Total No. Of Fatalities in 11331 + 56173}) \times 200,000}{(\text{No. Of Employees in 11331+56173}) \times 2,000}$
Source of Data	<p>The combined total number of occupational related fatalities investigated in NC in NAICS 11331 and 56173 obtained from OFIR for the federal fiscal year.</p> <p>The North Carolina Occupational Fatality Investigation Review Report (OFIR) is used to identify the number of qualifying occupational fatalities for this indicator.</p> <p>The number of employees for year is the average of the five years (2008 – 2012) for NAICS 11331 and 56173.</p> <p>The data are obtained from the Division of Employment Security, Insured Employment and Wages in North Carolina, 6-Digit NAICS Code Summary Statewide.</p> <p>For each NAICS, the employment level for these five years is totaled with this total divided by 5 to get an average for the year.</p>
Baseline	<p>The <u>average fatality incidence rate for FY 2008-2012</u> in the logging and arboriculture industry was calculated by averaging the actual fatality incidence rates for these five years, as presented in the Performance Plan reports for these years: 2008=0.02759; 2009=0.01651; 2010=0.05308; 2011=0.01771; 2012=0.01734</p> <p>Average fatality incidence rate = <math>(0.02759 + 0.01651 + 0.05308 + 0.01771 + 0.01734) / 5 = 0.02644</math></p>

## Monthly Measures

Related compliance inspections  
Related fatalities  
Fatality Rate  
Consultative visits  
OSHNC personnel trained annually  
Related training events

## STRATEGIES TO ACHIEVE GOAL

The Division continues a multi-disciplinary approach using resources from compliance, consultation, ETTA, relevant stakeholders, and alliances. These groups work together to achieve the following:

- Increasing employer and employee awareness of regulatory requirements and safety and health work practices.
- Changing employer's and employee's behavior to improve job safety and health through education, consultation, and compliance.
- Emphasizing recognition of meaningful safety and health programs and significant reduction of injuries, illnesses, and fatalities.

## LOGGING AND ARBORICULTURE COMMITTEE

- Establish and maintain strong working relationships with industries, associations, groups, and key individuals.
- Review and update OPN 88 as needed to ensure effectiveness and accuracy with our procedures.
- Work cohesively with current alliances (NCFA, FMIC) in the review and development of educational materials geared toward injury and illness prevention.
- Work closely with current alliances in scheduling and conducting joint outreach and training events structured toward reducing injuries and illnesses in the logging and arboriculture industry.
- The committee will oversee the alliances and ensure that all agreement goals and objectives are being met.
- Meet at least quarterly to review the status of the Strategic Plan goals and work with the various bureau management personnel to ensure that the goals are being met.
- Committee members will participate in external events. (ProLogger, etc.)
- On a monthly basis, track injuries, illnesses and fatalities in logging and arboriculture. If an increase in the number of injuries, illnesses or fatalities is identified, additional measures will be issued such as increased inspection activity, focused training events and/or other outreach efforts.

## ETTA

- Utilize sources of information (OFIR, NC inspection data, etc.) to identify changes and trends in causes of fatalities in identified groups (loggers and arboriculture) to focus training events and outreach materials to specific problem areas such as tree felling. Materials may include new publications such as brochures, industry guides, and hazard alerts.
- Support alliance training events statewide for those engaged in logging and arboriculture activities such as Pro-Logger training events.
- Provide technical assistance by phone on standard interpretations and answer questions relevant to logging, tree felling and arboriculture activities.
- Provide logging and arboriculture training to OSH Division personnel when requested by their bureau.
- Provide special emphasis on hazards associated with cranes and combustible dust within the logging industry during internal training and outreach activities.
- Promote all Recognition Programs such as Rising Star, Carolina Star, SHARP-Logging and the Safety Awards Program during training events, booths, conferences, and field visits.
- Develop and maintain a Logging Safety and Health Management Industry Guide to replace current Logger Safety Checklist Booklet.
- Develop and maintain an Arboriculture Safety and Health Management Industry Guide to replace current Arborist Safety Program.
- Work closely with the SEP committee on updating OPN 88 and SN 62.

## Alliances:

The alliance representative will be responsible for the following:

- Engage in active marketing to promote the Alliance Program.
- Recommend alliances that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.
- Collaborate with the SEP Committee to initiate new alliance signing.
- Verify that alliance agreements are reviewed annually to ensure that the goals and objectives identified in the agreement are being met.
- Work closely with all SEP's in training and outreach efforts to their respective associated alliances.
- Work closely with all alliances not associated with an SEP in training and outreach efforts.
- Review APN 18 at least annually and update as needed to ensure effectiveness and accuracy with DOL procedures.
- Ensure that reports, memos and other significant documents are maintained in the respective alliance folder on the F:/Drive.
- Maintain all original, signed cooperative agreements and ensure that copies of all agreements are placed on the One Stop Shop for reference by OSH Division personnel.

## CONSULTATIVE SERVICES

- Conduct onsite technical assistance visits to improve safety and health programs.

- Provide support to assist in conducting training activities in NAICS 11331 and 56173.
- Consultants will participate in external events. (ProLogger, etc.)

## COMPLIANCE

- Conduct inspections in appropriate NAICS.
- Provide training assistance as necessary to employers, not to exceed 40 hours.
- Provide support in training efforts (internal and external), not to exceed 50 hours.
- Provide staff support at logging, tree felling and arboriculture events, not to exceed 75 hours.

## PSIM

- Provide available data as requested in NAICS 11331 and 56173 to Team Leaders, Supervisors, and Bureau Chiefs.
- Utilize the FAA website to provide notification of crane activities to Team Leaders, Supervisors, and Bureau Chiefs.

## DIRECTOR'S OFFICE

- Provide resources and support to accomplish above tasks.
- Attend and participate in above activities to improve visibility and stimulate participation.

<b>2.1 Area of Emphasis</b>	<b>Grocery and Related Product Merchant Wholesalers</b>
2.1 OSHNC 5-Year Outcome Goal	Reduce the injury and illness (NC BLS DART) rate in establishments in Grocery and Related Product Merchant Wholesalers (4-digit NAICS 4244) in support of the overall outcome goal of reducing the rate of workplace injuries and illnesses by 10% by the end of FY 2018.
2.1 OSHNC Annual Outcome Goal	FY 2015 – Reduce by 2% the NC BLS DART rate for 4-digit NAICS 4244 establishments in North Carolina.
Division Participation	Consultative Services; Education, Training and Technical Assistance; Planning, Statistics and Information Management; Director's Office.
Indicator	Percent change in the most recent combined NC BLS 5-year average DART rate for 4-digit NAICS 4244 establishments in North Carolina.
Source of Data	BLS Survey data for the most current year for NAICS 4244 establishments in North Carolina.
Baseline	The baseline is the average of the most current five (5) year (2008-2012) DART rates for NC from the BLS Survey for North Carolina for NAICS 4244, which is 4.1.

### Monthly Measures

Related compliance inspections

Related consultative visits

Related training events

### STRATEGIES TO ACHIEVE GOAL

#### GROCERY AND RELATED PRODUCT MERCHANT WHOLESALERS COMMITTEE

- Meet quarterly to monitor and review the reported results of the activities conducted at NAICS 4244 sites in North Carolina by the OSH bureaus.
- Committee members will participate in interventions/contacts with NAICS 4244 trade associations or employers where their presence is deemed to be helpful as allowed by current budgetary considerations.

- Will evaluate the need for an OPN specific to this SEP if additional Compliance activity is warranted in FY 2016.
- Evaluate information and procedures in department reference materials and make recommendations for revisions to these documents as it relates to the Grocery and Related Product Merchant Wholesalers industry.
- The Team Leader will distribute an annual summary report to OSH management and the SEP Team Members during the annual SMP meetings.

#### ETTA

- Provide outreach materials such as the Resources CD and Grocery and Related Product Merchant Wholesalers Safety and Health Management Program Industry Guide to CSHOs and Consultants for distribution to Grocery and Related Product Merchant Wholesalers employers.
- Support training events statewide for those engaged in Grocery and Related Product Merchant Wholesalers activities.
- Provide technical assistance by phone on standard interpretations and answer questions related to Grocery and Related Product Merchant Wholesalers activities.
- Place special emphasis on hazards associated with the Grocery and Related Product Merchant Wholesalers industry during internal training and outreach activities.
- Develop and/or distribute outreach materials and publications (i.e., hazard alerts, industry guides, quick cards, and brochures) in NAICS 4244 directed toward injury/illness prevention.
- Review and update applicable PowerPoint presentations that have a Grocery and Related Product Merchant Wholesalers emphasis.
- Promote all Recognition Programs such as Rising Star, Carolina Star, SHARP, and the Safety Awards Program during training events, booths, conferences, and field visits.
- Recommend alliances that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.
- Provide guidance to the SEP committee in developing an OPN, if and when applicable. If OPN is developed, will review and make modifications as necessary to ensure consistency with the applicable standards and other OPNs.

#### Alliances:

The alliance representative will be responsible for the following:

- Engage in active marketing to promote the Alliance Program.
- Recommend alliances that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.
- Collaborate with the SEP Committee to initiate new alliance signing.
- Verify that alliance agreements are reviewed annually to ensure that the goals and objectives identified in the agreement are being met.
- Work closely with all SEP's in training and outreach efforts to their respective associated alliances.
- Work closely with all alliances not associated with an SEP in training and outreach efforts.

- Review APN 18 at least annually and update as needed to ensure effectiveness and accuracy with DOL procedures.
- Ensure that reports, memos and other significant documents are maintained in the respective alliance folder on the F:/Drive.
- Maintain all original, signed cooperative agreements and ensure that copies of all agreements are placed on the One Stop Shop for reference by OSH Division personnel.

## CONSULTATIVE SERVICES

- Conduct promotional activities in NAICS 4244 industries through direct contact with Grocery and Related Product Merchant Wholesalers.
- Conduct onsite technical assistance visits in NAICS 4244 employers/establishments to help improve safety and health programs.
- Collect and forward data to the SEP Committee Chair for analysis regarding the number of NAICS 4244 worksites that have been visited and the hazards identified in these establishments.

## COMPLIANCE

- Compliance will inspect NAICS 4244 sites during FY 2015 based on complaints, accidents, referrals or current programmed planned assignments.

## DIRECTOR'S OFFICE

- Educate the public, media, public interest groups, legislature, and federal OSHA on resources committed the Grocery and Related Product Merchant Wholesalers industry through compliance, consultation, and training activities and the effect these activities have had on improving the safety and health in these establishments.

## PSIM

- Notify Team Leader of most current BLS injury and illness data - DART rates for NAICS 4244.
- Review targeting schedules on a quarterly basis to determine if NAICS 4244 assignments are being inspected as planned and notify the SEP Committee Chair of the NAICS 4244 establishments remaining on the targeting schedules.
- Provide available data as requested in NAICS 4244 to Team Leader, Supervisors, and Bureau Chiefs.

<b>2.2 Area of Emphasis</b>	<b>Long Term Care Injury Reduction</b>
2.2 OSHNC 5-Year Outcome Goal	Reduce the injury and illness (DART) rate in Long Term Care (LTC) Facilities in support of the overall outcome goal of reducing the rate of workplace injuries and illnesses by 10% by the end of FY 2018.
2.2 OSHNC Annual Outcome Goal	FY 2015 – Reduce by 2% the NC BLS DART rate for NAICS 623XXX through education, training, compliance inspections and consultative visits.
Division Participation	Compliance; Consultative Services; Education, Training and Technical Assistance; Planning, Statistics and Information Management; Director's Office
Indicator	Percent change in North Carolina's DART rate in LTC Facilities.
Source of Data	Long Term Care: Released BLS Survey Data for North Carolina for the most current year for NAICS 623XXX, LTC Facilities.
Baseline	The baseline is the average of the most current five (5) year DART rates (2007-2011) from the BLS Survey for North Carolina for NAICS 623XXX, which is 4.7.

### Monthly Measures

Inspections in LTC Facilities  
 Consultative visits in LTC Facilities  
 Related training events

### STRATEGIES TO ACHIEVE GOAL

#### LONG TERM CARE COMMITTEE

- Explore alliance opportunities with the Long Term Care sector.
- Once an alliance is established, the committee will be responsible for ensuring that all agreement goals and objectives are being met. The committee will make recommendations to the OSH Director for termination and/or modification to the agreement if the agreement is no longer functional and/or active.

- Coordinate discussions with interested parties regarding conducting a survey of OSHA 300 logs for LTC facilities. If the survey is determined to be viable, coordinate the survey with the assistance of PSIM.
  - The LTC committee will review any collected data in an effort to identify the primary causes of elevated DART rates. This will aid the OSH Division to focus limited resources towards reducing employee injuries and illnesses in this industry.

## ETTA

- Schedule and conduct two outreach events, which may consist of any duration (thirty minutes or more), in relevant LTC topics (i.e. blood borne pathogens, ergonomics, back safety, slips/trips/falls, TB, etc.) where LTC owners, LTC management staff, and/or LTC employees are in attendance.
- Outreach to establishments in NAICS 623XXX will consist of instructional material and advertisement of educational opportunities from NCDOL.
- Conduct LTC training to internal OSH personnel from each district upon request by Compliance and Consultation Bureau Chiefs.
- Promote all Recognition Programs such as Rising Star, Carolina Star, Public Sector Star, SHARP-General Industry and the Safety Awards Program during training events, booths, conferences, and field visits.
- Promote the Public Sector-MESH certificate during outreach activities, training events, and through our MESH Alliances (Safety & Health Council and NCSU Industrial Extension Services).
- Provide a representative to participate in OSHA bi-monthly workplace violence coordinator conference calls that discuss ongoing cases, current issues and outreach activities at the regional and national level regarding workplace violence.
- Support alliance training events statewide for those engaged in LTC activities.

## Alliances:

The alliance representative will be responsible for the following:

- Engage in active marketing to promote the Alliance Program.
- Recommend alliances that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.
- Collaborate with the SEP Committee to initiate new alliance signing.
- Verify that alliance agreements are reviewed annually to ensure that the goals and objectives identified in the agreement are being met.
- Work closely with all SEP's in training and outreach efforts to their respective associated alliances.
- Work closely with all alliances not associated with an SEP in training and outreach efforts.
- Review APN 18 at least annually and update as needed to ensure effectiveness and accuracy with DOL procedures.
- Ensure that reports, memos and other significant documents are maintained in the respective alliance folder on the F:/Drive.

- Maintain all original, signed cooperative agreements and ensure that copies of all agreements are placed on the One Stop Shop for reference by OSH Division personnel.

## CONSULTATIVE SERVICES

- Conduct safety and health visits of establishments in NAICS 623XXX, as requested.
- Provide support, as requested in Long-Term Care, at employer's sites that meet size requirements.
- Utilize ergonomics guidelines and OPN 132 when conducting consultative visits in the LTC industry.
- Promote consultative activities related to this SEP. These promotions may include mailers, letters, training activities, and telephone/site visits to increase awareness.

## COMPLIANCE

- Conduct inspections assigned by the district supervisor of the LTC establishments in the NAICS 623XXX as identified on specific assignments (e.g. SST, programmed planned, complaint).
- Utilize the OPN 132, FOM, and ergonomic inspection letters when conducting compliance inspections in the LTC industry.

## PSIM

- Notify Team Leader of most current BLS injury/illness data – DART rates for NAICS 623XXX.
- Provide available data as requested in NAICS 623XXX to Team Leaders, Supervisors, and Bureau Chiefs.
- Assist committee as needed with an injury and illness survey of employers within this industry.

<b>2.3 Area of Emphasis</b>	<b>Exposures for Health Hazards</b>
2.3 OSHNC 5-Year Outcome Goal	Conduct emphasis inspections, training, and consultation activity in establishments where employees might be exposed to health hazards such as lead, silica, asbestos, hexavalent chromium, and isocyanates in support of the overall outcome goal of reducing the rate of workplace injuries and illnesses.
2.3 OSHNC Annual Outcome Goal	FY 2015 - Conduct emphasis inspections, training, and consultation activity in establishments where employees might be exposed to health hazards such as lead, silica, asbestos, hexavalent chromium, and isocyanates.
Division Participation	Compliance; Consultative Services; Education, Training and Technical Assistance; Planning, Statistics and Information Management; Director's Office
Indicator	Track related health hazards program improvements, worksites visited, 10-hour courses conducted, and related training events.
Source of Data	Consultation visits and Compliance inspection database.
Baseline	Not applicable.

### Monthly Measures

Health hazards emphasis inspections

Number of health hazards-related program improvements

Consultative visits where exposure is documented for lead, silica, asbestos, hexavalent chromium, and isocyanates

Average exposure severity level (of employer averages)

Related training events

## STRATEGIES TO ACHIEVE GOALS

### HEALTH HAZARDS SEP COMMITTEE

- Update the Memorandum of Understanding (MOU) with the Department of Health and Human Services (DHHS).
- Coordinate cross-training events between Health Hazards Control Unit and OSH Compliance personnel to promote effective intra-agency referrals.
- Prepare and distribute a monthly summary of the report activities in the Health Hazards SEP to Bureau Supervisors.
- Research and review other site specific data sources that could be used to identify employers having or potentially having health hazard exposures.
- Meet quarterly to discuss progress toward the Health Hazards SEP goals, discuss new findings and information that impacts the Health Hazards SEP.
- Evaluate and revise information and procedures in the FOM, OPNs, and other department reference materials as necessary.

### ETTA

- Include health hazards training in all General Industry and Construction 10-hour courses sponsored by ETTA.
- Provide external presentations on health hazards as requested.
- Develop training and informational material as requested by Health Hazards SEP Team such as brochures, hazard alerts, and industry guides.
- Train OSH Division staff members conducting consultative visits and compliance inspections on the Health Hazards SEP, associated OPN, and the chemicals identified in the Health Hazards SEP.
- Promote the Industrial Hygiene-MESH certificate during outreach activities, training events, and through our MESH Alliances (Safety & Health Council and NCSU Industrial Extension Services).
- Work with the SEP committee on updating OPN 135 and other related OSH documents.

### Alliances:

The alliance representative will be responsible for the following:

- Engage in active marketing to promote the Alliance Program.
- Recommend alliances that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.
- Collaborate with the SEP Committee to initiate new alliance signing.
- Verify that alliance agreements are reviewed annually to ensure that the goals and objectives identified in the agreement are being met.
- Work closely with all SEP's in training and outreach efforts to their respective associated alliances.
- Work closely with all alliances not associated with an SEP in training and outreach efforts.

- Review APN 18 at least annually and update as needed to ensure effectiveness and accuracy with DOL procedures.
- Ensure that reports, memos and other significant documents are maintained in the respective alliance folder on the F:/Drive.
- Maintain all original, signed cooperative agreements and ensure that copies of all agreements are placed on the One Stop Shop for reference by OSH Division personnel.

## CONSULTATIVE SERVICES

- Conduct health visits to establishments that request a survey and have exposures to health hazards.
- Provide support on chemicals identified in the Health Hazards SEP where requested by employers and the sites meet size requirements.

## COMPLIANCE

- Conduct at least 200 inspections of establishments targeted for exposures to health hazards, which will include referrals for asbestos abatement projects and quarterly reports from NCDHHS with elevated blood levels.

## PSIM

- Assist in establishing the various health hazards targeting schedules by using existing databases or referrals to generate assignments or to provide data in support of other division activities.
- Provide available data and reports as requested for Health Hazards to Team Leader, Supervisors, and Bureau Chiefs.

<b>2.4 Area of Emphasis</b>	<b>Food Manufacturing</b>
2.4 OSHNC 5-Year Outcome Goal	Reduce the injury and illness rate (NC BLS 5-Year average DART Rate) for 3-digit NAICS 311 establishments in North Carolina by 10% by the end of FY 2018.
2.4 OSHNC Annual Outcome Goal	FY 2015 – Reduce by 2% the NC BLS 5-Year average DART Rate for 3-digit NAICS 311 establishments in North Carolina.
Division Participation	Compliance; Consultative Services; Education, Training and Technical Assistance; Planning, Statistics and Information Management; Director's Office
Indicator	Percent change in the most recent combined NC BLS 5-Year average DART Rate for 3-digit NAICS establishments in North Carolina.
Source of Data	BLS Survey Data for the most current year for NAICS 311 establishments in North Carolina.
Baseline	The baseline is the average of the most current five (5) year DART rates (2007-2011) from the BLS Survey for North Carolina for NAICS 311, which is 3.3.

### Monthly Measures

Related compliance inspections

Related consultative visits

Related training events

### STRATEGIES TO ACHIEVE GOALS

#### FOOD MANUFACTURING SEP COMMITTEE

- Meet quarterly to monitor and review the reported results of the activities conducted at NAICS 311 sites in North Carolina by the OSH bureaus.
- The SEP Committee Chair will prepare and distribute biannually to the Compliance Bureau supervisors a summary of the reported Compliance inspections at NAICS 311 sites and any injury/illness trends or hazard trends identified at the NAICS 311 facilities in North Carolina.

- Committee members will participate in interventions/contacts with NAICS 311 trade associations or employers where their presence is deemed to be helpful as allowed by current budgetary considerations.
- Evaluate information and procedures in the FOM, OPNs, and other department reference materials and make recommendations for revisions to these documents as it relates to food manufacturing.

## ETTA

- Schedule recordkeeping and ergonomics webinars for employers in NAICS 311.
- Provide outreach materials such as the Resources CD and Food Manufacturing Safety and Health Management Program Industry Guide to CSHO's for distribution to food manufacturing employers.
- Support training events statewide for those engaged in food manufacturing activities.
- Provide technical assistance by phone on standard interpretations and answer questions relevant to food manufacturing activities.
- Provide training on an as needed basis to OSH Division personnel identified by their bureau.
- Place special emphasis on hazards associated with the food manufacturing industry during internal training and food manufacturing outreach activities.
- Develop and/or distribute outreach materials and publications (i.e., hazard alerts, industry guides, and quick cards, brochures) in NAICS 311 directed toward injury/illness prevention.
- Review and update applicable Power Points that have a food manufacturing emphasis.
- Promote all Recognition Programs such as Rising Star, Carolina Star, SHARP-General Industry and the Safety Awards Program during training events, booths, conferences, and field visits.
- Work with the SEP committee on updating OPN 140 and other related OSH documents.

## Alliances:

The alliance representative will be responsible for the following:

- Engage in active marketing to promote the Alliance Program.
- Recommend alliances that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.
- Collaborate with the SEP Committee to initiate new alliance signing.
- Verify that alliance agreements are reviewed annually to ensure that the goals and objectives identified in the agreement are being met.
- Work closely with all SEP's in training and outreach efforts to their respective associated alliances.
- Work closely with all alliances not associated with an SEP in training and outreach efforts.
- Review APN 18 at least annually and update as needed to ensure effectiveness and accuracy with DOL procedures.
- Ensure that reports, memos and other significant documents are maintained in the respective alliance folder on the F:/Drive.

- Maintain all original, signed cooperative agreements and ensure that copies of all agreements are placed on the One Stop Shop for reference by OSH Division personnel.

## CONSULTATIVE SERVICES

- Conduct promotional activities in NAICS 311 industries through direct contact with food manufacturing employers.
- Conduct onsite technical assistance visits at NAICS 311 employers/establishments to help improve safety and health programs.

## COMPLIANCE

- Inspect all assignments on the Site Specific Targeting (SST) and General Industry Targeting Schedules for employers/establishments in NAICS 311.
- Utilize applicable sections of the FOM such as inspection of records and ergonomics inspection procedures, and OPN 140.
- Review employee exposure and medical records and compare this information with injury and illness entries on the OSHA 300 log in order to determine compliance with recordkeeping requirements.
- Interview the employer's OSHA 300 log record keeper to determine if they have the knowledge necessary to accurately maintain the recordkeeping log.
- Interview employees to help confirm accuracy of OSHA 300 log entries.
- Utilize FOM Chapter XVII, Ergonomics Inspection Procedures, to determine the appropriate response to workplaces where ergo hazards may exist.
- Determine during all NAICS 311 inspections whether the establishment is covered by the Process Safety Management (PSM) Standard.
- Include a training component in settlement agreements relating to hazards identified during inspections of NAICS 311 employers/establishments.
- Encourage the employer to implement the abatement of hazardous conditions documented in the settlement agreement to all of the employer's sites.
- Supervisors will notify their Bureau Chief when an inspection of a NAICS 311 employer/establishment results in three or more serious violations to determine if other sites owned or controlled by the employer that are included on the targeting schedules should be inspected.
- CSHOs will distribute the "training available" brochure developed by ETTA to NAICS 311 employers during inspections conducted under this SEP.

## PSIM

- Evaluate, document, and implement recommendations for targeting criteria within NAICS 311.
- Color-code all NAICS 311 safety and health General Industry Schedule assignments to help ensure these sites are inspected.
- Distribute monthly NCR summary reports of compliance inspections within NAICS 311 to the SEP Committee Chair.

- Review targeting schedules on a quarterly basis to determine if NAICS 311 assignments are being inspected as planned and notify the SEP Committee Chair of the NAICS 311 establishments remaining on the targeting schedules.
- Provide available data as requested in NAICS 311 to Team Leaders, Supervisors, and Bureau Chiefs.

#### DIRECTOR'S OFFICE

- Educate the public, media, public interest groups, legislature, and federal OSHA on resources committed to the food manufacturing industry through compliance, consultation, and training activities and the effect these activities have had on improving the safety and health in food manufacturing establishments.

<b>2.5 Area of Emphasis</b>	<b>Accommodation</b>
2.5 OSHNC 5-Year Outcome Goal	Reduce the injury and illness (DART) rate in establishments/industries in the Accommodation subsector (3-digit NAICS 721) in support of the overall outcome goals of reducing the rate of workplace injuries and illnesses by 10% by the end of FY 2018.
2.1 OSHNC Annual Outcome Goal	FY 2015 – Reduce by 2% the NC BLS DART rate for 3-digit NAICS 721 establishments in North Carolina.
Division Participation	Consultative Services; Education, Training and Technical Assistance; Planning, Statistics and Information Management.
Indicator	Percent change in North Carolina's DART rate in this high incident industry using the most recent combined BLS DART rate for (3-digit NAICS 721).
Source of Data	BLS Survey data for the most current year for NAICS 721 establishments in North Carolina.
Baseline	The baseline is the average of the most current five (5) year (2008-2012) DART rates for NC from the BLS Survey for North Carolina for NAICS 721, which is 2.3.

### Monthly Measures

Accommodations SEP Committee will update annually

### STRATEGIES TO ACHIEVE GOAL

A review of injury and illness statistics identified in Accommodation (3-digit NAICS 721) establishments as a candidate to be added to the state's Strategic Plan for FY 2014 – 2018. These establishments not only have high DART rates but include over two thousand active sites (2,139 reported) of respective employers. The subsector is organized into three industry groups: (1) traveler accommodation; (2) recreational accommodation; and (3) rooming and boarding houses. Strategies will be developed to achieve the goal of reducing injury and illness rates within this industry group. Outreach will be used by our Consultative Services and Education, Training and Technical Assistance Bureaus. This will include narrowing the scope within the broad industry

classification, and the team leader will manage the process in conjunction with the various OSH division bureaus. The state will encourage and gather input from key stakeholders and partners in the development of this outcome goal and will work toward creating alliances and partnerships with associations representing employers in this industry group, as well as explore the possibility of voluntary guidelines for best practices.

Activity relating to the outcome goal will include a multidisciplinary approach involving consultation, education, training, and compliance. Initial intervention with stakeholders should reflect the North Carolina approach of expanding outreach to include education, training, and consultation. This would be followed with compliance activity.

#### ACCOMMODATION SEP COMMITTEE

- Meet quarterly to monitor and review the reported results of the activities conducted at NAICS 721 sites in North Carolina by the OSH bureaus.
- The SEP Committee Chair will prepare and distribute biannually to the Compliance Bureau supervisors a summary of the reported Compliance inspections at NAICS 721 sites and any injury/illness trends or hazard trends identified at the NAICS 721 facilities in North Carolina.
- Committee members will participate in interventions/contacts with NAICS 721 trade associations or employers where their presence is deemed to be helpful as allowed by current budgetary considerations.
- Will evaluate the need for an OPN specific to this SEP if additional Compliance activity is warranted in FY 2016.
- Evaluate information and procedures in the FOM, OPNs, and other department reference materials and make recommendations for revisions to these documents as it relates to the Accommodation subsector.
- The SEP Committee Chair will distribute an annual summary report to OSH management and the SEP Team members during the annual SMP meetings.

#### ETTA

- Provide outreach materials such as the Resources CD and Accommodation Safety and Health Management Program Industry Guide to CSHOs and Consultants for distribution to Accommodation employers.
- Support training events statewide for those engaged in Accommodation activities.
- Provide technical assistance by phone on standard interpretations and answer questions related to Accommodation activities.
- Place special emphasis on hazards associated with the Accommodation industry during internal training and outreach activities.
- Develop and/or distribute outreach materials and publications (i.e., hazard alerts, industry guides, quick cards, and brochures) in NAICS 721 directed toward injury/illness prevention.
- Review and update applicable PowerPoint presentations that have an Accommodation emphasis.
- Provide guidance to the SEP committee in developing an OPN, if and when applicable. If OPN is developed, will review and make modifications as necessary to ensure consistency

with the applicable standards and other OPNs.

- Promote all Recognition Programs such as Rising Star, Carolina Star, SHARP, and the Safety Awards Program during training events, booths, conferences, and field visits.
- Recommend alliances that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.

#### Alliances:

The alliance representative will be responsible for the following:

- Engage in active marketing to promote the Alliance Program.
- Recommend alliances that most benefit the missions and goals of the N.C. Department of Labor, Occupational Safety & Health Division and support the Strategic Management Plan.
- Collaborate with the SEP Committee to initiate new alliance signing.
- Verify that alliance agreements are reviewed annually to ensure that the goals and objectives identified in the agreement are being met.
- Work closely with all SEP's in training and outreach efforts to their respective associated alliances.
- Work closely with all alliances not associated with an SEP in training and outreach efforts.
- Review APN 18 at least annually and update as needed to ensure effectiveness and accuracy with DOL procedures.
- Ensure that reports, memos and other significant documents are maintained in the respective alliance folder on the F:/Drive.
- Maintain all original, signed cooperative agreements and ensure that copies of all agreements are placed on the One Stop Shop for reference by OSH Division personnel.

#### CONSULTATIVE SERVICES

- Conduct promotional activities in NAICS 721 industries through direct contact with Hotels and Accommodations.
- Conduct onsite technical assistance visits in NAICS 721 employers/establishments to help improve safety and health programs.
- Provide support and assistance for outreach activities.
- Conduct visits to NAICS 721 establishments that request consultative services.

#### COMPLIANCE

- Compliance will inspect NAICS 721 sites during FY 2015 based on complaints, accidents, referrals or current programmed planned assignments.

#### PSIM

- Notify Team Leader of most current BLS injury and illness data - DART rates for NAICS 721.
- Provide available data as requested in NAICS 721 to Team Leader, Supervisors, and Bureau Chiefs.

## **Part III**

**FY 2015**

### **23(g) Grant Application**