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# Strategic Management Plan

## Committee Chair Responsibilities

- ***Administrative Procedure Notice 19***

Presented by:

# Objectives

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- Overview of the Strategic Management Plan (SMP) and Administrative Procedure Notice (APN) 19.
- Review actions expected of a SMP committee chair.
- Review tasks designated to a SMP committee chair.

North Carolina Department of Labor  
Occupational Safety and Health Division

Administrative Information System      Administrative Procedure Notice 19K

**Subject:** Strategic Management Plan Committee Activity

**A. Purpose:** This Administrative Procedure Notice provides guidance for committee activity relating to the development, and management of specific goals contained in the Strategic Management Plan (SMP).

**B. Background:** The Strategic Management Plan is a document utilized by the North Carolina Occupational Safety and Health Division to provide guidance for allocating the division's limited resources in pursuit of established outcomes goals. The strategic management planning process is designed to develop a five year document that will best address the division goals of reducing injuries and illnesses in the workplace and increasing the quality of life for North Carolinians. This approach is consistent with the Government Performance and Results Act of 1993 and the results based budgeting process established by the North Carolina General Assembly. Both of these legislative mandates tie budget allocations to program performance and success in achieving specific outcomes goals.

**C. Scope:** The requirements of this APN apply to all committees established as a result of the strategic management planning process.

**D. Responsibilities:**

1. The committee chair is responsible for coordinating all activity relating to a specific strategic management plan committee. This includes but is not limited to scheduling meetings (notifying committee members and alternate members of meeting date, time, location, and agenda), managing the meeting process, ensuring that meeting minutes are placed in the One Stop Shop, Strategic Management Plan and Special Programs Project, and managing the Strategic Management Plan and Special Programs Project (SMP) activity. The committee chair will also inform the Planning, Statistics and Information Management (PSIM) Bureau chief if representation on the committee does not include at least one member and an alternate from each OSH Division bureau (excluding the Agricultural Safety and Health (ASH) Bureau).
2. Each bureau chief (excluding ASH) will ensure that there is at least one chairperson or committee member and an alternate available to represent their bureau on each committee (see Appendix A).
3. Committee members representing each bureau should also disseminate SMP related information to their bureaus. They may also be asked to share information with division staff and others including federal OSHA about progress in achieving specific goals established in the SMP.
4. The PSIM Bureau has the primary responsibility for managing the Strategic Management Plan and process. PSIM will also assign a representative and an alternate to each strategic management plan committee and provide statistical information and analysis to support committee activity.

NCDOL Photo Library

# Strategic Management Plan

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- Provides written guidance for the OSH Division in pursuit of established goals for reducing injuries and illnesses in North Carolina.
- Managed by the Planning, Statistics and Information Management (PSIM) Bureau Chief.
- Set for a five-year period but reviewed and updated annually based on injuries and illnesses.
- Special emphasis programs (SEP) are identified based on the injuries and illnesses that are higher than the national average and included in the SMP.

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# Strategic Management Plan

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- Each SEP has a committee that is established to set goals to reduce injuries and illnesses in their respective special emphasis area.
- Each bureau is represented on the committee to update the activities for that bureau based on the established goals.
- Each SEP has a chair that oversees the committee.

# APN 19

## *Strategic Management Plan Committee Activity*

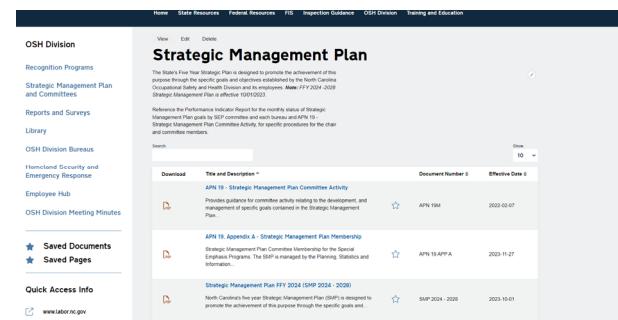
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- Purpose:

- Provides guidance for committee activity relating to the development and management of specific goals contained in the SMP.

- Scope:

- The requirements apply to all committees established as a result of the strategic management planning process.



The screenshot shows a web page titled "Strategic Management Plan Committee Activity". The page includes a navigation bar with links to Home, State Resources, Federal Resources, FIS, Inspection Guidance, OSH Division, Training and Education, View, Edit, and Delete. The main content area is titled "Strategic Management Plan" and contains a brief description of the plan's purpose and reference to the Performance Indicator Report. It lists several documents available for download, including "APN 19 - Strategic Management Plan Committee Activity", "APN 19 - Appendix A - Strategic Management Plan Membership", and "Strategic Management Plan FY2024 (SMP 2024 - 2028)". Each document entry includes a download link, document number, and effective date.

# Chair Responsibilities

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- Responsible for coordinating all activities related to a specific SMP committee.
- Activities include:
  - *Scheduling and communicating with members.*
  - *Managing the meeting process and purpose.*
  - *Updating meeting minutes.*
  - *Communicating OSH Administration, State Plan Coordinator, Bureau Chiefs, and Supervisors.*

The screenshot shows a web-based document management system. The top navigation bar includes links for Home, State Resources, Federal Resources, FIS, Inspection Guidance, OSH Division, Training and Education, and a user icon. The main content area is titled 'APN 19 - Strategic Management Plan Committee Activity'. It contains a brief description of the document's purpose and a 'Download Letter' button. On the left, there's a sidebar with 'Field Information System' links: Compliance Resources, Policy and Guidance, and sections for Saved Documents and Saved Pages. Below that is 'Quick Access Info' with links to the N.C. Department of Labor website and the NCDOL Intranet, along with a 'Contact Us' link. The central content area shows 'Document Information' with document number APN 19, effective date February 07, 2022, and last reviewed date February 07, 2022. It also lists 'Archived Versions' with two entries: 'apn19.pdf' (archived) and 'apn19a.pdf' (archived). A 'FIS Section' link is at the bottom of the page.

# Chair Responsibilities

## *Scheduling and Communicating with Members*

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- Schedule meetings quarterly.
- Notify committee members, alternate members and management by email with meeting date, time, and location.
- Provide a written agenda prior to the meeting.
- Conduct meetings in-person with teleconference available for cost effectiveness.

# Chair Responsibilities

## *Managing the Meeting Process and Purpose*

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- Ensure committee develops strategies to achieve specific performance goals and clearly define what outcome measures are being used to define plan success.
- Ensure committee pursues the specific goals established for the five-year duration of the SMP.
- Review the SMP annually with the committee and submit revisions for the next Federal Fiscal Year to the PSIM Bureau Chief by their established deadline (usually June 30<sup>th</sup>).

# Chair Responsibilities

## *Managing the Meeting Process and Purpose*

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- Monitor SMP activity throughout OSH Division on a monthly basis.
  - *Run reports in OSHA Express.*
  - *Review the SMP spreadsheet (Located on the F Drive).*
  - *Ensure performance goals are updated on the SMP spreadsheet by the 20<sup>th</sup> of the month.*
- Update Operational Procedure Notices (OPN) and other documents as related to your SEP as needed.
  - *Obtain documents from the Standards Section and send them back through Standards for final review and posting.*

# Chair Responsibilities

## *Meeting Minutes*

- Prepare meeting minutes and send through the “Contact Us” on the One Stop Shop for posting.
- SMP committee meeting minutes are posted on the One Stop Shop under OSH Division, Strategic Management Plan and Committees.

**Strategic Management Plan and Committees**

Provides the Strategic Management Plan (SMP), special emphasis program (SEP) activities, meeting dates, and meeting minutes. Reference [AFS-13](#). Strategic Management Plan and Committees Action for specific procedures for the chair and committee members.

**Amputations SEP Committee**

Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to all ownership... More →

**Construction SEP Committee**

Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to all ownership... More →

**Food Manufacturing SEP Committee**

Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to all ownership... More →

**Health Hazards SEP Committee**

SEP committee minutes, committee members, strategic management plan, and health hazard management plan. Note: Please send meeting minutes for posting to all ownership... More →

**Logging and Agriculture SEP Committee**

Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to all ownership... More →

**Long Term Care SEP Committee**

Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to all ownership... More →

**Strategic Management Plan**

The State's Five Year Strategic Plan is designed to promote the achievement of this purpose and the attainment of the goals and objectives established by... More →

**Warehousing and Storage and Related Product Distribution Industries**

Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to all ownership... More →

# Chair Responsibilities

## *Communication*

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- Secure input and assistance from internal and external customers (i.e., alliances, partnerships) as strategies are developed and activities are planned in order to leverage the Division's limited resources.
- Provide the PSIM Bureau Chief a list of all committee members by October 15<sup>th</sup>, or other established deadline, of each year.
- Notify PSIM Bureau Chief of any changes in committee members during the year, and of any Bureaus that are underrepresented (i.e., no show) within the committee.

# Chair Responsibilities

## *Communication*

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- Information regarding committee activity may be requested by the State Plan Coordinator for the State OSHA Annual Report (SOAR), during Federal OSHA monitoring, and for other reports.
- Chair should provide feedback to all committee member's supervisors about their participation on committee as it is reflected in their workplans.
- All questions about committee SMP activity and goals should be submitted to PSIM Bureau Chief.

# Chair Responsibilities

## *One Stop Shop*

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- Each SEP has a webpage on the One Stop Shop.
- Chair should review and their webpage periodically to ensure it is current and send any changes to the “Contact Us” on the One Stop Shop.

The screenshot shows a grid of nine boxes, each representing a different SEP committee. Each box contains a title, a brief description, and a 'More' link. The boxes are arranged in three rows of three. The titles and descriptions are as follows:

- Strategic Management Plan and Committees**  
Provides the SEP management plan (SMP), special emphasis program (SEP) activities, meeting dates and meeting times. [Read More](#)
- Manufacturing SEP Committee**  
Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dot onestopshop. [More](#)
- Food Manufacturing SEP Committee**  
Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dot onestopshop. [More](#)
- Annotations SEP Committee**  
Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dot onestopshop. [More](#)
- Construction SEP Committee**  
Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dot onestopshop. [More](#)
- Health Hazards SEP Committee**  
Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dot onestopshop. [More](#)
- Logging and Agriculture SEP Committee**  
Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dot onestopshop. [More](#)
- Long Term Care SEP Committee**  
Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dot onestopshop. [More](#)
- Strategic Management Plan**  
The State's Five Year Strategic Plan is developed to support the department in this purpose through the specific goals and objectives established by... [More](#)
- Warehousing and Storage and Related Product Distribution Industries**  
Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dot onestopshop. [More](#)

# Committee Chair

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- Serves a minimum of two years.
- Current chairperson will remain on the committee until a replacement is named and will assist the new chairperson during the transition.
- Current chairperson can remain on the committee as a member.

# Summary

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- During this presentation, we discussed:
  - Overview of the Strategic Management Plan.
  - Actions expected of a Strategic Management Plan committee chair.
  - Tasks designated to a Strategic Management Plan committee chair.

# Thank You for Attending!

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## Final Questions?

**1-800-NC-LABOR**  
(1-800-625-2267)  
**www.nclabor.com**

