
Strategic Management Plan

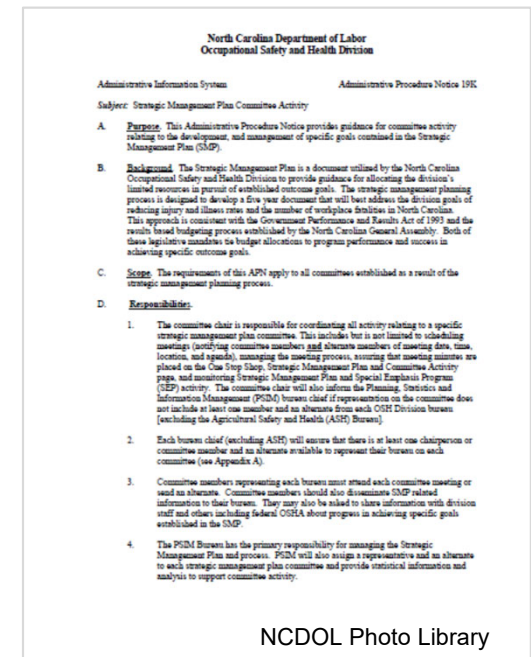
Committee Chair Responsibilities

- ***Administrative Procedure Notice 19***

Presented by:

Objectives

- 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.



Strategic Management Plan

- 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.

Strategic Management Plan

- 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

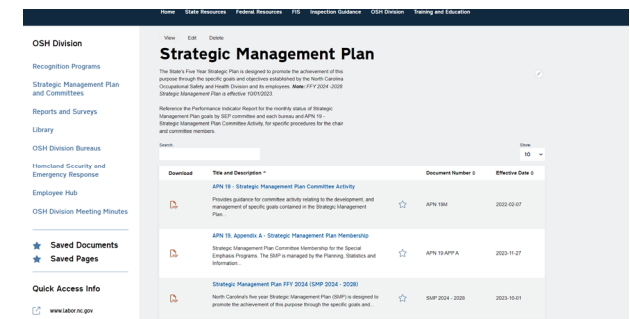
Strategic Management Plan Committee Activity

- 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.

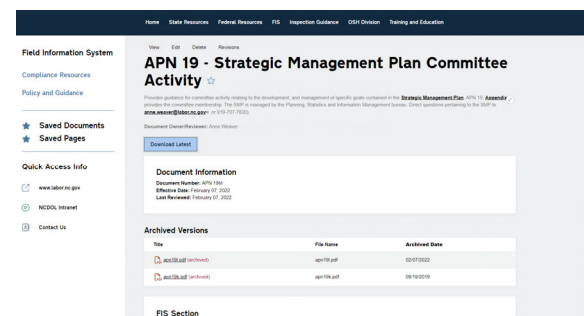


The screenshot shows the NCDOL website's 'Strategic Management Plan' page. The page is titled 'Strategic Management Plan' and includes a description of the plan's purpose. Below the description is a table with columns for 'Download', 'Title and Description', 'Document Number', and 'Effective Date'. The table lists three documents: 'APN 19 - Strategic Management Plan Committee Activity', 'APN 19, Appendix A - Strategic Management Plan Membership', and 'Strategic Management Plan FY 2024 (SMP 2024 - 2028)'.

| Download | Title and Description | Document Number | Effective Date |
|----------|--|-----------------|----------------|
| | APN 19 - Strategic Management Plan Committee Activity Provides guidance for committee activity relating to the development and management of specific goals contained in the Strategic Management Plan. | APN 19A | 2023-02-07 |
| | APN 19, Appendix A - Strategic Management Plan Membership Strategic Management Plan Committee Membership for the Special Enrollment Programs. The SMP is managed by the Planning, Statistics and Information. | APN 19 APP A | 2023-01-27 |
| | Strategic Management Plan FY 2024 (SMP 2024 - 2028) North Carolina's five-year Strategic Management Plan (SMP) is designed to provide the achievement of this purpose through the specific goals and... | SMP 2024 - 2028 | 2023-02-01 |

Chair Responsibilities

- 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.*



Chair Responsibilities

Scheduling and Communicating with Members

- 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

- 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 30th).

Chair Responsibilities

Managing the Meeting Process and Purpose

- 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 20th 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.

OSH Division

Recognition Programs

Strategic Management Plan and Committees

Reports and Surveys

Library

OSH Division Bureaus

Homeland Security and Emergency Response

Employee Hub


OSH Division Meeting Minutes

★ Saved Documents

★ Saved Pages

Quick Access Info

 www.labor.nc.gov

 [NCDOL Intranet](#)

 [Contact Us](#)

| Strategic Management Plan and Committees | | |
|---|--|---|
| Provides the Strategic Management Plan (SMP), special emphasis program (SEP) activities, meeting dates and meeting minutes. Reference SMP Strategic Management Plan Committee Activity 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 dls@ncdohhs.gov . More | Construction SEP Committee Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dls@ncdohhs.gov . 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 dls@ncdohhs.gov . More |
| Health Records SEP Committee SEP committee includes committee members, strategic management plan, and health-related resources. Note: Please send meeting minutes for posting to dls@ncdohhs.gov . More | Licensing and Architecture SEP Committee Provides the SEP committee meeting minutes based on the strategic management plan. Note: Please send meeting minutes for posting to dls@ncdohhs.gov . 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 dls@ncdohhs.gov . More |
| Strategic Management Plan The State's Five Year Strategic Plan is designed to provide the achievement of 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 dls@ncdohhs.gov . More | |

Chair Responsibilities

Communication

- 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 15th, 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

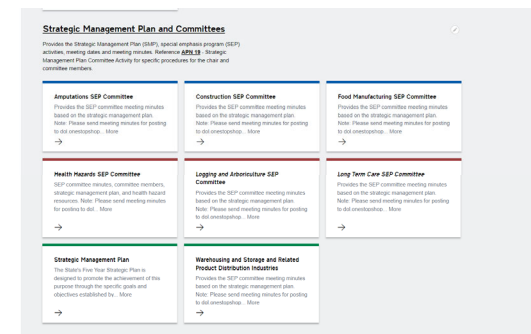
Communication

- 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

- 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.



Committee Chair

- 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

- 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!

Final Questions?

1-800-NC-LABOR

(1-800-625-2267)

www.nclabor.com

