

### **Guidelines on Implementing Occupational Safety and Health Program**

Congress enacted the *Occupational Safety and Health Act*, 91 P.L. 596. The object of this legislation is to assure, so far as possible, safe and healthful working conditions for every working man and woman in the nation. In 1973, the General Assembly passed the *Occupational Safety and Health Act of North Carolina* (N.C.G.S. §§ 95-126 through 95-155). This act assigns the responsibility for administration of the State-wide Occupational Safety and Health Program to the North Carolina Department of Labor. Section 23 of this act outlines the responsibilities of public agencies. The attached *Occupational Safety and Health Plan for The University of North Carolina* has been provided the Department of Labor and is intended to assist the constituent institutions in establishing a campus-wide program in conformance with the act.

The University Property Officer is designated as the University of North Carolina Safety and Health Officer. The safety and health officer will maintain close liaison with the Department of Labor and will be available to the campuses for consultation.

[This is a rewrite of Administrative Memorandum #30.]

**The University of North Carolina  
Occupational Safety and Health Plan**

1. Purpose:

The purpose of this plan is to provide guidelines for the establishment of a comprehensive safety and health program on each campus of the University in accordance with 91 P.L. 596 and North Carolina General Statutes §§ 95-126 through 95-155.

2. Objectives:

The objectives of the safety and health program include the following:

- a. To provide safe and healthful working conditions for all persons directly or indirectly, full-time or part-time, employed by the University.
- b. To identify and correct as early as possible any and all unsafe or hazardous conditions on the campus.
- c. To provide, or make available at minimal cost as applicable, such personal equipment or devices as may be found necessary for protection of employees in their operations.
- d. To establish and maintain an environment conducive to the prevention of illness or injury of all persons.
- e. To plan, establish and conduct such educational programs as are deemed advisable to keep employees actively conscious of safety in all operations, on and off the job.
- f. To provide for first aid, by training and equipment, in event of accident, with a view to minimizing effects of any injury.
- g. To make all employees aware of OSHA provisions, and encourage their participation.

3. Responsibility:

For purposes of the safety and health program, each campus is a public agency. The chancellor, as chief executive, is responsible for implementation of the program.

4. Role of North Carolina Department of Labor:

The North Carolina Department of Labor is responsible for administration of the *Occupational Safety and Health Act of North Carolina* (OSHA NC). Under the conditions of 91 P.L. 596, State administration of the act will be monitored by federal agencies for at least three years from passage of the State act. Provisions and standards for the State program are identical in most respects to the federal program, except that administration is at State level. The State program is self-inspecting with respect to public agencies. However, the State Department of Labor will provide advice and counsel, certain printed forms and materials, and inspection assistance as may be required. Reports required shall be submitted by the chancellor to the North Carolina Department of Labor.

5. Personnel Involvement:

In order to achieve successful results, the program must involve persons at a wide variety of administrative levels. Management belief in and support of the program is the primary requisite. Participation and cooperation of all employees shall be actively encouraged.

6. Recommended Organization:

- a. Safety and Health Coordinator:

One person shall be designated for this position, responsible to the chancellor within a defined administrative framework. Qualifications for the position should include knowledge and experience in engineering, in building design and construction, in shop and safety practices, in administration, and in interpretation of building codes and standards. On smaller campuses this could be a part-time responsibility shared with campus engineering. On larger campuses a full-time position will be required, and further staffing will be necessary as conditions may dictate.

Other specialized safety areas, such as radiation safety, requiring special talents, may be parallel in technical authority for a particular area, but such activities should be responsible to the chancellor through the safety and health coordinator.

The safety and health coordinator shall maintain close liaison with the North Carolina Department of Labor, and shall prepare such reports and maintain such records as required by that department of the chancellor.

A principal responsibility of the safety and health coordinator shall be the preparation of a campus safety and health plan in accordance with standards and requirements of the Department of Labor. The plan shall be completed as soon as practicable and a copy provided the president by the chancellor.

All safety and health program records shall be open for inspection at any time by the North Carolina Department of Labor and by the University safety and health officer.

b. Safety and Health Advisory Committee:

A broadly representative safety and health advisory committee should be appointed. This committee should have duties as follows:

- (1) To serve as liaison between the safety and health coordinator and campus employees.
- (2) To assist the safety and health coordinator by
  - (a) recognizing and reporting deficiencies needing attention,
  - (b) assisting in promotion of safety and health practices education,
  - (c) assisting the safety and health coordinator in investigation of any accident, incident or unsafe condition,
  - (d) and by such other means as requested by the safety and health coordinator.

7. Reference Material:

The following reference material is available through the North Carolina Department of Labor:

- a. *Occupational Safety and Health Programs for State Agencies*, North Carolina Department of Labor.
- b. *Recordkeeping Requirements for OSHA*, U.S. Department of Labor.
- c. *General Industry Guide for Applying Safety and Health Standards*, U. S. Department of Labor.

8. Funding:

A request for funding for staff should be included in campus operating budget requests. Capital improvement funding should be included in campus capital improvement budget requests.