

THE UNIVERSITY OF NORTH CAROLINA

OFFICE OF THE PRESIDENT

ADMINISTRATIVE MEMORANDUM

SUBJECT Occupational Safety and Health Program

NUMBER 30

DATE March 20, 1974

TO ALL CHANCELLORS:

The Congress enacted the Occupational Safety and Health Act, Public Law 91-596. 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. The 1973 North Carolina General Assembly addressed facets of the federal requirements in Chapter 295 of the 1973 Session Laws. This act assigns the responsibility for administration of the State-wide Occupational Safety and Health Program to the North Carolina Department of Labor. A copy of the North Carolina act is enclosed. Section 23 of this act outlines the responsibilities of public agencies; The University will be subject to the act August 1, 1974. 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 you in establishing a campus-wide program in conformance with the act.

I have designated Mr. Robert Bourne, University Property Officer, as Safety and Health Officer. He will maintain close liaison with the Department of Labor and will be available to you for consultation as the campus programs are developed.



William Friday

THE OCCUPATIONAL SAFETY AND HEALTH PLAN

The University of North Carolina

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 Public Law 91-596, 91st Congress, and Chapter 295, 1973 Session Laws of North Carolina.

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 N. C. DEPARTMENT OF LABOR:

The North Carolina Department of Labor is responsible for administration of the Occupational Safety and Health Act of North Carolina (OSHANC). Under the conditions of PL 91-596, 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:

Included herein are certain documents for guidance in this program.

There are as follows:

- a. Chapter 295, 1973 Session Laws of North Carolina.
- b. "Occupational Safety and Health Programs for State Agencies", North Carolina Department of Labor.
- c. "Recordkeeping Requirements" for OSHA, U. S. Department of Labor.
- d. "General Industry Guide for Applying Safety and Health Standards", U. S. Department of Labor.

Other references, forms and materials are available through the North Carolina Department of Labor.

8. FUNDING:

a. A request for supplemental funding for staff has been included in the 1974-75 Budget. If approved, these funds will be available for distribution as a part of the allocation process for 1974-75. Subsequent funding shall be included in campus operating budget requests (Change Budget).

b. A request for limited Capital Improvement funding has been included in the 1974-75 Budget request. If approved, these funds will be available for allocations on request and as approved. Requests for allocation shall place the highest priority on those physical conditions deemed to be the most hazardous. Subsequent funding shall be included in campus Capital Improvement budget requests.