



# Employee Safety and Health Program

## Definitions

**References:** <http://www.thefreedictionary.com/>; [http://10.21.81.244:8080/etta\\_one\\_stop/](http://10.21.81.244:8080/etta_one_stop/); <http://www.dol.gov/>

**Scope:** For the purpose of the policies and procedures with NCDOL, these terms shall be defined as follows:

1. **Accident** – any event that happens unexpectedly, without a deliberate plan or cause; an undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty; mishap
2. **Adverse Event** – any event which causes death, permanent damage or requires hospitalization, including but limited to:
  - a. Minor injuries; *or*
  - b. Acts of Violence; *or*
  - c. Criminal Activity
3. **ANSI** – Standards of the American National Standards Institute.
4. **Building** – the portions of a single structure which: (1) is/are owned, operated, and/or controlled by the North Carolina Department of Labor and (2) houses department employees.
5. **Employee** – Any person employed by the Department of Labor or any of its satellite units, including full-time, part-time, temporary, probationary, permanent, time-limited, contractual, subject to or exempt from the State Personnel Act, or any combination.
6. **Event/Incident** – An occurrence, resulting in an injury, an overexposure, an illness; an overexposure to a substance resulting in illness; an act of violence; or an act of criminal activity.
7. **FOM** – Field Operations Manual.
8. **Imminent Danger/Threat** – "...any conditions or practices in/at any location within the scope of NCDOL employees, which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated.
9. **Immediately** – Now and/or within the hour.
10. **In the Course of Employment** – occurs while an employee is working or performing job duties.
11. **Injury Incident** – Any event which results in harm or damage that is sustained
12. **Manager/Supervisor** – any person with authority and control of one or more employees, regardless of position title
13. **NCAC** – North Carolina Administrative Code
14. **NCGS** – North Carolina General Statutes
15. **NCSBC** – North Carolina State Building Code
16. **NFPA** – Codes and standards of the National Fire Protection Association
17. **OSHA** – Occupational Safety and Health Administration and the standards promulgated under the North Carolina OSH Act
18. **Regulations** – Laws, regulations, codes, standards, and policies, which govern safety and health in the workplace.



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- 19. Risk** – In reference to the prioritization of safety and health issues identified by the Department Safety and Health Coordinator, risk is comprised of two elements – severity and probability.
- a. **Severity** – the worst injury that can be reasonably predicted to occur as the result of the existence of the deficiency.
    - i. **High** – Death or permanent disability, or property damage greater than \$5,000.00
    - ii. **Moderate** – Temporary disability resulting in one or more lost workdays, or property damage less than \$5,000.00
    - iii. **Low** – Requiring medical treatment
    - iv. **Minimal** – Requiring first aid treatment only
  - b. **Probability** – the probability of an accident occurring as the result of the existence of the deficiency
    - i. High
    - ii. Moderate
    - iii. Low
    - iv. Remote
- 20. Serious Accident** – an unforeseen or unplanned event within the normal course of employment which creates one or more of the following:
- a. Death by accident of an employee and/or visitor to the department;
  - b. Serious bodily injury to an employee or visitor;
  - c. Damage to any structure greater than incidental from an accident resulting in an injury to a department employee;
  - d. d. Damage to more than one room in any department building, greater than whether or not an injury is incurred;
- 21. Serious Bodily Injury** – any injury which severely limits a major life function, which includes but is not limited to:
- a. Dismemberment of a part of the body greater than a finger or toe;
  - b. Massive damage to internal organs;
  - c. Burns causing permanent damage to the body which results in hospitalization;
  - d. Paralysis;
  - e. Loss of sight;
  - f. Brain damage;
- 22. Unit** – Any self-sufficient organizational entity within the department whose routine work activities and work environment are substantially unique from other organizational units within the department. The department is comprised of twelve (12) distinct units, including the following: Administration, Agricultural Safety and Health (ASH), Boiler Safety, Occupational Safety and Health Division (OSH) Compliance, OSH Consultative Services, OSH Education Training and Technical Assistance (ETTA), Elevator and Amusement Devices, Mine and Quarry, Publications, Apprenticeship, Employment Discrimination, and Wage and Hour.
- For the purpose** of the policies and procedures in this manual, the Administration Unit includes any employee assigned to the Commissioner’s Office, Director’s Office, Budget and Management Division, Communications Division, Human Resources Division, Legal Affairs Division, OSH Planning, Statistics and Information Management Bureau, or Research and Policy Division.



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- 23. Violation of Policy** – any act or omission of act, whether willful or unintentional, by an employee which violates safety policy, procedures, and practices.
- 24. Willful or Continuous Violation** – An act or omission of an act, which is in direct contradiction to the requirements of NCDOL Employee Safety and Health policy, procedures, or work rules, where it can be determined the employee had documented knowledge and training of such requirements, the action or omission was within the employee’s control, and the employee:
- a. Knowingly refused to comply with the stated requirement; or
  - b. Failed to comply with a specific or similar requirement on three or more separate occasions
- 25. Worker’s Compensation** – North Carolina Workers Compensation Act (NCGS Chapter 97)
- 26. Workplace Requirements** – North Carolina State Employee’s Workplace Requirements for Safety and health, the State’s model program for safety d health prepared by the Office of State Personnel.