



Employee Safety and Health Program

Policy 3: Review of Purchases and Services Contracts for Safety and Health

References:

NC State Employees' Workplace Requirements Program for Safety and Health Handbook, Section 2-11;
(<http://www.osp.state.nc.us/Support/Safety/handbook/2-11.pdf>)

Purpose:

The Department shall institute a control mechanism on its Purchasing and contracting activities to ensure that items purchased and entities contracted by the NC Department of Labor comply with applicable safety and health standards and do not expose NC Department of Labor employees to safety and health hazards.

Policy:

Purchase requests for the following items shall comply with North Carolina Department of Labor's minimum safety specifications and be approved by the employee's direct Supervisor prior to purchase:

- Equipment and machinery, other than office equipment and computers;
- Hazardous chemicals,
- Appliances,
- Personal protective equipment,
- Fire safety equipment,
- Office furniture.

Procedures:

I. Purchasing

A. Minimum Safety and Health Specifications

1. The Safety and Health Coordinator or his/her qualified designee, along with the employee's direct Supervisor shall ensure that minimum safety specifications are met for any purchases meeting the scope of this policy. Decisions will be based upon the following potential concerns:
 - a. Machine and equipment guarding
 - b. Noise
 - c. Ergonomic design
 - d. Generation, use, and/or storage of hazardous substances
 - e. Generation of hazardous wastes;
 - f. Risk of fire
 - g. Appropriateness for purpose of use
 - h. Appropriateness for condition(s) of use
2. The minimum safety specifications shall meet all environmental, safety, and health standards and regulations; and



Employee Safety and Health Program

Policy 3: Review of Purchases and Services Contracts for Safety and Health

3. The Safety and Health Coordinator or his/her qualified designee along with the employee's direct Supervisor shall make themselves available to answer questions in reference to safety and health issues prior to the purchase of the items which meet the scope of this policy; and
4. An employee shall submit all documentation for the purchase of a hazardous substance. The documentation shall include, but not be limited to, a Safety Data Sheet (SDS) and any relevant safety and health information regarding potential exposure of NCDOL employees to the hazardous substance.
5. The Safety and Health Coordinator or his/her qualified designee along with the employee's direct Supervisor shall review the purchase requests to ensure the employee has complied with the above requirements.
6. Documentation regarding purchases meeting the scope of this policy shall be maintained by the employee's direct Supervisor to ensure that item(s) meet all applicable environmental regulations and safety & health standards.
7. A variance to this policy can be requested in writing for any equipment purchase involving non-standard and non-compliant equipment such as, but not limited to, training props.

II. Contract for Services

- A. All contracts for services meeting the scope of this policy shall include the following provisions in regards to work performed on behalf of the North Carolina Department of Labor:
 1. The contractor shall:
 - a. Store contractor-supplied or created hazardous substances in compliance with applicable environmental standards and safety & health standards;
 - b. Remove such items from the site at the completion of the project;
 - c. Dispose of contractor-supplied or created hazardous substances in compliance with applicable environmental standards and safety & health standards; and;
 2. The contractor shall take adequate precautions to prevent any exposure(s) of North Carolina Department of Labor employees to hazards created by the contracted activities.
 3. The contractor shall contact the Safety and Health Coordinator or his/her qualified designee at anytime that a deviation in contracted services may affect safety and health conditions for DOL employees.
- B. A Contract(s) for maintenance and inspection of fire prevention and protection equipment shall be reviewed by the Safety and Health Coordinator or his/her qualified designee in locations **other than** State owned buildings to ensure compliance with applicable safety and health regulations;
- C. If a recognized hazard created by a contractor is observed and/or reported, the Safety and Health Coordinator or his/her qualified designee shall be notified in order to contact the contractor and facilitate elimination of the hazard.



Employee Safety and Health Program

Policy 3: Review of Purchases and Services Contracts for Safety and Health

Approved:

Art Britt, Chief of Staff
North Carolina Department of Labor
Division of Occupational Safety and Health

Allen McNeely, Deputy Commissioner
North Carolina Department of Labor
Division of Occupational Safety and Health

Date:

Date:

Phil Hooper, Deputy Commissioner
North Carolina Department of Labor
Standards and Inspections Division

Date: