



Employee Safety and Health Program

Policy 4: Review of New Construction, Renovation, Contracts for Service and Leases for Safety and Health

References:

North Carolina State Employees Workplace Requirements Program for Safety and Health, Section 2, Pages 2.2.1, 2.12.1, and 2.13.1.

Purpose:

The Department's system continues to be to implement a review process system whereby new construction, renovation, and new leases shall be reviewed to ensure safety and health concerns are addressed and eliminated prior to the exposure of North Carolina Department of Labor employees to such hazards.

Policy:

I. New Construction, Renovation, and Leases

- A. The Safety and Health Coordinator or his/her qualified designee in conjunction with the Department of Labor procedures and policy shall develop and implement a system to review new construction, renovation, and lease plans to ensure safety and health concerns and regulation compliance are adequately addressed.
- B. The Safety and Health Coordinator or his/her qualified designee shall participate in the final inspection of such projects to review the space for compliance with safety and health issues.
- C. The Safety and Health Coordinator or his/her qualified designee shall inspect properties to be leased by the Department prior to the signing of the lease, to ensure the space meets with applicable regulations and does not pose other safety and health concerns.
- D. Prior to the renewal of any lease, the Safety and Health Coordinator or his/her qualified designee shall provide a list of safety and health concerns, if any, shall be addressed prior to the lease renewal.

II. Contracts

- A. The Safety and Health Coordinator or his/her designee, shall review for safety and health issues any contracts for services between the Department and contractors which involve:
 1. Construction, alteration, or repair: including painting and decorating of buildings owned or operated by North Carolina Department of Labor.
 2. Entry into permit-required confined spaces owned by or in behalf of North Carolina Department of Labor.
 3. Introduction of hazardous substances into workplaces occupied by North Carolina Department of Labor employees.
 4. Interference or alteration to any means of egress for North Carolina Department of Labor employees.



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Procedures:

I. Design Review and Inspections

- A. The Safety and Health Coordinator or his/her qualified designee shall review plans for new construction renovations during the design phase, and conduct inspections of the construction or renovation site during the construction phase, to ensure the space incorporates necessary safety and health designs, the space is in compliance with applicable safety and health standards, and North Carolina Department of Labor employees are not exposed to hazards.
- B. During the review and/or inspection stage, if concerns are identified the Safety and Health Coordinator or his/her qualified designee shall develop a written list of these concerns, including, but not limited to, a description of the concern, the applicable regulation, and a recommendation for correction. This list shall be issued to:
 1. The designated project coordinator for the Department; and
 2. North Carolina Department of Labor OSH Management; and
 3. The Safety and Health Coordinator or his/her qualified designee shall participate in the final release inspection of the newly constructed or renovated site.

II. Leased Spaces

A. Leases and Lease Renewal

1. The Safety and Health Coordinator shall be notified by the Budget and Management Division Director when the Department has chosen a space to lease or is renewing an existing lease.
2. Prior to issuance of any new or renewal lease, the Safety and Health Coordinator or his/her qualified designee shall inspect the proposed lease space and complete the Leased Property Fire and Life Safety Check List.



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August 24, 2015

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