



Employee Safety and Health Program

Policy 5: Training

Effective Date: December 3, 2007

References:

North Carolina General Statutes § 143-582, subparagraphs (4), (6), and (7)

North Carolina State Employees Workplace Requirements Program for Safety and Health, Section 2, pages 2.2.1, 2.2.2, and 2.7.1

North Carolina State Personnel Manual, Section 10

Purpose:

The Department of Labor Employee Safety and Health Program shall provide guidelines for the preparation of a training program for safety and health issues.

Policy:

- I. The Employee Safety and Health Steering Committee, with the guidance and assistance of the Safety and Health Coordinator, shall prepare and oversee the provision of training packages required by regulation and identified need.
- II. Each employee shall receive instruction on applicable safety and health issues during orientation, and shall attend safety and health training identified as relevant for their job classification and unit requirements. Reasonable efforts shall be taken to coordinate training opportunities with the schedules and needs of the Units.

Procedures:

- I. New Employee Orientation
 - A. Upon initial employment each employee shall receive an orientation package, prepared by the Employee Safety and Health Steering Committee, which shall address the following topics:
 1. The Employee Safety and Health Program and its purpose.
 2. The Employee Safety and Health Manual and the requirements of its policies and procedures.

3. The requirements of the North Carolina State Employee's Safety and Health Handbook.

II. Training

A. Identification of Training Topics

1. All employees shall receive annual training on the following topics:
 - a. Portable Fire Extinguishers (see Policy 8 of the Employee Safety and Health Program Manual).
 - b. Building Fire Plan and Emergency Evacuation (see Policy 8 of the Employee Safety and Health Program Manual).
2. Ergonomics Awareness Training
 - a. All employees shall receive annual ergonomics awareness training via ergonomics awareness topics provided to supervisors. Specific ergonomics training topics will be developed in collaboration between the Ergonomics Special Issue Committee and the Employee Safety and Health Steering Committee.
 - b. Supervisors will provide the training material to all NCDOL employees annually during the month of October. This teaching method will provide supervisors with information on how to recognize ergonomic issues and how to address them.
 - c. In addition to annual ergonomics awareness training, the following training may be provided to employees:
 - i. Individual training may be provided to employees in response to issues raised by the Ergonomics Special Issue Committee's investigation of ergonomic complaints.
 - ii. Group training may be provided to employees in specific job classification as indicated by worksite analysis.
 - iii. Refresher training may be provided on a schedule to be determined by the Employee Safety and Health Steering Committee, the individual Unit Safety and Health Committees or the Safety and Health Coordinator, when deficiencies are noted.

3. The Employee Safety and Health Steering Committee, and the individual Unit Safety and Health Committees, shall identify other training topics and prepare appropriate training materials which are required by applicable safety and health regulations (e.g., hazard communication, personal protective equipment, bloodborne pathogens), the frequency in which each must be provided to employees, and the job classifications required to receive the training, based on the activities of the employees of the various units.
- B. Within two months of approval of new or substantially revised departmental policies, the Employee Safety and Health Steering Committee will ensure that each employee receives training on the new revised policies and procedures. Minor revisions to policies, which do not change requirements or affect workplace safety, do not require training.
- C. Training Records
1. Supervisors shall maintain records of the safety and health training received by their employees. These records shall include:
 - a. Title of training course and the course outline; and
 - b. Location, date and time the training was conducted.
 2. The Employee Safety and Health Steering Committee shall maintain a summary of all training performed pursuant to the above requirements.

Approved:

 John Baldwin, Chief of Staff
 NC Department of Labor

 Allen McNeely, Deputy Commissioner
 Division of Occupational Safety & Health

 Date

 Date

 Review Date

 Andy Frazier, Deputy Commissioner
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 Date