



Employee Safety and Health Program

Policy 7: Safety and Health Inspections

References:

North Carolina Administrative Code: 25 NCAC 1N.0106(5) and (6)

Purpose:

To establish a series of internal safety and health inspections of structures owned, operated, or controlled by the North Carolina Department of Labor, in order to efficiently and effectively address safety and occupational health issues, hazards, and deficiencies.

Policy:

- I. The department shall institute a system of safety and health self-inspections to document and address compliance issues with safety regulations; identify safety and health hazards to employees and department visitors; observe the practice of department rules and procedures; and assess the effectiveness of the department's safety program.
- II. Employees who work at alternate work locations for all or part of the workweek shall not be subject to the safety and health inspections established by this Policy while working at their homes, but shall be subject to the North Carolina Department of Labor Tele-work Policy and their individual Tele-work Agreement.

Procedures:

- I. Annual Inspections
 - A. At least once per year, the Department Safety and Health Coordinator, or his or her designee, shall make a comprehensive inspection of each department building and submit findings to the Department Employee Safety and Health Steering Committee.
 - B. This inspection shall be conducted in addition to the Unit Safety and Health Committees' quarterly inspection.
 - C. This inspection shall consist of:
 1. A visual inspection of:
 - a. Every portion of the building under the control and/or utilized by the department or one of its Units;
 - b. The means of egress from the building and to the public way;
 - c. The grounds around the building subject to department employee use;
 - d. Any out-buildings or other buildings under the control and/or utilized by the NCDOL or one of its Units.



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2. A review of the following documentation:
 - a. Unit safety procedures;
 - b. Hazard Communication plans, Safety data sheets, lists of hazardous substances, and supporting documentation;
 - c. Fire exit drill and fire extinguisher inspection documentation;
 - d. Specific documentation required by other policies within this manual, if the Unit or building is engaged in activities, which invoke them;
 3. Testing of sound levels, electrical wiring and protective devices, illumination, ventilation of occupationally hazardous areas, and heat stress, where deemed necessary;
 4. Random observation of the work practices of employees within the building;
 5. Any other safety and health issues identified by the Employee Safety and Health Steering Committee or the Safety and Health Coordinator, or his or her designee;
- D. The Department Safety and Health Coordinator, or his or her designee, shall prioritize identified deficiencies by the risk posed by such deficiency;
- E. The Department Safety and Health Coordinator, or his or her designee, shall complete a full report on all hazards discovered, including priority, assignment, a recommendation for correction, and a recommended action date. This report shall be submitted to the Unit Safety and Health Committees with offices in the building, the affected Supervisors, the affected Unit Managers, and the Employee Safety and Health Steering Committee.

II. Employee Observation

- A. Upon request by the Employee Safety and Health Steering Committee or a Unit Safety and Health Committee(s), the Department Safety and Health Coordinator shall accompany personnel on their normal activities in order to identify safety and health issues;
- B. The Department Safety and Health Coordinator shall discuss any observations of unsafe behavior or violation of policy/procedures/work rules with the employee and Supervisor;
- C. The Department Safety and Health Coordinator shall make a report of any findings or concerns to the party requesting the observation.

III. Quarterly Inspections

- A. Each Unit Safety and Health Committee shall conduct inspections of the portions of the building under the Committee's jurisdiction, including the areas of the building where employees and/or visitors can be expected to frequent, on at least a quarterly basis.



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B. The inspection shall consist of two parts:

1. **New Items:** the inspectors shall check for new hazards via the use of the inspection form provided by the Employee Safety and Health Steering Committee. Any item marked out of compliance shall be described in the provided space, and the affected Supervisor assigned a 30-day abatement period to address and correct;
2. **Previously Noted Deficiencies:** the inspectors shall visually inspect and report on any changes, corrective actions, or other actions occurring with deficiencies that have been identified previously. The affected Supervisor shall provide an update on each item not corrected during the period.

C. Documentation

These quarterly inspections shall be documented on a form provided by the Employee Safety and Health Steering Committee, and copies submitted to the affected supervisor, Unit Manager, Department Safety and Health Coordinator, and the Employee Safety and Health Steering Committee no later than the first workday of the following month.



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