

25 NCAC 01N .0104 PROGRAM ADMINISTRATION

(a) The Office of State Human Resources shall monitor agency (as defined in 25 NCAC 01A .0103) compliance with the State Employee Workplace Requirements Program for Safety and Health by providing consultative and technical services that include:

- (1) technical assistance in the design and development of written safety and health programs and operative safety committees as well as assessment of specialized workplace hazards;
- (2) periodic inspection of state operations to ensure the identification and control of hazardous workplace environments and unsafe work practices that could endanger state employees;
- (3) maintenance of a State Employee Safety and Health Handbook describing the responsibilities of employees and outlining the basic rules for working safely in state government;
- (4) investigation of work-related fatalities and major lost workday injuries and illnesses to ensure that agencies have program elements in place to control specific hazards;
- (5) coordination of training programs for designated agency safety and health directors and officers.
- (6) a systematic evaluation of state agencies to ensure compliance with written program and safety committee requirements.

To assist the Office of State Human Resources, a State Steering Committee, composed of program staff from state agencies, shall be appointed to recommend program changes, goals, and solutions to problems. Any additions or changes to the administrative or workplace requirements procedures will occur only after consultation with the State Steering Committee.

(b) Annually, the Office of State Human Resources shall prepare a report for the Governor, the State Human Resources Commission, and all state agencies, which will assess compliance with program requirements, committee effectiveness, recommended changes to enhance program, and a statistical analysis of work-related injuries and illnesses and compensation cost.

(c) The State Human Resources Commission shall comply with the provisions set forth in G.S. 143-583.

*History Note: Authority G.S. 95-148; 126-4(5),(10); 143-580 through 143-584;
Executive Order No. 6 (1985);
Eff. December 1, 1985;
Amended Eff. April 1, 2006; February 1, 1993; September 1, 1989;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 4,
2016.*