## Archer Western Earns Carolina Building Star Designation

By Natalie Bouchard, Public Information Officer

he N.C. Department of Labor recertified Archer Western Contractors as a participant in the Carolina Building Star Program on Wednesday, Sept. 16. Labor Commissioner Cherie Berry attended the recertification ceremony held at the jobsite complex in Jonesville to present the award and congratulate company officials on the achievement.

"We need everyone working around us to help us return home safely at the end of the day," Labor Commissioner Cherie Berry said. "That's the most important thing you can do. We need everyone working around us to value their coworkers' lives like they value their own families. That's why companies like Archer Western have such successful safety and health programs."

The Carolina Building Star Program is designed to recognize construction worksites and companies, including general contractors and subcontractors, that have Carolina Star quality safety and health programs but require



Labor Commissioner Cherie Berry poses with company officials as they accept their flag and acrylic star at their Carolina Building Star recertification ceremony in Jonesville on Wednesday, Sept. 16.



Labor Commissioner Cherie Berry gives congratulatory remarks at the Archer Western Contractor's jobsite in Jonesville on Wednesday, Sept. 16. The company earned a Carolina Building Star designation this year for their commitment to safety and health in the workplace.

demonstration of approaches and procedures that differ from current Carolina Star requirements. Companies that qualify for the award have exemplary safety and health programs in the workplace. There are currently 151 companies in the Carolina Star Program across the state.

The Jonesville project includes a 5-mile section of Interstate 77 between Exit 82 and Highway 67. Archer Western has been contracted by the N.C. Department of Transportation to remove and replace the 5-mile stretch of pavement on I-77, which includes all four lanes of highway. The project began in March 2019 and is scheduled for completion in September 2021.

Archer Western originally received the Building Star certification in August 2005 and was promoted to a Carolina Star site on Feb. 17, 2003. The company also earned a 1 Million-Hour Award on Aug. 12, 2007, and was recertified in 2008, 2011, 2015 and 2019. This ceremony recognizes the efforts of all employees to attain the Building Star certification and their commitment to maintaining a safe and healthy working environment.

# COVID-19 Guidance

Please check the NCDOL website for guidance regarding COVID-19.

The information is updated based on CDC guidelines.





### From Labor Commissioner Cherie Berry

Back in March, we made the difficult decision to cancel the 30 safety awards banquets scheduled for the 2020 banquet season. We knew it was the right decision at the time due to COVID-19. It was also very important to me and the safety awards team to figure out a way to continue to recognize the many employers and employees throughout North Carolina who earned these awards. After all, this is an important relationship with workers and employers across the state that started with the department's first Safety Awards Program in 1946.

After much discussion and with the support of our many sponsors, the decision to hold virtual events was made. Eursula Joyner, our safety awards coordinator, worked with the various chambers of commerce, the Safety and Health Council of North Carolina and other sponsors to get the virtual events scheduled.

We held the first virtual event for the Asheville area and surrounding counties on Thursday, Sept. 10. If you would like to learn more about the virtual event scheduled for your area, please contact Eursula Joyner at 919-707-7855 or email Eursula at eursula.joyner@labor.nc.gov.

Being a part of the safety awards program over the years has been one of the highlights of my job, and I will always cherish the great memories made.

The employers and employees involved in the safety awards program understand that safety and health is a culture that must be embraced in the workplace by all employees at all levels. This mindset has undoubtedly helped North Carolina maintain the lowest injury and illness rates for private industry in state history. My hope is that future administrations will build upon this legacy.

Some of the highlights from the 2020 season are included on Page 5.





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Any use of materials for commercial purposes is hereby prohibited.

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## **Recognition Roundup**

"Recognition Roundup" identifies businesses that qualify for one of the N.C. Department of Labor's recognition programs. Congratulations to all of the recent award recipients. For a complete list of **Star** and **SHARP** sites, visit the NCDOL **website**.

Carolina Star \*Recertification

Biogen Inc., Drug Product Division, *RTP*Oldcastle Infrastructure Inc., *Concord\**The Timken Co., Asheboro Plant, *Randleman\**Cintas Corp., Location No. J77, *Castle Hayne\*\** 

Rising Star \*Recertification

Bridgestone America's Tire Operations, Wilson\*

**SHARP** \**Recertification* 

Town of Mooresville, Public Works\* Town of Pineville, Public Works\* Town of Morrisville, Public Works\* Town of Waxhaw, Police Department\*

City of Eden, Public Utilities\*

City of Reidsville, Fire Station\*

City of Cherryville, Fire Station\*

City of Lincolnton, Distribution and Collection Department\*

City of Lincolnton, Street and Solid Waste Department\*

City of Washington, Electric Utilities\*

City of Washington, Water Resources\*

Koppers Utility and Industrial Products, Leland\*

Well Spring Retirement Community Inc., Greensboro\*

Chatham Trades Inc., Siler City\*

Cape Fear Public Utility Authority, Wilmington\*

Canterbury House, Roxboro\*



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## **Businesses Participate in Safe + Sound Week**

By Dolores Quesenberry, Communications Director

The week of Aug. 10–16 was declared "Safe + Sound" week in North Carolina by Gov. Roy Cooper, in conjunction with NCDOL, the state's lead agency for workplace safety and health. The national campaign is celebrated each August and aims to promote safety and health by encouraging every business to develop a safety and health program to eliminate workplace hazards and ultimately prevent injuries, illnesses and fatalities in the workplace.

"We are pleased that Gov. Roy Cooper recognized 'Safe + Sound Week' once again in North Carolina," Labor Commissioner Cherie Berry said. "Given the current situation with the pandemic, safety and health has never been more important than it is today, and it must be constantly in the forefront of our minds, not only in the workplace but in our daily tasks. We are encouraged by the increase in the number of businesses in our state that registered this year."

North Carolina had the fifth highest participation level behind Texas, California, New York and Florida with 109 participants. Nationally, 2,927 businesses participated in this year's campaign. A list of businesses that registered for the program can be viewed by visiting the **OSHA** website.

"The ongoing COVID-19 pandemic highlights the critical importance for North Carolina employers to develop and implement effective safety and health programs for their workplaces," said Kevin Beauregard, director of the state OSH Division. "During the week we celebrated the successes of those businesses that have already implemented safety and health programs in the workplace and strongly encourage other businesses to do the same."

The OSH Division has developed many tools and resources that are available for employers and employees on the **NCDOL website**, including important guidance information associated with COVID-19 prevention measures that should be implemented.

The campaign was promoted via social media using #SafeAndSoundWeek. For more information on the campaign, visit OSHA's website.

## Mt. Olive Pickle Co. Maintains Carolina Star Designation

By Natalie Bouchard, Public Information Officer

The N.C. Department of Labor recertified Mt. Olive Pickle Co. as a participant in the Carolina Star Program on Wednesday, Aug. 19. Labor Commissioner Cherie Berry attended the recertification ceremony at the company headquarters in Mount Olive to present the award and congratulate company officials on the achievement.

"Mt. Olive Pickle has maintained the coveted Carolina Star status for close to two decades," Labor Commissioner Cherie Berry said. "This is quite an accomplishment and one that all employees of Mt. Olive Pickle can take credit for because achieving this designation requires a team effort. It is companies like Mt. Olive Pickle that have helped North Carolina maintain the lowest injury and illness rates in our state's history, and I was honored to be a part of the special celebration."

The Carolina Star Program is designed to recognize employers and employees who have implemented effective safety and health management systems and maintain injury and illness rates that meet the criteria for participation. Companies that qualify for the award have exemplary safety and health programs in the workplace. There are currently 151 companies in the Carolina Star Program across the state.

"Our company achieved Rising Star status early in Commissioner Berry's tenure at the N.C. Department of Labor and earned the NE DIE STATE OF THE STATE OF TH

Labor Commissioner Cherie Berry presents the acrylic Carolina Star to Mt. Olive Pickle Co. during a small ceremony in the company board room on Aug. 19. From left, Dr. Fletcher Arritt, vice president of technical services; President and CEO Bobby Frye; Carlene Harris, Carolina Star consultant; Rich Gerber, safety specialist and former president of the Carolina Star Conference; Chairman Bill Bryan; Labor Commissioner Cherie Berry; Phil Denlinger, vice president of ag procurement; Jeff Stuart, safety and security coordinator; Larry Beckman, vice president of manufacturing; Chris Whitley, vice president of distribution and logistics; Cameron Cottle, plant manager, and Adina Burkett, human resources director.

Carolina Star designation in 2003," said Bill Bryan, executive chairman at Mt. Olive Pickle. "Commissioner Berry visited with our employees on several occasions, and we are pleased that she could visit our facility one last time as she ends her final term in office. We appreciate the Commissioner's personal engagement and determined leadership of a collaborative approach to workplace safety through the Carolina Star Program. Mt. Olive's participation in Carolina Star certainly made us a safer company. Beyond that, many of our employees have enjoyed the relationships with their counterparts at other Carolina Star companies, and with Commissioner Berry herself. We wish her all the best as she enjoys the next phase of her life."

Mt. Olive Pickle Co. was originally certified as a Rising Star site on Sept. 25, 2001, and was promoted to a Carolina Star site on Feb. 17, 2003. They currently have over 700 employees year-round, with another 500 seasonal employees during their busy season. They pack over 220 million jars of product in their facilities annually.

## Poster Scammers Persistent, NCDOL Urges Businesses to Stay Vigilant

By Natalie Bouchard, Public Information Officer

Several companies that are not affiliated with the N.C. Department of Labor offer laminated labor law poster sets, among other poster sets, for a fee. Here's the bottom line: NCDOL offers labor law posters free of charge.

The businesses often pose as government officials or use official-sounding names, but they are non-regulatory entities that do not operate under any government agency. These companies use public information to contact new and old businesses to try and swindle them into purchasing labor law posters. New business owners should be particularly vigilant about receiving these solicitations. The N.C. Department of Labor has issued cease and desist letters to these companies, but many are still operating.

While these businesses do offer a necessary product, the issue arises with the way these companies solicit new businesses. These companies use a document that mirrors official government documents and that uses threatening language and scare tactics to bully businesses into purchasing these labor law posters.

Some poster companies threaten fines from \$7,000 to as much as \$17,000 for non-compliance and request fees for posters that cost anywhere from \$74 to \$200. The letters received from these companies often are printed to look like an invoice. Businesses should be aware that scammers may also attempt to contact them by either email, text or phone. New businesses are easily targeted with mass mailings by these companies, and they are especially vulnerable because it can be difficult to sort through legitimate or illegitimate documents.

"These marketing blitzes surface periodically and business owners, confused and upset about receiving the correspondence, will contact us," Labor Commissioner Cherie Berry said. "The threats of fines are bogus and should be ignored. The Department of Labor provides free sets of labor law posters to businesses, and there are posters available to print online for temporary use."

While labor law posters are required to be displayed at a workplace by law, NCDOL inspectors carry the most up-to-date versions of the posters in their vehicles and will distribute them free of charge. The N.C. Department of Labor will never fine a business that has older versions of the posters displayed.

NCDOL prints new versions anytime a significant law is changed or updated by Congress. Businesses are not required to order a new poster each time a change is made. Employers that wish to order new posters can visit our **website** or call 1-800-625-2267.

The labor law posters are printed in two sections and must be posted together in an area where employees frequently gather. If you have a poster with a printed date of 11/17 in the bottom right-hand corner, you have the most current set of posters.

The N.C. Department of Justice recently issued a consumer alert concerning this imposter scam. If you have been or are contacted by this company, do not feel pressured to buy a labor law poster. Report them to NCDOJ's **Consumer Protection Division online** or call 1-877-5-NO-SCAM. You can also report these businesses to the **Better Business Bureau online**.



Due to social distancing protocol and EO No. 121, recent podcasts have been recorded over the phone. Be sure to check out NCDOL's podcast, **Inside NC Labor**.

Episode 37 features Chief of Staff Art Britt as he discusses the historical Labor Building, the history of the department and Commissioner Berry's legacy.

In addition to NCDOL's website, Inside NC Labor is available on YouTube, Spotify, Apple Podcasts, Anchor and Google Podcasts.

**Inside NC Labor** is designed to inform and educate North Carolina citizens on the role that the Department of Labor plays in state government.







By Harriet Hopkins, Administrator Retaliatory Employment Discrimination Bureau



**Q:** I work as an administrative assistant in a small office of five employees. We work in one large open area without walls or cubicles. The owner refuses to provide disinfectant, face masks, reconfigure the space for appropriate social distancing, or do anything to make us safe from the risk of COVID-19. He told me if I didn't stop complaining he'll fire me. I need my job. Can he fire me for asking him to take safety measures?

A: Your employer can terminate you; however, you would have a right of action under the Retaliatory Employment Discrimination Act (REDA). It sounds as if your employer is not complying with the basic recommendations from the CDC or EO No. 147 issued by Gov. Roy Cooper on June 24, 2020. Although employment in North Carolina is "at will," which means that the employer can terminate you for any reason at all, REDA prohibits an employer from taking an adverse action against an employee because she or he, in good faith, complained, filed a complaint, or threatened to file a complaint about a safety and health violation in the workplace. It is important to note that the COVID-19 pandemic is affecting our workplaces in many complicated and far-reaching ways. Each employment situation is unique and must be reviewed based on the specific circumstances of the situation in relation to current laws and requirements under executive orders issued in North Carolina. If you are terminated, call our office at 919-707-7941 and a member of our staff will be glad to talk with you.

## **Safety Award Highlights**

#### **Gold Awards**

#### 20th Consecutive Year

Cabarrus County, Register of Deeds Lee County, Finance Office City of Concord Legal Department Liggett Group, Manufacturing

The Professionals Management Group Merck Sharp Dohme Corp.

The Resource Co. Inc., Winston-Salem Branch Office R. J. Reynolds Tobacco Co., Leaf Operations H Zack Smith DDS, MS, PA Roxboro Savings Bank SSB Evergreen Packaging Inc.

R.J. Reynolds Tobacco Co., Tobaccoville Manufacturing Division

#### 21st Consecutive Year

Blue Ridge Electric Membership Corp., Corporate Office
County of Wilson, Agriculture Extension and Soil Conservation
City of Morganton, Water Treatment Plant
Nutrien – Aurora, Technical Services Department
County of Person, Department Finance and Taxation
Liggett Group, Primary Department
Fayetteville Metro. Housing Authority,
Sect. 8 and Administrative Departments
N.C. Department of Public Safety, Central Engineering Division
R.J. Reynolds Tobacco Co., RJRT Main Office

## Kidde Aerospace and Defense **22nd Consecutive Year**

Diversified Graphics Inc. Hildreth Wood Products Inc. Capricorn Electronics Inc. Neo Corp.

Lee County, Enrichment Center Senior Services

#### 23rd Consecutive Year

City of Concord Communications Radio Shop HSM Solutions, Corporate Office Nutrien – Aurora, Health and Safety Department Nutrien – Aurora, Human Resources Department Nutrien – Aurora, Materials Department Nutrien – Aurora, Accounting Nutrien – Aurora, Administration and Public Affairs

#### 24th Consecutive Year

Onslow County Government, Board of Elections County of Wilson, Department of Social Services Duke Energy, Lincoln Combustion Turbine Plant Onslow County Government, Museum Onslow County Government, Register of Deeds Onslow County Government, Veteran Services Harrison Construction Co., Hayesville Quarry

25th Consecutive Year

Debbie's Staffing

#### 26th Consecutive Year

**GE** Aviation

City of Asheboro, Administrative

#### 27th Consecutive Year

Lee County, Library System

#### 29th Consecutive Year

Curtiss-Wright Sensors and Controls, Actuation Systems Division Del-Mark Inc.

Global Nuclear Fuels – Americas, Fuel Component Operation

#### 30th Consecutive Year

Vulcan Construction Materials LP, Mideast Division, Smith Grove Quarry Safety and Health Council of North Carolina

#### 31st Consecutive Year

Clariant Corp., Monroe Road Charlotte Facility

#### 32nd Consecutive Year

New Hanover County, Human Resources Department Town of Valdese, Administrative Department

#### 33rd Consecutive Year

Glen Raven Inc., Executive Offices

#### 34th Consecutive Year

Syngenta Crop Protection LLC, Greensboro Facility
Town of Garner, Planning Department

#### 35th Consecutive Year

New Hanover County, Finance Department

#### 38th Consecutive Year

R.J. Reynolds Tobacco Co., Research and Development

#### 41st Consecutive Year

National Gypsum Co., Corporate Offices

#### **43rd Consecutive Year**

ATI Specialty Materials, Monroe Operations

#### **46th Consecutive Year**

Louisiana Pacific, Roaring River

### 48th Consecutive Year

Ecno Oil Inc.

#### **Million-Hour Awards**

#### **3 Million Hour**

Novant Health, Huntersville Medical Center Day & Zimmermann, McGuire Nuclear Plant McDermott International, Duke-Asheville CCP Novant Health, Presbyterian Medical Center House of Raeford Farms Inc., Rose Hill Division GKN Epowertrain Newton

Curtiss-Wright Sensors & Controls, Actuation System Division Fresenius Kabi USA, LLC Merck Sharp Dohme Corp., Wilson

#### **4 Million Hour**

Gate Precast Co.

Westrock, Claremont Food and Beverage Americas
Elkay Manufacturing

Apex Tool Group LLC, Apex Operations

Freedom Industries Inc.

Merck Sharp Dohme Corp., Wilson

**5 Million Hour** 

Hickory Chair LLC

#### 7 Million Hour

Patheon Manufacturing Services LLC

#### **8 Million Hour**

Electrolux Major Appliances

#### 11 Million Hour

Keihin Carolina System Technology Inc.

#### **18 Million Hour**

Syngenta Crop Protection LLC

## Congratulations to all our Safety Awards and Million-Hour Award Recipients!

Under program rules, companies must have been free of fatal accidents at the site for which the award is given to be eligible. The **gold award** criteria are based on a DART rate that is at least 50% below the statewide rate for its industry. The rate includes cases of days away from work, restricted activity or job transfer. The **silver award** is based only on cases with days away from work. They are recorded when the worker misses at least one full day of work, not including the day of the injury. The applicant must attain an incidence rate for cases with days away from work that is at least 50% below the rate for its industry.





By Judyth Forte, State Plan Coordinator

**Fatal Event:** On Aug. 30, 2018, a 26-year-old man died while operating a John Deere Gator Utility vehicle and pulling a large gas-powered debris blower. His

brakes failed when he was traveling down a steep hill and he collided with a tree.

**Investigative Findings:** A property owners association created a maintenance department, by hiring staff and purchasing equipment, to take care of 14 miles of paved residential roads and common areas. There were several full-time maintenance staff who were supplemented by seasonal staff from April to October. The maintenance manager was in charge of the department and was responsible for keeping the equipment fully operable and in good repair.

The Gator was designed with four-wheel disc brakes that were activated by a hydraulic system. The parking brake activated the rear brakes only. At the accident site, two pieces of heat-discolored strips of metal were found and it was determined that they were remnants of the right-rear brake rotor. The left-rear brake rotor remained connected to the hub with about 2 inches of very thin metal. The cause for the worn condition was determined to be from long term metal-on-metal contact. The brake pad friction material, which was designed to contact the steel rotor, appeared to be very worn. Both front brake rotors exhibited signs of metal-on-metal contact. The poor braking ability, the weight of the large gas blower and the steep descent all contributed to the accident.

The maintenance manager was responsible for maintaining and servicing the equipment and the vehicles. When written service records for the Gator were reviewed, they were disorganized and minimal. There was no record that any of the manufacturer's recommended maintenance schedules had been completed fully and there were no records indicating that the brake system had been serviced at all.

One of the seasonal staff indicated that the parking brake had not been working on the Gator since he started working two months prior. He said that he had been verbally instructed by the maintenance manager to park sideways when on a slope, because the parking brake did not work. The maintenance manager did not take the vehicle out of service for repair when the parking brake had been identified as inoperable. He was not ensuring that the equipment was safe and fully functional or completing regular preventative maintenance. He knowingly allowed employees to

use equipment that was in disrepair. The malfunctioning brakes should have been identified and corrected before their failure cost a life.

**Discussion:** Preventive maintenance is the systematic care and protection of tools, equipment, machines and vehicles in order to keep them in safe, useable condition and to maintain optimal performance.

There were no records available to indicate that the Gator had received routine maintenance at the property owner's association or by an external entity. Proper maintenance schedules and recommendations provided by the manufacturer were not followed and clear records of work completed were not maintained. There should have been a continuous monitoring system in place to record the status of each piece of equipment and a mechanism in place to take equipment out of service until it had been repaired or serviced.

There was no indication that the maintenance manager had any formal training in maintaining the equipment that he was responsible for. He rose to the position of maintenance manager at the housing association due to other staff leaving the department. There was no verification process in place to assure that he had the necessary skills or qualifications to carry out the expected duties. An alternative to hiring a qualified person would have been to have the equipment serviced and maintained by an authorized dealer or mechanic.

The maintenance manager was not accountable to anyone in a management position that would have been responsible for regularly checking the status of the equipment owned by the association to assure that equipment was maintained and in good working order.

**Recommendations:** Have a preventative maintenance schedule in place for each piece of equipment and follow the manufacturer's recommended guidelines. It is critical to ensure that the vehicles and equipment receive the required service and maintenance to prevent dangerous mechanical failure

Employees should be trained on:

- The use of each piece of equipment.
- . How to conduct a visual safety inspection of equipment before and after use.
- How to recognize the signs of wear and damage.
- How to report an issue with the equipment.
- Now to take equipment out of service.
- Now to recognize the hazards associated with the tools or equipment they are operating and the work they are performing.
- The methods to avoid injury to themselves or others resulting from the identified hazardous conditions.
- Now to clean and lubricate equipment.
- The need for, and use of, personal protective equipment. This information should be provided by the employer.

## WORKPLACE WORRIES



By Kisha Holmes, Bureau Chief, Wage and Hour Bureau

**Q:** I work for a company with less than 500 employees. I was quarantined because I was exposed to someone diagnosed with COVID-19. My employer does not offer sick leave. I asked my employer about the paid COVID-19 sick leave and was told that I do not qualify. How do I file a complaint for my employer failing to pay me for the time I was out?

**A:** The NCDOL Wage and Hour Bureau does not enforce the Families First Coronavirus Response Act (FFCRA). This act falls under the enforcement jurisdiction of the U.S. Department of Labor. Please contact the USDOL, Wage and Hour Division at 1-866-487-9243 or visit the U.S. Department of Labor **website** for further guidance on filing a complaint.







## **Bulletin Board**



## Mine and Quarry Training

Check the website for updates.

MSHA New Miner Training

Oct. 19-21, Spruce Pine

**MSHA Annual Refresher Training** 

Oct. 1, *Spruce Pine* Oct. 22, *Spruce Pine* 

To register for any of these classes, call the Mine and Quarry Bureau at 919-707-7932.

## 2020 North Carolina Mine Safety and Health Conference \* CANCELLED \*

### **Pre-Recorded Webinars**

Visit the **OSH Training Schedule Calendar** to view upcoming internet training and other safety courses.

## COVID-19 Related Pre-Recorded Webinars

- N95 Filtering Facepiece Respirator COVID-19
- Personal Protective Equipment in Construction Industry COVID-19
- Personal Protective Equipment in General Industry COVID-19
- Respiratory Protection COVID-19

### **OSH Webinar Courses**

Visit the **OSH Training Schedule Calendar** to view upcoming internet training and other safety courses. Among the courses being offered include:

- Basic COVID-19 Employee Training Retail Industry
- Bloodborne Pathogens
- Concrete and Masonry
- Hazard Communications
- Health Hazards SEP
- Inspection Process
- Introduction to OSH
- Lockout/Tagout
- Machine Guarding
- Toxic-Hazardous Substances
- Hazard Communication

## 10-Hour General Industry Awareness Course

Nov. 4, Virtual

Click here for more information.

This course is designed to help employers understand OSH regulatory requirements and also ensure employers and employees understand the requirements necessary in providing an acceptable safety and health program for the workplace. This course will provide a basic overview of the General Industry Safety and Health Standards, 29 CFR 1910.

## 10-Hour Construction Industry Awareness Course

Nov. 17, Virtual

Click here for more information.

This course is designed to help employers understand OSH regulatory requirements and also ensure employers and employees understand the requirements necessary in providing an acceptable safety and health program for the workplace. This course will provide a basic overview of the Construction Industry Safety and Health Standards, 29 CFR 1926.

## **Wage and Hour Presentations**

Investigators from the Wage and Hour Bureau offer presentations to employers, employees, high schools and career development organizations. The presentation covers the provisions of the Wage and Hour Act, minimum wage, overtime, record keeping, wage payment and youth employment. The presentation is designed to enhance North Carolina citizens' knowledge on labor laws and to inform employers and employees of their rights and responsibilities in wage and hour matters. Investigators conduct the presentations onsite at schools or local businesses if there is a minimum of ten attendees.

To schedule a presentation, please email whbinfo@labor.nc.gov with the following information: requesting individual or business, location, desired topics, and preferred dates for presentation.











