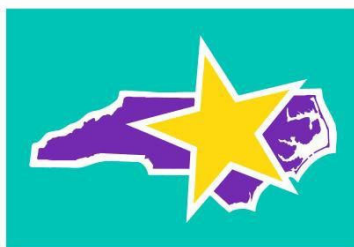




Star Program Application



BUILDING STAR



Rising Star



Dear North Carolina Employer:

We are delighted that you are considering applying for the North Carolina Department of Labor Occupational Safety and Health (NCDOL OSH) Division's Star Program. The Star Program includes four program designations which are the following: Carolina Star, Rising Star, Building Star, and Public Sector Star. Carolina Star and Rising Star are designed for general industry in the private sector. Rising Star is designed to provide a stepping-stone for achieving Carolina Star performance. Building Star provides an opportunity for the construction industry to promote and assist in creating more construction workplaces that are focused on preventing injuries. Public Sector Star is designed to recognize state agencies and local governments for their leadership in occupational safety and health. Overall, the Star Program is designed for worksites, of all industry types, that maintain comprehensive safety and health management systems. The proactive approach to developing and implementing effective safety and health management systems makes Star Program participants leaders in employee protection.

Your participation in the Star Program will help the state of North Carolina obtain the designation as one of the safest workplaces in the United States. Compliance with NCDOL OSH standards alone cannot completely accomplish the goals of the Occupational Safety and Health Act. Participation in the Star Program is intended as a supplement to encourage voluntary improvements and expansion of employee protection systems.

Star Program participants will meet, if not exceed, all relevant NCDOL OSH standards and have ongoing improvement of their safety and health programs. NCDOL OSH will verify qualifications, exempt participants from programmed inspections for the duration of their participation, provide necessary technical support, and evaluate safety and health programs.

Star Program certification will demonstrate to your employees, colleagues, and community that your company has successfully implemented a quality safety and health management system and that you are a leader in occupational safety and health.

Please review the application information in this document. Details and information of the Star Program can be found in the [North Carolina Department of Labor Star Program Policies and Procedures Manual](#). If you have any questions, please contact the Recognition Program Manager or a Star Program Consultant.

Sincerely,

LaMont Smith
Recognition Program Manager

Star Program Application

If you are interested in the Star Program, it is required that you contact the Recognition Program prior to submission of your application by emailing dol.carolinastar@labor.nc.gov. The Recognition Program will assign a Star Program Consultant to assist you on your journey to Star certification. The Star Program Consultant can refer you to Star Program participants in your area so you can contact them about their experience and for mentoring assistance. The current Star Program participants can be viewed [here](#).

Prior to submitting your application, you must ensure your company meets all requirements set out in the [Star Program Policies and Procedures Manual](#) based on the star designation your company is applying for. Requirements are detailed in the manual and include safety and health management systems; programs; rates; and engagement.

The Star Program Application process is designed to be rigorous to ensure the quality and integrity of the process. Focus and attention toward the establishment and implementation of an effective safety and health management systems should provide for success in meeting the expectations and requirements for participating in the Star Program.

The application is expected to reflect the information derived from the worksite's current safety and health documents, including but not limited to; goals, injury and illness data, investigative reports, hazard analysis, committee meetings, inspections, audits, programs, policies and procedures, etc. We encourage applicants to ensure that the development of the Star Program Application is a collaborative effort between both employees and management personnel.

The completed application should be sent to the Recognition Program Manager at the following address (dependent on delivery method).

US MAIL	FEDEX/UPS
LaMont D. Smith Recognition Program Manager NC Department of Labor OSH Division Bureau of Education, Training and Technical Assistance 1101 Mail Service Center Raleigh, NC 27699-1101	LaMont D. Smith Recognition Program Manager NC Department of Labor OSH Division Bureau of Education, Training and Technical Assistance 111 Hillsborough Street Raleigh, NC 27699-1101

All questions regarding the Star Program can be sent to dol.carolinastar@labor.nc.gov or contact your assigned Star Program Consultant.

Instructions: Provide responses in the order shown here (letter-number sequencing). If an item is not applicable to your worksite, include the letter-number and indicate “Not Applicable” for that item.

I. General Information

A. Applicant

i. Site/Employer

1. Name
2. Physical address
3. Mailing address
4. Phone number

ii. Site Manager / Top Management Official

1. Name
2. Title
3. Phone number
4. Email address

iii. Site contact for Star Program correspondence

1. Name
2. Title
3. Phone number
4. Email address

B. Corporate (if different from Applicant)

i. Name

ii. Address

iii. Corporate Star Program contact

1. Name
2. Title
3. Phone number
4. Email address

C. Union Information

i. Full name of Union and Local #

ii. Collective bargaining representative

1. Name
2. Title
3. Address
4. Phone number
5. Email address

D. Provide organizational chart for worksite.

E. Employees at worksite

- i. Total number of employees
- ii. Number of contractor employees and identify the contractors with 500 or more hours during any quarter and their duties
- iii. Number of temporary employees and identify the temporary employee provider(s) and their duties

F. Work process and worksite

- i. Provide a comprehensive description of the work performed and the products / services produced.

- ii. Provide a description of the types of hazards typically associated with your industry and your site.
 - iii. Description of the worksite: Location, acreage, buildings, size (square feet) of each building, etc.
 - iv. Provide a legible worksite map or general plant layout.
 - v. Provide your worksite's 6-digit [North American Industry Classification System \(NAICS\)](#) code.
 - G. Process Safety Management
 - i. Is your worksite covered by 29 CFR 1910.119 Process Safety Management (PSM)? If covered by PSM, please provide the information requested in section VIII below.
 - ii. PSM Program Coordinator/Manager
 - 1. Name
 - 2. Phone number
 - 3. Email address
 - H. Injury and Illness Data
 - i. Provide the OSHA 300 and 300A forms for each of the last three complete calendar years
 - ii. Complete and provide the NCDOL OSH Star Program Injury and Illness Rate Calculation Worksheet located on the [Star Program website](#).
- II. Management Commitment and Leadership
 - A. Commitment
 - i. Provide a copy of your worksite's established safety and health program.
 - ii. Describe ways site management is directly involved in the safety and health process.
 - iii. Describe how management supports the safety and health management system through policies, procedures and written safety and health programs.
 - B. Goals and Planning
 - i. Describe your current year safety and health goals, objectives, and planning process.
 - ii. Describe how your safety and health goals are developed and communicated to employees.
 - C. Organization
 - i. Describe how the safety and health function fits into the overall management organization.
 - ii. Describe or list personnel and other resources devoted to the safety and health program.
 - D. Responsibility
 - i. Describe how management assigns safety and health responsibility to both management personnel and supervisors.
 - E. Accountability
 - i. Describe the accountability system used for all levels of management and supervision. Appropriate examples may include job performance evaluations.
 - ii. Explain how the system is documented.
 - F. Incentive Program
 - i. If applicable, describe any incentive program in place at the worksite. Provide details on how rewards are earned by employees and how this information is communicated to the employees.

G. Planning and Evaluation

- i. Describe methods used to evaluate injury and illness data (recordable, first aid, near misses). Include any relevant charts/graphs that may assist with explaining this data.

H. Contract employees

- i. Describe criteria used to select contractors, including how contractors' past performances in safety and health is considered in the bidding process.
- ii. Describe system in place to ensure that site-specific training/orientation and/or program-specific training has been provided to contractor employees. Explain who is responsible for providing the training - either the host employer or contractor's management.
- iii. Describe oversight, coordination, and enforcement methods used to ensure that the contractor safety and health program is adequate and is implemented properly. Specify worksite entry and exit procedures for contractors.
- iv. Describe the means used to ensure prompt correction and/or control of hazards, however detected, under a contractor's control.
- v. Describe the methods used to ensure that all injuries and illnesses occurring during work performed under a contract are recorded, submitted, and investigated.
- vi. List the name and trade of all resident contractors and the approximate number of contract employees on the worksite at the time of the application or during the most recent calendar year, whichever most accurately reflects the usual situation at the worksite.

I. Employee rights:

- i. Describe the method(s) used to ensure that all employees, including new hires as they arrive, will be notified about participation in the Star Program, their rights to register a complaint with NCDOL OSH, their rights to obtain self-inspection and accident investigation results upon request. (Various methods may include: Bulletin boards, toolbox or work group meetings, and/or new employee orientation.)

III. Employee Involvement and Participation

- A. Describe the ways employees are involved in the safety and health program, providing specific information about decision processes that employees impact such as hazard assessment, hazard analysis, safety and health training or evaluation of the safety and health program.

B. Safety and Health Committee

- i. Date of committee inception
- ii. Method of selecting employee members
- iii. Describe the hazard recognition training or other specific training for the committee members.
- iv. Name, job title and length of service of each member
- v. Meeting requirements
 1. Frequency
 2. Quorum Rules
 3. Minutes (you may attach samples)
- vi. Role
 1. Frequency and scope of committee inspections
 2. Procedures for inspecting entire worksite
 3. Role in accident investigation
 4. Role in employee hazard notification

- 5. Other roles and responsibilities
- vii. Describe information and resources accessible to the committee.

IV. Hazard Identification and Evaluation

- A. Pre-use analysis
 - i. Describe how new equipment, materials, operations, facilities, chemicals and processes are evaluated for potential hazards prior to use by employees.
- B. Comprehensive surveys
 - i. Describe how potential safety and health hazards are identified and evaluated at the worksite. Include information about industrial hygiene sampling (including surveys), summary of laboratory testing and analysis procedures used and whether the laboratory is certified; comprehensive safety reviews and/or project safety reviews at the time of design.
- C. Self-inspections
 - i. Describe safety and health inspection procedures; schedules; who performs the inspections; and how deficiencies are tracked to completion.
- D. Job hazard analysis
 - i. Describe how job activities and processes are reviewed to determine safe work procedures and controls.
 - ii. Include procedures or guidance techniques used in conducting job hazard analysis.
 - iii. Explain how results are used in planning and implementation of hazard controls.
 - iv. Building Star Applicants include related phase-planning (e.g., pre-construction planning, meetings with subcontractors, pre-task planning, etc.), and describe how results are used in training employees to do their jobs safely.
- E. Employee notification of hazards
 - i. Describe how employees notify management when they see conditions and/or practices that may be hazardous to safety or health.
 - ii. Describe the mechanism used for responding to employees.
 - iii. Describe how hazards are tracked to correction.
- F. Accident investigations
 - i. Describe procedures for conducting accident investigations including root cause analysis.
 - ii. Indicate whether or not your worksite investigates first aid and near miss incidents.
 - iii. Describe the training and/or guidance that are given to employees involved in investigations.
- G. Medical program
 - i. Describe the medical/first aid program; include onsite and offsite medical services or health care availability.
 - ii. Include a list of employees trained in first aid, CPR, AED, paramedical training, and/or bloodborne pathogens, and specify the training they have received.

V. Hazard Prevention and Control

- A. Professional expertise
 - i. Describe or list certified professionals or companies accessible to employees and what services they provide.
- B. Safety and health rules
 - i. Describe worksite rules and disciplinary process.
- C. Personal protective equipment

- i. Describe the rules regarding personal protective equipment requirements.
- D. Emergency preparedness and response
 - i. Describe the emergency planning, preparedness and response program. Include information on the type(s) and frequency of emergency or evacuation drills.
- E. Preventive maintenance
 - i. Describe preventive maintenance procedures for equipment.

VI. Safety and Health Training

A. Employee Training

- i. Describe formal and informal safety and health training programs for employees such as hazard communication, personal protective equipment, hazard recognition, etc. Indicate any advanced training provided to employees such as OSHA 10- or 30-hour training.

B. Manager/Supervisor Training

- i. Describe managers' and supervisors' training schedules and information on any advanced training provided such as OSHA 10- or 30-hour training, hazard recognition, accident investigation, and handling of emergency situations.

C. Training Plan

- i. Describe the safety training matrix or other system used to ensure that all employees at the worksite have received site and job specific training. Explain the methods used for tracking training.

VII. Safety and Health Program Self-Evaluation

- A. Provide a copy of the worksite's most recent comprehensive review and evaluation of the entire safety and health management system. This may include corporate or other third-party audits/gap analyses. Assessments of the effectiveness of the areas listed in this application should be included (i.e., safety and health program reviews/updates, completion of past year's goals/objectives, thorough analysis of worksite hazards and abatement of hazards found, employee involvement and participation in various aspects of S&H management systems, etc.). If a comprehensive evaluation of the safety and health management system has not been conducted in the past two years, you must conduct an evaluation and submit it with this application.
- B. Describe any involvement within the community to assist other companies in providing knowledge and resources pertaining to safety and health.
- C. Include any other information you may consider pertinent to the application.

VIII. Process Safety Management Worksites (This section only applies to applicants covered by the requirements of 29 CFR 1910.119.)

- A. Detailed description of the covered process(es).
- B. Specify the building(s) in which the covered process(es) are located.
- C. Description of PSM-covered chemical(s) i.e., name, threshold quantity, process, and amount in process.
- D. Detailed description of formal PSM training provided to the PSM coordinator/manager and any other personnel directly responsible for managing the PSM program.
- E. Block or flow diagram of PSM-covered process(es).
- F. Piping and Instrumentation Diagram (P&ID) of process(es).
- G. Copy of the written PSM Program.
- H. Copy of latest compliance audit with action plan.

IX. Statement of commitment

A. Assurances statement

- i. The following statement regarding management's commitment to safety and health is required. The statement should be re-typed and printed on company letterhead then signed and dated by the highest ranking official at the worksite.

B. Union statement

- i. If your worksite is unionized, the authorized collective bargaining agent(s) must sign a statement to the effect that they either support the Star Program application or that they have no objection to the worksite's participation in the Star Program. The statement must be on file before NCDOL OSH comes on worksite.

C. Public Sector applicants

- i. State agencies and local governments must notify their managing officials of their intent to apply to the Public Sector Star Program. A letter from management (i.e. Town Manager, Mayor, County Commissioner, State Department Commissioner, etc.), supporting the organizations participation in the program, must be submitted with the application.

D. On-site Contractors and Temporary Agency Applicants

- i. On-site contractors and temporary agencies may apply if they have worked at a Star Program company for at least 12 months. A letter from the host employer must be included with the application.

Application Statement of Commitment - *This statement should be re-typed and printed on company letterhead then signed and dated by the highest ranking official at the worksite.*

"We are committed to doing our best to provide outstanding safety and health protection to our employees through management systems and employee involvement. We are also committed to the achievement and maintenance of the Star Program requirements and to the goals and objectives of this ongoing process.

We agree to provide the information listed below for the NCDOL OSH review onsite. We agree to retain these records until NCDOL OSH communicates its decision regarding initial Star Program participation. We will likewise retain comparable records for the period of Star Program participation.

- Written safety and health program
- Management statement of commitment to safety and health
- The OSHA 300/300A logs for the worksite and for all applicable contractor and/or temporary employees on the worksite, with appropriate supporting documentation
- Safety and health manual(s)
- Safety rules, emergency procedures, and examples of safe work procedures System enforcing safety rules
- Reports from employees of safety and health problems and documentation of the response
- Self-inspection procedures, reports, and correction tracking
- Accident/incident investigation reports
- Safety and health committee minutes
- Employee orientation and safety and health training programs and attendance records

- Industrial hygiene air/noise sampling, laboratory analysis and monitoring records
- Annual safety and health program evaluations and worksite and/or corporate audits, including the documented follow-up activities, for at least the last three years
- Preventive maintenance program
- Line supervision accountability documentation
- Contractor safety and health program(s)
- Other records that provide relevant documentation of qualifications

In agreeing to make this information available to NCDOL OSH, we understand that materials needed to document the safety and health program that may involve invasion of privacy or a trade secret will not be included in the application. Instead, such materials will be described in the application and provided for viewing only at the worksite during an application assistance visit and/or during the pre-approval onsite review.

We also agree to correct all hazards identified through self-inspection, employee reports, or accident investigations in a timely manner. We will provide the results of self-inspections and accident investigations to our employees upon request. Employees with safety-related duties will be protected from discriminatory actions (including unofficial harassment) resulting from these duties. We will provide NCDOL OSH, each year by February 15, the following: (1) our OSHA 300 logs (including annual Total Recordable Case (TRC) rate and Days Away, Restricted, Transferred (DART) rate, hours worked, and estimated average employment) for the past calendar year; and (2) the worksite's Star Annual Report (including three-year TRC and DART rate comparisons).

It is important that we continue to be a leader within our community and to assist other companies at our discretion with knowledge and resources pertaining to both safety and health.

We understand that we may withdraw our participation at any time or for any reason should we so desire."

End of Star Program Application