



JOSH DOBSON
COMMISSIONER

WANDA L. LAGOE
BUREAU CHIEF
EDUCATION, TRAINING AND TECHNICAL ASSISTANCE

January 1, 2021

Dear Star Program Participant (Facility/Worksite Manager/Star Point of Contact):

In accordance with the **North Carolina Department of Labor Carolina Star Policies and Procedures Manual**, this letter is to notify you that the Star Annual Report (SAR) for Calendar Year 2020 must be received on or before **February 15, 2021**.

SARs are requested to be submitted electronically to dol.carolinastar@labor.nc.gov and copy your Star Program Consultant. If you are unable to electronically submit the SAR, please contact your Star Program Consultant to identify alternate ways the report can be received.

This report should contain narrative descriptions of the various components of your safety and health management system.

- ★ All companies who were initially approved to be in a Star Program, **on or between July 1, 2019 through June 30, 2020**, will receive the Star Annual Report Initial Form.
- ★ All companies who were initially approved to be in a Star Program, **on or prior to June 30, 2019**, will receive the Star Annual Report Subsequent Form.

Things to Remember:

- ★ For those of you who are in the **Carolina, Rising, or Building Star Programs**, remember that you need to review your three-year OSHA Total Recordable Case (TRC) rate and Days Away, Restricted or Transferred (DART) case rate for comparison with current (2019) Federal Bureau Labor Statistics (BLS) rates which are linked below. Remember that you need to make the comparison using the listed North American Industry Classification System (NAICS) code that most closely matches the one for your industry, therefore, using the highest number digit code available.
- ★ *Website with the listing of all available 2019 BLS data using table 1: <https://www.bls.gov/iif/oshsum.htm>*
For those worksites participating in the **Public Sector Star Program**, you should review your TRC and DART rates for the past three years for comparison with your baseline TRC and DART rates.

Changes for 2020 SARs:

- ★ Guidelines have been replaced with a fillable form.
 - All required sections to be completed are identified in blue.
 - All sections are requested to be completed, unless they are identified as not applicable.
- ★ Cover letter is no longer requested and has been replaced by Letter of Commitment.
- ★ You may submit your completed electronic SAR form or print and scan for submitting.
- ★ Minimum of three attachments will be included (1) SAR form (2) OSHA Log(s) (3) Rate Calculation Worksheet.

Submit your Star Annual Report via email, using the following format:

To: dol.carolinastar@labor.nc.gov; Carbon Copy (Cc): your Star Program Consultant;

Subject: Company Name / Facility Name (include facility name as shown on Carolina Star website if multiple sites are in the Star Program) – 2020 SAR

Attached (attachments will include): Electronic version of the 2020 SAR, OSHA 300 Log(s) and Rate Calculation Worksheet



The screenshot shows an email composition interface. The 'To' field contains 'dol.carolinastar@labor.nc.gov'. The 'Cc' field contains 'Star Program Consultant'. The 'Subject' field contains 'Company Name / Facility Name - 2020 SAR'. Below the fields, there are three attachments: 'Company Name _ Facility Name - 2020 SAR.docx' (243 KB), 'OSHA 300 logs.xlsx' (132 KB), and 'Rate Calculation Worksheet.xlsx' (16 KB). Each attachment has a small icon representing its file type (Word document, Excel spreadsheet, and Excel spreadsheet respectively).

If you have any questions regarding this email, completion of the Star Annual Report or need any other assistance, please contact your appropriate Star Program Consultant as indicated below:

- ★ LaMont Smith at (919) 707-7852 or email at Lamont.Smith@labor.nc.gov;
- ★ Carlene Harris at (919) 275-4388 or email at Carlene.Harris@labor.nc.gov;
- ★ Tim Hogan at (336) 830-2756 or email at Tim.Hogan@labor.nc.gov;
- ★ Michelle Evans at (336) 309-1755 or email at Michelle.Evans@labor.nc.gov;
- ★ Morgan Brown at (252) 375-9056 or email at Morgan.Brown@labor.nc.gov;
- ★ Jermaine Dennis at (336) 317-1783 or email at Jermaine.Dennis@labor.nc.gov;

Also, if you would like additional information or have questions regarding the NCDOL OSH Safety Awards Program, please contact Safety Awards Coordinator Meredith Watson at (919) 707-7855, or meredith.watson@labor.nc.gov, or visit our website at <https://www.labor.nc.gov/safety-and-health/recognition-programs/safety-awards-program>.

Sincerely,

LaMont D. Smith

LaMont D. Smith
Recognition Program Manager

Star Program Participant Guidelines for Self-Evaluation of Your Safety and Health Management System (Star Annual Report)

Each NCDOL OSH Star Program participant must have an effective safety and health management system. The NCDOL OSH Star Program management systems, at a minimum, are comprised of five elements:

- 1) Management Commitment and Leadership
- 2) Employee Involvement and Participation
- 3) Hazard Identification and Evaluation
- 4) Hazard Prevention and Control
- 5) Safety and Health Training.

An NCDOL OSH Star Program participant must have a system for conducting and providing an annual evaluation of the operation of its safety and health management system in order to judge success in meeting the worksite's goals and objectives. As a result of this evaluation, those with assigned responsibilities can determine and implement changes needed to improve employee safety and health protection.

Participation in the NCDOL OSH Star Program includes the following items regarding evaluation of your safety and health management system:

- ★ The system must provide for an annual written narrative report with recommendations for timely improvements, assignment of responsibility for those improvements, and documentation of timely follow-up action or the reason no action was taken.
- ★ The evaluation must assess the effectiveness of all Star Program requirements and any other of the site's safety and health programs.
- ★ The evaluation should be conducted by a committee, task force, unit, group, etc. at the worksite. This is a positive means of engaging the employees in the process of reporting the status of safety and health management system.

[Note: Although not preferred, the report may be conducted by competent corporate or site personnel or by competent private sector third parties who are trained and/or experienced in performing such evaluations.]

The most comprehensive evaluation that you can conduct should include reviewing your written programs, walking through your workplace, and interviewing employees. During this process you should be answering the following questions relating to each of the requirements of your safety and health program:

- ★ Is it comprehensive?
- ★ Is it operating effectively?
- ★ What improvements can be made to make it even more effective?