



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

December 20, 2024

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 2024 must be received on or before **February 15, 2025**.

SARs are requested to be submitted electronically to [dol.carolinastar@labor.nc.gov](mailto: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, 2023, through June 30, 2024**, 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, 2024**, 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 Cases (TRC) and Days Away Restricted Time (DART) rates for comparison. Use the attached link to access your current [Federal Bureau Labor Statistics \(BLS\)](#). 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.
- ★ For those worksites participating in the **Public Sector Star Program**, you should review your Total Recordable Case (TRC) and Days Away, Restricted or Transferred (DART) rates for the past three years for comparison with your baseline TRC and DART rates.

#### **Key Points for 2024 SARs:**

- ★ 2024 SAR will use the same format as the 2023 SAR with no formatting changes.
- ★ Separate attachment of BLS rates is not included, be sure to use the link above (or located in email).
- ★ Your company name / facility (if applicable) is located on the website (link on next page).
- ★ Requested signature is for the top management official identified at the worksite.
- ★ Complete all applicable information in the *Company Information Section*.
- ★ Tips and Tricks

F7 allows you to spell check  
Ctrl + V allows you to paste

Ctrl + C allows you to copy  
Ctrl + Z allows you to undo

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

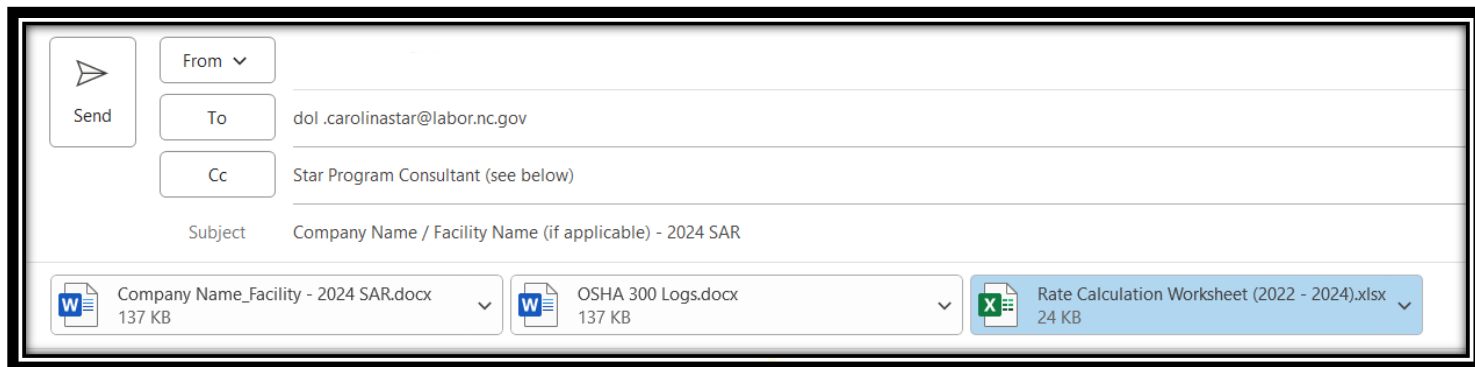
**To:** dol.carolinastar@labor.nc.gov;

**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) – 2024 SAR;

**Attached (attachments will include):** Electronic version of the 2023 SAR, applicable years of OSHA 300 Log(s) and Rate Calculation

**Worksheet** (PSM Worksheet if applicable)



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

- ★ LaMont Smith at (919) 707-7852 or email at [Lamont.Smith@labor.nc.gov](mailto:Lamont.Smith@labor.nc.gov);
- ★ Carlene Harris at (919) 275-4388 or email at [Carlene.Harris@labor.nc.gov](mailto:Carlene.Harris@labor.nc.gov);
- ★ Michelle Evans at (336) 309-1755 or email at [Michelle.Evans@labor.nc.gov](mailto:Michelle.Evans@labor.nc.gov);
- ★ Morgan Brown at (252) 375-9056 or email at [Morgan.Brown@labor.nc.gov](mailto:Morgan.Brown@labor.nc.gov);
- ★ Tyrone Taylor at (612) 432-2478 or email at [Tyrone.Taylor@labor.nc.gov](mailto:Tyrone.Taylor@labor.nc.gov);
- ★ Chris Sholar at (803) 810-5541 or email at [Chris.Sholar@labor.nc.gov](mailto:Chris.Sholar@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 Kiley Willard at (919) 707-7855, or [Kiley.Willard@labor.nc.gov](mailto:Kiley.Willard@labor.nc.gov), or visit our [website](https://www.labor.nc.gov/safety-and-health/recognition-programs/safety-awards-program) 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 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?