

## **DHHS POLICIES AND PROCEDURES**

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<b>Section V:</b>	<b>Human Resources</b>
<b>Title:</b>	<b>Safety and Benefits</b>
<b>Chapter:</b>	<b>Certified Safety Representative</b>
<b>Current Effective Date:</b>	<b>5/4/09</b>
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### **Purpose**

To establish a standardized program to develop and recognize Division/Agency Safety Representatives by providing support, training, and compliance guidance in an effort to promote a safe and healthful workplace environment.

### **Policy**

The DHHS Safety Director shall implement a Safety Representative Program that ensures a comprehensive Safety and Health Program for DHHS Divisions, trains Safety Representatives to identify potential safety hazards in the workplace and recognizes achievement in developing a safety culture.

### **Implementation**

1. The Division/Agency Director shall appoint a Safety Representative to participate in the DHHS Safety Program. Appointees should be in a position to implement the Director's safety program; therefore, the appointee should have enough experience in the Division/Agencies role/mission to effectively execute the duties required. Personality, approachability, ability to solve complex problems, and professional demeanor should be taken into consideration when making this selection. Safety Representatives will be given the authority and responsibility to perform the following duties pursuant to this appointment under the guidance of the DHHS Safety Director.
  - A. Safety Policy Management
  - B. Safety Compliance Inspections (Monthly / Quarterly)
  - C. Safety Training
  - D. Ergonomic Assessments
  - E. Identification of Hazards in the Workplace

F. Emergency Evacuation Drills

2. The Safety Representative shall be a member of the respective Department Level Safety Committee and regularly participate in scheduled meetings. Division Safety Representatives should be the chairperson for their Division/Agency Safety Subcommittee and ensure that issues brought before their committee are elevated to the Department level Safety Committee as applicable. Division Safety Committees will be conducted as required by not less than quarterly. The Division Safety Representative will be responsible for ensuring the committee meetings minutes are prepared and properly disseminated. A copy of the minutes will be forwarded to the DHHS-DHR Safety Director.
3. The DHHS Safety Director shall manage the Certified Safety Representative Program. This program shall consist of 3 phases which progressively educate and prepare the Division/Agency Safety Representative to perform all the duties outlined in this policy. Additionally, this program shall provide a means to recognize the achievements of the Safety Representative. The goal of this program is to develop the skills necessary such that the Safety Representative can effectively execute the day-to-day operations of the Division/Agency Safety Program. In doing so, the primary goal of keeping employees safe will be achieved and compliance shall be obtained.
  - A. Phase I – Safety Representative: Phase I shall be the entry point for the newly appointed Safety Representative. In order to be successful, the appointee must develop a working knowledge of the policies and procedures relevant to the Division/Agency they are to serve. The primary reference for this knowledge shall be found in the 5 basic safety policies inherent to each Division/Agency safety program. The working knowledge of the appointee shall be evaluated and certified by the DHHS Safety Director through applicable educational materials, attendance at designated training, and participation in the Department Level Safety Committee Meetings. The appointee may be required to complete an oral or written evaluation to demonstrate the required knowledge. Completion of this phase will be recognized with the award of a certificate from the DHHS-DHR Director. Completion of this phase shall be required to participate in Phase II of the program.
  - A. Phase II – Safety Trainer: This is a “Train-the-Trainer” phase. This is a non-mandatory phase; however, completion of Phase I shall be a prerequisite for participation. Safety Representatives shall be given the necessary instruction, support materials, and evaluations to become trainers. The goal of this phase is to develop a Safety Trainer capable of conducting training ranging in size from small group instruction to auditorium style briefings. Although Safety Representatives are not required to participate in this phase, completion of this phase is mandatory

to progress to Phase III – Certified Safety Representative.

Training during this phase shall be provided by the DHHS Safety Director through regularly scheduled training events and workshops. The following training modules are universal and completion of these modules shall be the minimum requirements for this phase:

1. Fire and Life Safety Training
  2. Conducting Safety Inspections
  3. Ergonomics
  4. Fire Extinguisher Training
- B. The Safety Representative will be required to plan, prepare, and execute a training session in order to receive the Safety Trainer designation. This training session may be conducted in an actual or simulated training environment as directed by the DHHS Safety Director. Completion of this phase shall be recognized with the award of a certificate from the DHHS-DHR Director.
- C. Phase III – Certified Safety Representative: This phase shall be the culmination phase in recognizing the skills and abilities of the Safety Representative. Phase III shall be achieved through management and compliance of the Division/Agency safety program for a period of one (calendar) year. The Safety Representative must have completed Phases I and II in order to be eligible to participate in this phase. Compliance shall be reviewed on an annual basis using the following guidelines.
5. Submission of required inspection reports. Late submissions shall be limited to no more than 3 late submissions in an annual period (calendar year). Failure to submit a required inspection report will disqualify the safety representative for that calendar year.
  6. Required Training. Safety Representatives will ensure that their Division/Agency receives all required training for the calendar year. Training shall be in accordance with guidance given from the DHHS Safety Director through interpretation of regulatory guidance, applicable NC general statute and DHHS policy.
  7. Attendance at Department level Safety Committee Meetings. A safety representative shall be required to attend regularly scheduled Department level Safety Committee Meetings. Failure to attend 3 regularly scheduled meetings (with or without representation) or 2

meetings without sending appropriate representation shall disqualify the safety representative from completing this phase for the current calendar year. The only exception to this rule is in the case where Regional Safety Representative's attend the Department level Safety Committee for outlying agencies (Controller's Office). It shall be the responsibility of the Regional Safety Representative to disseminate appropriate guidance and provide continuing oversight for those outlying agencies within their span of control.

- D. Completion of this phase shall be recognized with the award of a certificate from the DHHS Secretary.

*For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Office Coordinator](#).*