

**North Carolina Department of Labor
STAR Application**



Dear North Carolina Employer:

We are delighted that you are considering applying for one of our four North Carolina Department of Labor Occupational Safety and Health Division's (OSHNC) STAR Programs. These programs include: Carolina Star, Rising Star, Building Star and Public Sector Star. The Carolina Star and Rising Star Programs are designed for general industry in the private sector; the Rising Star Program is a program designed to provide a stepping-stone for achieving Carolina Star performance. Both of these programs are designed for worksites with comprehensive and successful safety and health programs, making them leaders in employee protection. To qualify for the Carolina Star Program, the total recordable case (TRC) rates and cases with days away from work, job transfer, or restriction (DART) rates must be at or below 50 percent of the current Federal BLS average for their type of business. If your worksite's total recordable case (TRC) rates and cases with days away from work, job transfer, or restriction (DART) rates are below the current Federal BLS rates, but greater than 50 percent of the Federal BLS average for your type of business, you may qualify for the Rising Star Program.

In addition, we offer two STAR Programs designed to meet the needs of the construction industry and the public sector. The Building Star Program provides an opportunity for the construction industry to promote and assist in creating more construction workplaces that are free of accidents and illnesses. This program requires participants to have total recordable case (TRC) rates and cases with days away from work, job transfer, or restriction (DART) rates at or below 50 percent of the Federal BLS average for their type of business. The Public Sector Star Program is designed to recognize state agencies and local governments for their leadership in occupational safety and health. Requirements for participation are similar to those required for participation in the Carolina Star Program with the exception of injury and illness rate requirements. A baseline will be established for all public sector applicants based upon their most recent complete three years of data. The baseline will be used for future comparisons and further evaluation.

Your participation in the STAR Programs will help the state of North Carolina obtain the designation as one of the safest workplaces in the United States. Compliance with OSHNC standards alone cannot completely accomplish the goals of the Occupational Safety and Health Act. The STAR Programs are intended as a supplement: a means of encouraging voluntary improvements and expansion of employee protection systems.

STAR Program participants will meet all relevant OSHNC standards and have ongoing safety and health programs. OSHNC will verify qualifications, exempt participants from programmed inspection lists for the duration of their participation, provide necessary technical support, and evaluate safety and health programs.

By qualifying for one of the STAR Programs, you will demonstrate to your employees and your community that you have successfully implemented a high quality safety and health program and that you are a leader in the safety and health field.

Please review the application information in this document. If you have questions, the Recognition Program Manager or a STAR Program Consultant can help you.

Sincerely,

Cherie K. Berry
Commissioner of Labor

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I. An Overview

What are the NC STAR Programs?

The NC STAR Programs are designed to recognize and promote effective safety and health management programs. In the STAR Program, management, labor, and OSHNC establish a cooperative relationship at a workplace that has implemented a strong safety and health management program (see Requirements for the NC STAR Programs, page 4-5).

- ★ Management agrees to operate an effective program that meets an established set of criteria.
- ★ Employees agree to participate in the program and work with management to ensure a safe and healthful workplace. This is done by employees actively involved in anticipating, recognizing, evaluation, and controlling the potential safety and health hazards at the worksite.
- ★ OSHNC verifies that the program meets STAR Program criteria, publicly recognizes the worksite's exemplary program, and removes the worksite from programmed OSHNC compliance inspections.

Note: OSHNC will continue to investigate valid, formal employee safety and health complaints, significant chemical spills and leaks, and all fatalities and catastrophes.

- ★ OSHNC also periodically reassesses the worksites to confirm that the worksite continues to meet STAR Program criteria.

The STAR Program concept recognizes that OSHA enforcement alone can never fully achieve the objectives of the Occupational Safety and Health Act. Good safety and health management programs that go beyond OSHNC standards can protect employees more effectively than simple compliance. STAR Program participants are a select group of facilities that have designed and implemented outstanding safety and health programs.

What are the benefits?

The following benefits have been cited by STAR Program participants:

- ★ STAR participants sites generally experience from 60 to 80 percent fewer lost workday injuries than would be expected for an average worksite of the same size in the same industry.
- ★ Improved employee motivation to work safely, leading to better quality and productivity.
- ★ Reduced workers' compensation costs.

- ★ Recognition in the community.
- ★ Improvement of programs that are already good, through the internal and external review that is part of the STAR Program application process.

Won't this just make me do a lot of paperwork without making my program better?

The STAR Program application process is designed to be rigorous, to ensure that only the best programs qualify. But STAR Program evaluation teams don't look for a single correct way to meet STAR Program requirements. They want to see a system that works for you. Some successful programs involve considerable written documentation, while others do not.

There is some paperwork required in the application process, but applicants may use as much existing materials as possible. The Recognition Program Manager or a STAR Program Consultant can help you with questions about what might be required.

Will my safety and health program qualify?

An Injury and Illness Rate Calculation Worksheet along with the Self-Assessment Checklist are included in Appendices I and II, respectively, of this document. Use the worksheets to evaluate whether or not your worksite's meets the STAR Program criteria.

How do I join?

You must submit a written application to OSHNC. Requirements for the application are included in this section, on pages 12-15. After your written application has been reviewed by OSHNC, a pre-site or an onsite review will be scheduled.

Where can I get more information?

The Recognition Program Manager or a STAR Program Consultant can help you with any questions you have about self-assessment, the application, or other STAR Program matters.

The Recognition Program Manager can also refer you to other STAR Program participants in your area so you can contact them about their experience. This information is also available on the STAR Program website: <http://www.nclabor.com/osha/star/star.htm>.

II. Requirements for the NC STAR Programs

1. *Management Commitment and Leadership*

Clearly established policies and procedures.
Goal-oriented objectives and accountability.
Resources (safety and health).

2. *Accountability*

Documented systems for holding all line managers and supervisors accountable for safety and health.

3. *Disciplinary Program*

Written program that is communicated to all employees.
Covers both supervisors and their employees.

4. *Injury and Illness Rates*

Three-year average rate for both total recordable cases (TRC), and days away, restricted and transferred (DART) cases.

5. *Employee Participation*

Meaningful ways for employees to participate in the safety and health program.

6. *Self-Inspections*

General Industry:

Inspections of entire worksite monthly (or more often, as needed) and tracking of hazards to correction.

Construction:

Management inspections of entire worksite weekly.
Safety and health committee inspections of entire worksite monthly.
Tracking of hazards to correction.

Public Sector:

Inspections of entire worksite monthly (or more often, as needed) and tracking of hazards to correction.

7. *Employee Hazard Reporting System*

Formal written reporting system.
Timely and appropriate responses.
Tracking of hazards to correction.

8. *Accident/Incident Investigation*

Written procedures.
Written reports of findings.
Tracking of hazards to correction.

9. *JSA/Process Reviews*

Analysis of hazards associated with individual jobs and processes.

Safety and health training.
Tracking of hazards to correction.

10. *Safety and Health Training*

Supervisor Training:

Must understand hazards in their work areas.

Potential effects on their employees:

Ensure employees follow rules.

Employee Training:

Aware of hazards, safe work procedures, emergency situations, and PPE use.

11. *Preventive Maintenance*

Written preventive maintenance program.

Ongoing monitoring and maintenance of workplace equipment.

12. *Emergency Programs/Drills*

Written emergency program.

Drills for ALL employees.

13. *Health Program*

Baseline surveys.

Sampling, testing, and analysis with written records of results.

Tracking of hazards to correction.

14. *Personal Protective Equipment*

Appropriate PPE.

PPE training on care and use.

Replacement of PPE.

15. *Safety and Health Staff Involved with Changes*

Safety and health staff must be involved with analysis of all new processes, materials, or equipment.

16. *Contractor Safety*

Documented selection criteria.

Training.

Enforcement.

17. *Medical Program*

Availability of physician services.

Personnel trained in first aid/CPR.

18. *Resources*

Commitment of adequate safety and health staff.

Access to certified safety professionals (CSP) and certified industrial hygienists (CIH).

III. Onsite Review

Why does OSHNC need to come to my worksite?

OSHNC must verify that your safety and health program, as detailed in your STAR Program application, is fully operational and addresses all potential hazards at the worksite.

Who comes to a STAR Program onsite review?

The review will be arranged at the mutual convenience of OSHNC and the applicant. The review team will consist of a STAR Program Consultant (team leader) and OSHNC safety and health specialists, as required, depending upon the size of the worksite and the complexity of the safety and health program.

How long will OSHNC stay?







The time required for the pre-approval review will depend upon the size of the worksite. Reviews average 2-4 days on worksite, unless the worksite has complicating factors.

Do I have to wait until the end of the review to find out what my chances of being approved are?

If, at the conclusion of the pre-approval review, the applicant needs to take actions to meet one or more of the requirements for approval, reasonable time—up to 90 days—will be allowed for those actions to be taken before a recommendation is made to the Commissioner of Labor. Where necessary, an onsite visit will be made to verify the actions taken after the pre-approval review visit.

What will the team do during its onsite visit?

The team performs a review that includes several steps:

-  Initial meeting
-  Document review
-  Walkthrough
-  Formal interviews
-  Safety and Health Worksheet Evaluation (8.3)
(see “North Carolina Department of Labor STAR Program Policies and Procedures Manual”)
-  Closing meeting

Initial Meeting

At the start of the evaluation, the team will hold a brief introductory meeting. Representatives of management and employees, and any company representatives who may be called upon to assist the team should be in attendance.

The OSHNC team leader will describe the STAR Program approach and what the team expects to accomplish.

Management and employees will have the opportunity to highlight special accomplishments and features of the worksite’s safety and health management programs.

Document Review

Onsite document review will include the following records (or samples of them) if they exist and are relevant to the application or the safety and health program.

1. Written safety and health programs.
2. Management statement of commitment to safety and health.
3. The OSHA 300 log for the worksite and for an applicable contractor employees on the worksite, with appropriate supporting documentation.
4. Safety and health manual(s).
5. Safety rules, emergency procedures, and examples of safe work procedures.
6. The system of enforcing safety rules.
7. Reports from employees of safety and health problems and documentation of the responses.
8. Self-inspection procedures, reports, and correction tracking.
9. Accident/incident investigation reports.
10. Safety and health committee minutes.
11. Employee orientation and safety training programs and attendance records.
12. Industrial hygiene monitoring records.
13. 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.
14. Preventive maintenance program.
15. Line supervision accountability documentation.
16. Contractor safety and health program(s).
17. Other records that provide relevant documentation of qualifications.

Walkthrough

The OSHNC evaluation team will walk through the facility to ensure that the program is fully operational. They will also be assessing the adequacy of the program to handle potential hazards. During the walkthrough, the team will ask you to address or correct any significant hazards.

The team will conduct brief, informational interviews with randomly selected employees. If feasible, the interviews will be held near employee work stations so interruption of work can be avoided.

What will happen if the team sees an apparent violation of OSHNC standards?

The OSHNC evaluation team will be looking for evidence that your program is creating and maintaining safe and healthful working conditions. Any hazards they may observe will serve as indicators that some aspect of your program may need improvement.

While they won't issue citations, these safety and health professionals cannot be expected to ignore hazards. They will work with you to determine how and when to correct any hazards they see, and if corrections require more than the onsite review allows, they will ask to be notified when the corrections have been completed.

Formal Interviews

Formal interviews will be conducted with your employees. These interviews will help to validate employee awareness of and participation in the overall safety and health program.

Each formal interview will be scheduled with the consent of management.

A private space, if needed, will be requested for these interviews. All questions asked will relate to the worksite safety and health program.

Why does OSHNC need to talk to my hourly employees?

The OSHNC review team talks to randomly selected employees to gauge overall employee awareness of an involvement in the program, and to determine their understanding of what STAR Program approval would mean.

Your safety and health program will only succeed if everyone becomes involved and feels a responsibility for the program. Communicating with employees is the best way to determine their commitment. Interviews with employees, supervisors, and managers are methods of evaluating the program's effectiveness. Making employees a part of the OSHNC onsite review emphasizes their importance in making the health and safety program work.

Closing Meeting

The OSHNC review team will have a closing meeting to discuss their findings and recommendations. If the team thinks that additional work needs to be done before approval for STAR Program participation, they will make their recommendations and allow a reasonable period of time for the work to be completed.

What if I choose not to do what the team deems necessary to meet STAR Program requirements?

OSHNC knows that because you volunteered for this program, you have a great deal of faith in what the STAR Program stands for. We try to make the review process as convenient as possible, but should you decide against doing what is necessary to meet the requirements, you have the option of withdrawing the application rather than have it denied.

If this unlikely event happens, OSHNC will return your application and discard all notes except for one complete set. This set is retained for one year in case you have further questions.

While these documents are in our possession, they serve only as internal working documents, and we protect their confidentiality. We do not want your application to the STAR Program to have any adverse impact on you.

Congratulations! Your worksite has passed all of the requirements.

After the approval by the Commissioner of Labor, the onsite evaluation report will be sent to the appropriate official announcing OSHNC's approval of your worksite for participation in the STAR Program.

The Commissioner of Labor and/or a designated representative will visit your worksite and/or make a presentation with your worksite to commemorate your STAR Program status.

IV. Application

Your STAR Program application must address each item listed below. Use of the numbering system below helps expedite the review of your application. You are encouraged to enclose supporting documentation which describes your safety and health management programs. The information should be provided in the order of the sections which follow this paragraph, e.g., I-General Information, II- Management Commitment and Leadership, etc.

I. General Information

1. Company name
2. Site address
3. Company address if different from worksite
4. Site C.E.O. (name and title)
5. STAR worksite representative (name and title)
6. STAR worksite representative address, if different from worksite
7. Corporate name, if different from company name
8. Corporate STAR representatives if applicable (name and title)
9. Company worksite phone number
10. Corporate phone number
11. Collective bargaining representatives (agent(s), address(es), phone number(s))
12. Number of employees at worksite
13. Number of contractor employees with 500 or more hours during any quarter
14. Type of work performed and products produced at worksite
15. Industry NAICS code (6-digit numbers)
16. OSHA logs 300 and 300A for each of the last three complete calendar years. In addition, provide the Total Recordable Case (TRC) rates and Days Away, Restricted, Transferred (DART) rates for worksite for each of the last three complete calendar years and average of those years. See rate criteria, and calculation information and worksheet on page 13.

II. Management Commitment and Leadership

1. Commitment:

- a) Attach a copy of your worksite's established safety and health program.
- b) Describe your current goals for the safety and health program with the objectives for meeting these goals

2. Organization:

- a) Provide a description of how the safety and health function fits into the overall management organization.
- b) Include a description of personnel and other resources devoted to the safety and health program.

- c) Include information about any certified professionals used and access to industrial hygiene and medical services.

3. Responsibility: Describe how your worksite assigns line and staff safety and health responsibility.

4. Accountability: Describe the accountability system you use for line managers and supervisors. Appropriate examples may include job performance evaluations, etc. Explain how the system is documented.

5. Contract employees: Describe how contractors' past performances in safety and health is taken into account in the bidding process.

- a) 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.
- b) Describe the means used to ensure prompt correction and/or control of hazards, however detected, under a contractor's control.
- c) Describe the methods used to ensure that all injuries and illnesses occurring during work performed under a contract are recorded and submitted to you.
- d) List the number of resident contractor companies 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.

6. Employees' rights: 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 OSHNC, their rights to obtain self-inspection and accident investigation results upon request. (Various methods may include one or a combination of the following: bulletin boards, tool box or work

group meetings, and new employee orientation.)

7. **Site plan:** Please attach a worksite map or general plant layout.

III. Employee Involvement and Participation

1. **Employee Involvement:** Describe the ways employees are involved in the safety and healthy 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.
 - a) If you have a safety and health committee, complete the following information where applicable: Date of committee inception.
 - b) Method of selecting employee members.
 - c) Describe the hazard recognition training or other specific training for the committee members.
 - d) Name, job and length of service of each member.
 - e) Average length of service of employee members.
 - f) Description of committee meeting requirements.
 - ★ Frequency
 - ★ Quorum Rules
 - ★ Minutes (you may attach samples)
 - g) Description of committee role
 - ★ Frequency and scope of committee inspections
 - ★ Procedures for inspecting entire worksite
 - ★ Role in accident investigation
 - ★ Role in employee hazard notification
 - ★ Other
 - h) List safety and health information accessible to and used by the committee.

IV. Worksite Analysis

1. **Pre-Use analysis:** Explain how new equipment, materials, and processes are analyzed for potential hazards prior to use.
2. **Comprehensive surveys:** Indicate how you spot potential safety and health hazards at the worksite. Examples are industrial

hygiene surveys, comprehensive safety reviews and/or project safety reviews at the time of design.

3. **Self-inspections:** Describe your work worksite safety and health inspection procedures. Include information about inspection schedules and industrial hygiene sampling and monitoring. Indicate who performs inspections and how any necessary corrections are tracked. (You may attach sample forms and internal time frames for correction.) Where applicable to health hazards, summarize the testing and analysis procedures used and qualifications of personnel who conduct them.
4. **Job hazard analysis:** Relate how you review jobs, processes, and/or interaction of activities to determine safe work procedures. (Not to be confused with self-inspections.) Include procedures or guidance techniques used in conducting job hazard analysis. If applying for the Building Star Program, include related phase-planning, and describe how results are used in training employees to do their jobs safely. Also, how are results used in planning and implementation of your hazard correction and control program?
5. **Employee notification of hazards:** Describe how employees notify management when they see conditions and/or practices that may be hazardous to safety or health. What mechanism is used for responding to employees? How are corrections tracked? (You may attach forms or procedures.)
6. **Accident investigations:** Describe or attach any forms and procedures for conducting accident investigations. What training and/or guidance is given to investigators? Are all accidents, including first-aid cases, investigated? What about near-miss incidents?
7. **Medical program:** Describe the medical/first-aid program. Include onsite and offsite medical service or physician availability. Include a list or number of people trained in first-aid, CPR, paramedical training, and bloodborne pathogens, indicate which training they have received.

V. Hazard Prevention and Control

1. **Professional expertise:** Provide details concerning your use of the services of

certified professionals. What industrial hygiene services and broad-based safety expertise are available to you?

2. **Safety and health rules:** List your company's rules, and describe the disciplinary system you use for enforcing them.
3. **Personal protective equipment:** Describe your company's rules regarding personal protective equipment requirements.
4. **Emergency preparedness:** Describe your company's emergency planning and preparedness program. Include information on emergency or evacuation drills.
5. **Preventive maintenance:** Provide a summary and description of your procedures for preventive maintenance of your equipment.

VI. Safety and Health Training

Describe formal and informal safety and health training programs for your employees. Include supervisors' training schedules and information on: hazard communication, personal protective equipment and handling of emergency situations. (Sample attendance lists and tracking methods, if any, may also be attached if desired.)

VII. Safety and Health Program Self-Evaluation

1. Provide a copy of last year's comprehensive review and evaluation of your entire safety and health program. Assessments of the effectiveness of the areas listed in these application guidelines should be included. If an evaluation of the safety and health program has not been conducted in the past year, you an evaluation and submit it with this application.
2. Describe your involvement within your community to assist other companies in providing knowledge and resources pertaining to both safety and health.
3. Include any other information you may consider crucial to the application.

VIII. Statement of commitment

1. **Union statement:** 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 OSHNC comes on worksite.

2. **Assurances statement:** Please read the following statement carefully and either type and print on your stationery and sign, or attach a letter which provides the same assurances in your words.



The following statement, or similar, of this type regarding management commitment to safety and health is required for the application:

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 OSHNC review onsite. We agree to retain these records until OSHNC communicates its decision regarding initial STAR Program participation. We will likewise retain comparable records for the period of STAR Program participation to be covered by each subsequent evaluation until OSHNC communicates its decision regarding continued approval.

- ★ *Written safety and health program*
- ★ *Management statement of commitment to safety and health*
- ★ *The OSHA 300 log for the worksite and for all applicable contractor employees on the worksite, with appropriate backup documentation.*
- ★ *Safety and health manual(s)*
- ★ *Safety rules, emergency procedures, and examples of safe work procedures.*
- ★ *The 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 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 OSHNC, 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 time 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 OSHNC, each year by February 15, the following: (1) our 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 annual safety and health evaluation report.

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.

*CEO of the applicant worksite
(Signature, Date)*

Send STAR Program Application
Information to:

Attention: LaMont D. Smith
Recognition Program Manager
Bureau of Consultative Services
Division of Occupational Safety and Health
1101 Mail Service Center
Raleigh, NC 27699-1101

Appendix I

NC STAR Program Injury and Illness Rate Calculation Worksheet

NC STAR Program Injury and Illness Rate Calculation Worksheet

Worksite: _____

Industry NAICS: _____ Worksite NAICS (if different than Industry): _____

Year:			
	Total Recordable Cases (N = Columns G+H+I+J)	DART Cases (N = Columns H+I)	Employee-Hours Worked (EH)
STAR worksite			
Contractors			
Temporary			
TOTAL			

Year:			
	Total Recordable Cases (N = Columns G+H+I+J)	DART Cases (N = Columns H+I)	Employee-Hours Worked (EH)
STAR worksite			
Contractors			
Temporary			
TOTAL			

Year:			
	Total Recordable Cases (N = Columns G+H+I+J)	DART Cases (N = Columns H+I)	Employee-Hours Worked (EH)
STAR worksite			
Contractors			
Temporary			
TOTAL			

N = Number of recordable injuries in one year (including any contractor, temporary, and miscellaneous employees that have worked on the site 500 or more hours during any quarter).

EH = Total number of hours worked by all employees in one year at the worksite. This figure is to include all temporary and miscellaneous employees in addition to contractors that have worked on the site 500 or more hours during any quarter.

200,000 = Factor equivalent to 100 full-time employees working 40-hour weeks, 50 weeks per year.

Total Recordable Case (TRC) Rates (calculate rate for each year using the information recorded above) (N ÷ EH x 200,000)		Total TRC Incidence Rates	Sum of All Years TRC Rates
Year:	÷ x 200,000		= _____
Year:	÷ x 200,000		
Year:	÷ x 200,000		

3-year Rate Average: Sum ÷ 3 = _____ **Current Federal BLS Rate =** _____ **% below BLS Rate =** _____

Days Away, Restricted, Transfer (DART) Case Rates (calculate rate for each year using the information recorded above) (N ÷ EH x 200,000)		Total DART Incidence Rates	Sum of All Years DART Rates
Year:	÷ x 200,000		= _____
Year:	÷ x 200,000		
Year:	÷ x 200,000		

3-year Rate Average: Sum ÷ 3 = _____ **Current Federal BLS Rate =** _____ **% below BLS Rate =** _____

Appendix II

Self-Assessment Checklist

Self-Assessment Checklist

The criteria listed in **Items I-X** below will help you determine your eligibility for any of the STAR Programs. Score each item that is currently a part of your safety and health management program, or which needs to be implemented; a score of 65% or better is optimal. When you are ready to submit your application, the Recognition Program Manager’s office will be glad to help. **[Legend: 0 = Not present and/or ineffective; 1 = Needs Major Improvement; 2 = Needs Minor Improvement; 3 = Present and effective.]**

I. Management Commitment & Leadership	0	1	2	3	NA
A managerial commitment to employee safety and health protection exists.					
Top management is personally involved in safety and health.					
Safety and health concerns are integrated into management’s overall planning cycle.					
A safety and health program is managed in the same ways as your productivity and quality are managed.					
Necessary resources for employee protection are readily available.					
A results-oriented safety and health policy exists.					
Clearly assigned safety responsibilities exist with documentation of accountability from top management to line supervisors.					
Equal protection is provided for contract employees as well as for your own employees.					
Employees are involved in activities that have an effect on your safety and health system.					

II. Safety and Health Program	0	1	2	3	NA
A written safety and health program exists appropriate to the size of your site and your industry. The program should address all the elements in this checklist.					

III. Worksite Hazard Analysis	0	1	2	3	NA
A method to evaluate existing or potential hazards in your workplace such as comprehensive surveys.					
A pre-use analysis procedure for new processes, materials, or equipment to determine potential hazards.					
Environmental evaluations and appropriate monitoring of toxic substances and noise.					
Monthly self-inspections (weekly for construction) with written documentation and correction tracking.					
Routine hazard analysis procedures which result in improved work practices or training for employees.					
A reporting system exists whereby employees pass on their observations or concerns to management without fear of reprisal. Mechanisms are in place to report actions taken back to the employee.					
Accident investigations with written documentation.					

IV. Hazard Prevention and Control	0	1	2	3	NA
Access to certified safety and health professionals is available when necessary.					
Engineering and administrative controls are adequate to eliminate hazards at the worksite.					
Written safety rules and practices well known to all employees.					
A consistent disciplinary system has been established for all employees who disregard the rules.					
Written rules for use and maintenance of personal protective equipment have been developed and implemented.					
Written plans to cover emergency situations have been developed and implemented.					
A hazard correction tracking procedure has been developed and implemented.					
Onsite or offsite medical and emergency services are readily available					
First-aid and CPR trained personnel are readily available on staff during all shifts.					

V. Safety and Health Training	0	1	2	3	NA
Manager, supervisory, and employee training, with emphasis on safe work practices has been conducted.					
Written criteria and training in the use and maintenance of personal protective equipment has been conducted.					
Emergency preparedness drills have been practiced.					
Documentation of all training received, including assessment procedures is readily available.					

VI. Employee Involvement & Participation	0	1	2	3	NA
Employees are involved in activities which impact the safety and health program.					
A system with regularly scheduled meetings and inspections is in place.					

VII. Program Evaluation	0	1	2	3	NA
Annual program evaluations, with written reports and recommendations for changes.					

VIII. Review	Yes	No
Records of employee reports, self-inspections and evaluations, accident investigations, and industrial hygiene monitoring and sampling available for OSHNC's review.	<input type="checkbox"/>	<input type="checkbox"/>

IX. Concurrence	Yes	No
Formal, signed statements from any collective bargaining agents indicating their support of your application to the STAR Programs.	<input type="checkbox"/>	<input type="checkbox"/>
Where no collective bargaining agent is authorized, documentation has been obtained reflecting employees understanding of the STAR Programs.	<input type="checkbox"/>	<input type="checkbox"/>

X. Injury and Illness Rates	Yes	No
Carolina Star: The three-year average for both the total recordable case (TRC) rates and cases with days away from work, job transfer, or restriction (DART) rates for the most recent 3 calendar years must be at or below 50 percent of the most recent published Federal BLS rate.	<input type="checkbox"/>	<input type="checkbox"/>
Rising Star: The three-year average for both the total recordable case (TRC) rates and cases with days away from work, job transfer, or restriction (DART) rates for the most recent 3 calendar years must be below the most recent published Federal BLS rate.	<input type="checkbox"/>	<input type="checkbox"/>
Building Star: The three-year average for both the total recordable case (TRC) rates and cases with days away from work, job transfer, or restriction (DART) rates for the most recent 3 calendar years must be at or below 50 percent of the most recent published Federal BLS rate.	<input type="checkbox"/>	<input type="checkbox"/>
Public Sector Star: Calculate the three-year average for both the total recordable case (TRC) rates and cases with days away from work, job transfer, or restriction (DART) rates for the most recent 3 calendar years and the OSHNC Recognition Program will establish a baseline for further comparisons and evaluation.	<input type="checkbox"/>	<input type="checkbox"/>