

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Safety and Benefits
Chapter:	Hazard Assessments of Employee Activities
Current Effective Date:	4/1/04
Revision History:	7/1/03
Original Effective Date:	10/1/02

Purpose

To establish a requirement for each division/facility/school to survey the activities performed by its employees; identify safety and occupational health hazards associated with those activities; and determine engineering controls, administrative controls, and personal protective equipment necessary to protect the employees.

Policy

1. Each division/facility/school shall assess by job classification the routine, normal, and reasonably anticipated activities performed by its employees, and shall identify the hazards which are reasonably anticipated to be associated with those activities.
2. For each identified hazard, the division/facility/school shall determine the engineering controls, administrative controls, training, and personal protective equipment necessary to protect employees from the hazard.
3. The results of this assessment shall be documented in written form, signed and dated by the assessor(s), and made available to the employees within the job classification.
4. The division/facility/school shall implement the results of the assessment by:
 - A. Installing the identified engineering controls.
 - B. Developing and implementing the identified administrative controls.
 - C. Providing the identified personal protective equipment for each affected employee, in compliance with Policy?: Personal Protective Equipment and, if necessary, Policy ?: Respirator Program Requirements.
 - D. Providing training to each affected employee on the results of the hazard assessment, and on each identified topic identified in the hazard assessment.
5. Each division/facility/school shall reassess the activities of each job classification under its authority whenever an activity or the hazards associated with an activity changes substantially.

Definitions (also see Safety and Health Policy 1 Definition Section)

1. Administrative Controls, Administrative Procedures - Specific written procedures designed to effectively eliminate exposure of employees to one (1) or more hazards, either alone or in conjunction with engineering controls and/or the use of personal protective equipment.
2. Engineering Controls - Physical installations in a workplace - such as machinery, equipment, barriers, walls, etc. - designed to effectively eliminate exposure of employees to one (1) or more hazards, either alone or in conjunction with the use of administrative controls and/or personal protective equipment.
3. Personal Protective Equipment - Equipment designed to be worn on or about an employee's person to protect against specifically designated hazards.
4. Protective Controls - Engineering Controls, Administrative Controls, and/or Personal Protective Equipment.

Implementation

1. The Safety Program Manager shall develop procedures for conducting hazard assessments of each job classification and for the implementation of the results.
2. A division/facility/school may develop specific operating procedures for the implementation of this policy if desired.
3. Each division/facility/school director shall ensure that the engineering controls and personal protective equipment identified by each assessment is available to employees and in place.
4. Each supervisor shall ensure that each task is performed with the engineering controls and personal protective equipment required, and that each employee has received the training designated by the hazard assessment.
5. Each employee shall adhere to the safety requirements identified by the hazard assessment while performing a task.

References

1. North Carolina General Statutes:
 - A. Chapter 95, Occupational Safety and Health Act of North Carolina: 95-129(2) and 95-148(1) and (2)
 - B. Chapter 143, Article 63: Workplace Requirements Program for Safety and Health: 143-582(1), (3), (6)
2. North Carolina Administrative Code: 25 NCAC 1N.0105(a) and .0204
3. North Carolina Occupational Safety and Health Standards for General Industry, 29 CFR 1910.132(d)
4. Workplace Requirements Program Manual for Safety and Health
 - A. Section 2, Policy 2.2: Requirements 1.b., 7.a
 - B. Section 5, Policy 5.14

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 Policy Coordinator](#).