

# Are You Ready to Be a Star Site?

Presented by:  
The Central Carolina Star Team

# What is Carolina Star?

- The Carolina Star Program is a process designed to recognize and promote effective safety and health programs and management systems.
- The key is to develop a partnership between employees, management and the North Carolina Department of Labor (NCDOL) to create a safe and healthful work environment.
- Recognized as the "Best of the Best" in workplace safety.



# Which STAR Program is Right for My Business?



Rising  
Star



Building  
Star

Public  
Sector



Carolina  
Star



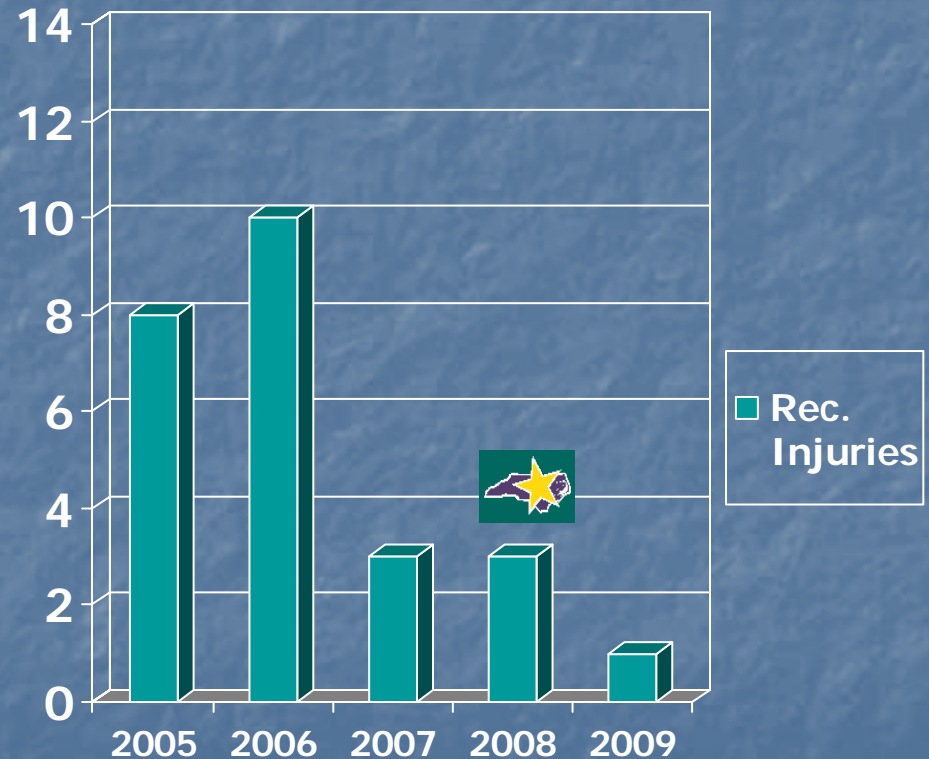
# How do I start?

- Where do you stand within your industry?
  - What is your NAICS?
  - How do you compare?
    - <http://www.bls.gov/iif/oshwc/osh/os/ostb1917.pdf>.
  - How do I find this information?
    - <http://www.census.gov/eos/www/naics/>
- How do employees and management feel about safety at your site?



# Injury Rates

- Is your 3 year average incident rate at or below 50% of your industry standard (Federal BLS)? (*Carolina Star criteria*)
- Or, is your 3 year average incident rate below your industry standard (Federal BLS)? (*Rising Star criteria*)



# How do I convince management?

## ■ Benefits

- Improved employee motivation to work safely, leading to better quality and productivity
- Reduced workers' compensation costs
- Recognition in the community
- Improvement to safety programs through internal and external review
- A safer workplace. **STAR** participant sites generally experience from 60% - 80% fewer lost workday injuries that would be expected of an "average" site of the same size in their industries.



# Create a Carolina Star Committee

- EH&S should lead the charge
- Include employees from all departments
  - Hourly, management, contract, shift workers
- “Safety Champions”



# We're not ready for Carolina Star

- No STAR site is perfect.....if you're waiting for perfection, you'll never get there!
- Many sites "join the club" as a Rising Star site.
- Not ready for Rising Star? You can still interact with NCDOL and other STAR sites.



# Mentoring...

## the Corner Stone of STAR

- Your site will receive mentoring based on your specific needs.
- Mentoring can help your site go from a site that has safety priorities to one that values safety.
- Mentoring is FUN...both the giving and receiving.



# Mentoring within the Central Carolina Team

 **Kimberly-Clark** Corporation



# Remember, in the end it is all about...

Employee  
Involvement  
and  
Participation

Worksite  
Analysis

Management  
Commitment and  
Leadership

Hazard  
Prevention and  
Control

Safety and  
Health  
Training



# Management Commitment and Leadership

- Is top management in your organization personally involved in Safety and Health?
  - Accident and Near Miss Investigations and New Equipment Safety Inspections
  - Safety as a topic during department meetings
- Do you have a results oriented Safety and Health policy in your organization?
  - Safety goals for each employee



# Management Commitment and Leadership

- Are Safety and Health concerns integrated into management's overall planning cycle?
  - Budgeting money for safety meetings, training, safety awards, etc.
  - Time away from the job for safety programs, safety committees, mentoring, education and training supported/encouraged?



# Management Commitment and Leadership

- Is equal protection provided for contract employees (all site personnel), as well as for your own employees?
  - Contractors attend safety meetings
  - Safety requirements for contractors
  - Contractor safety class
  - Site orientation



# Management Commitment and Leadership

- Does management allow employees to be involved in activities that have an effect on your safety and health system?
  - Employees are involved with conducting safety training and audits
  - Employees are part of safety teams or involved with safety committees
  - Employees perform equipment safety inspections
  - Employees are involved with accident and near miss investigations



# Management Commitment and Leadership

- Is your Safety and Health program managed in the same way as the productivity and quality programs managed?
  - Safety is part of performance evaluations
  - Your facility shares knowledge with other sites in order to be proactive
  - Training curriculums are set up in the same way they are for quality systems



# Management Commitment and Leadership

- Do clearly assigned safety responsibilities exist with documentation of accountability from top management to front line supervisors?
  - Top management participates in Safety and Environmental audits
  - You have Environmental, Health and Safety policies and procedures
  - You performed job safety and health analyses



# Employee Involvement and Participation

- Are employees involved in activities which impact your safety and health program in a positive manner?
  - Employees are obligated to take certain actions when safety issues arise such as shut down unsafe equipment, address other employees, etc.
  - Incident Investigations
  - Policy and Procedure Reviews
  - Lock-Out / Tag-Out (LOTO) Observations



# Employee Involvement and Participation

- Is there a system with regularly scheduled meetings and inspections / audits in place?
  - Job Task Observations
  - Weekly Departmental Safety / Housekeeping Audits
  - Safety Showers / Eyewashes, Ladders, Fire Extinguishers, Fire Hoses, Fire Doors, Exhaust Hood Fans, etc. inspections
  - Safety Meetings / Team Meetings
  - Pre-Job Briefings / Tool Box Meetings
  - Hidden Hazard Task Force Meetings



# Employee Involvement and Participation

- Do you have diverse representation on your Safety Committees?
  - General Safety Committee may be made up of production and maintenance employees, managers, contractors, etc.
  - Departmental Safety Committees with representation from all work areas and crews
  - Committee members periodically rotated to ensure new ideas are brought forth.



# Worksite Analysis

- Does a method exist to evaluate potential hazards in your workplace, such as comprehensive surveys?
  - Job Safety Analysis
  - Safety review for new equipment
  - Weekly safety inspection
  - Corporate audit



# Worksite Analysis

- Do you have monthly self-inspections with written documentation and correction tracking?
  - Job Hazard Analysis
  - 6S Audits
- Are accidents/incidents investigated with written documentation to ensure the root cause is identified?
  - Equipment specific inspections
  - Defect tags/red tags



# Worksite Analysis

- Are mechanisms in place to report actions taken to provide feedback to the employee?
  - Safety Suggestions
  - Bulletin Boards
  - Shift Meetings
  - Posting Safety Meeting Minutes
  - Posting Industrial Hygiene results
  - Safety Alerts
  - Safety Work Orders



# Worksite Analysis

- Can employees convey their concern to management without fear of reprisal?
  - Open door policy
  - Anonymous safety hotline
  - Safety suggestion boxes
  - Employee concern reports



# Hazard Prevention and Control

- Are there adequate engineering and administrative controls to eliminate hazards at your worksite?
  - Personal Protective Equipment Hazard Assessment
  - Near Miss Investigation Program
  - Facility Work Order system
  - Housekeeping Tours
- Are written safety rules and practices well known to employees?
  - New Hire Orientation
  - Documented review of standards – JSA's
  - Monthly safety meetings/training/tests



# Hazard Prevention and Control

- Are First Aid and CPR trained personnel readily available on staff during all shifts?
  - Emergency Response Team
- Have written plans to cover emergency situations been developed and implemented?
  - Severe Weather
  - Armed Intruders
  - Confined Space Rescue
  - Spill Containment Procedures
  - Workplace Violence



# Safety and Health Training

- Is there an employee safety and health training program, including training for supervisors and managers, with emphasis on safe work practices being conducted and documented?
  - Lock Out/Tag Out
  - DOT General Awareness
  - Electrical Safety
- Is there written criteria in the use and maintenance of personal protective equipment and has training been conducted and documented?
  - PPE Awareness/Operations



# Safety and Health Training

- Does a written Safety and Health program exist that is appropriate to the size of your site and your industry?
  - Ergonomics
  - Fire Protections
- Are there environmental evaluations and appropriate monitoring of toxic substances and noise?
  - Hazardous Communications
  - Bloodborne Pathogens
  - Hearing Conservation



# Feeling Overwhelmed?

- Just go for it!
- All about **Continuous Improvement**
- You will benefit from mentoring relationships and valuable feedback from experts who have experienced “best of the best” practices



# Additional resources to help you become a Carolina Star!!!

- NCDOL Website...[www.nclabor.com](http://www.nclabor.com)
- Application Workshop Presentation  
[www.carolinastar.org](http://www.carolinastar.org)
- Mentoring from other STAR sites



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# Questions and Answers

