



CHERIE K. BERRY
COMMISSIONER

JOHN R. BOGNER, JR.
CONSULTATIVE SERVICES BUREAU CHIEF
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

Dear North Carolina SHARP site:

We are delighted that you are one of our SHARP worksites. The SHARP program is a nationally recognized program and one of the most prestigious safety and health recognition programs for both general industry in the private sector as well as state and local governmental agencies in the public sector. This program is designed for worksites with comprehensive and effective safety and health programs, making them leaders in employee protection.

A SHARP worksite must complete and submit the “Annual Safety & Health Management System Review” worksheet by February 15, of each calendar year. This worksheet should be a useful tool for your company and OSHNC to track the effectiveness of your safety and health program.

When you requested SHARP, the consultant may have provided specific recommendations on the Safety & Health Program Assessment worksheet often referred to as form 33 to assist you in maintaining and improving your safety and health management system. Please review those recommendations, along with their current status, and any steps you have taken to implement them. You can also provide any additional suggestions or updates that are being addressed at your worksite.

You may send your Annual Safety & Health Management System Review to:

- Attn: John R. Bogner Jr. , Bureau Chief
Consultative Services
1101 Mail Service Center
Raleigh, NC 27699-1101
--- or-----
- Web link for electronic version: <http://www.nclabor.com/osha/consult/consult.htm>
Click link - **Annual Safety & Health Management System Review**
Email: Annual Review to: John.Bogner@Labor.NC.Gov
- **Remember to send** copies of your OSHA 300 log and form 300A for the **past three (3) years**.

Lastly, please share any **Best Practices – Success Stories**, so that we can further recognize you as a leader in your industry.

By continuing your SHARP status, 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.

If you have any questions, please contact me at (919) 807-2905.

Sincerely,

John R. Bogner, Jr.
Bureau Chief



As a North Carolina SHARP worksite we are committed to provide all of our employees with a safe and healthy work environment. As part of this proactive partnership between NCDOL and this SHARP worksite we are committed to work towards continuous improvements in safety, quality, and productivity.

I understand that as a SHARP worksite we are obligated to complete and submit the “Annual Safety & Health Management System Review” each year.

I hereby certify that I have reviewed this annual SHARP assessment which represents our effort to maintain SHARP status and to the best of my knowledge this is a true, accurate, and complete report.

Signature of Top Management Official

Date

For your convenience you may complete this assessment and:

- **Sign electronically and submit by pressing the submit button at the end of the assessment**
- **Sign and scan the document and submit by email to: John.Bogner@labor.nc.gov**
- **Sign and Fax to 919-807-2902**
- **Sign and mail to:**
 - Consultative Services
 - 1101 Mail Service Center
 - Raleigh, NC 27699-1101

Section 1

Annual Safety and Health Management System Review:

In order to maintain an effective Safety and Health System research has shown that there are certain attributes that are commonly found in companies with low accident and injury rates and what is considered by the industry as an effective Safety and Health System. At the beginning of each of the following subparts those attributes have been summarized. Please take a moment to answer the questions in each subpart and provide any other updates or improvements.

Hazard Anticipation and Detection

SHARP Recommendation(s) & Status

In the area of Hazard Anticipation and Detection the attributes that we evaluate each SHARP company are: A baseline comprehensive survey within the past five years, self-inspections, daily surveillance to hazard controls, effective hazard reporting system, change analysis, accident investigation for root cause, use of MSDS's, job hazard analyses, and incident investigations.

- Are effective safety and health self inspections performed: Quarterly Monthly Weekly (check one)
- Are incidents investigated by: Plant Manager/CEO Supervisor/Foreman Safety committee (check all that apply)
- How often are job hazards analyses being reviewed? Annually Never Job Change (check all that apply)
- Briefly describe any updates or improvements:

Hazard Prevention and Control

SHARP Recommendation(s) & Status





In the area of Hazard Prevention and Control are you: Ensuring that engineering controls are in place, safety and health rules and work practices are in place, all OSHA mandated programs are in place, personal protective equipment is being used, housekeeping is properly maintained, the organization is properly prepared for emergencies, competent medical care is provided to employees and others working at your site, preventive maintenance is being performed and hazard correction is being tracked to ensure hazards are eliminated.

- When were your safety and health rules last updated? 2012 2011 2010 2009 2008 (check one)
- When were your employees last trained on safety and health rules? 2012 2011 2010 2009 2008 (check one)
- How long does it usually take to correct a hazard? Immediately Within one Week One Month (check one)
- If hazards are not corrected immediately are your employees protected? Yes No (check one)
- How would you rate your housekeeping? Excellent Fair Poor (check one)
- Briefly describe any updates or improvements:

Planning and Evaluation

SHARP Recommendation(s) & Status





In the area of Planning and Evaluation are you: Analyzing workplace injury and illness incidence data, developing safety and health goals and objectives for your safety program, developing an action plan to meet those goals and objectives, reviewing OSHA mandated programs on an annual basis and reviewing your overall safety and health management system annually?

-  **Does injury/illness data analysis reveal incident trends:** Yes No (check one)
PLEASE list any trends: _____
-  **Do you have Safety and Health goals focusing on Zero incidents or Reduction in incidents:** Yes No (check one)
What are your goals: _____
-  **Did your last annual review of your safety and health management system result in any changes?** Yes No
-  **Briefly describe any updates or improvements:**

Administration and Supervision

SHARP Recommendation(s) & Status

In the area of Administration and Supervision are you: Assigning safety and health program tasks to a specific person or position for coordination or performance, ensuring that each assignment of safety and health responsibility clearly communicated, making sure that the individual with the assigned safety and health responsibility has the necessary knowledge, skills and information to perform their duties and at the same time giving them the authority to perform their duties, developing policies that promote the performance of safety and health responsibilities and ensuring that organizational policies result in the correction of non-performance of safety and health responsibilities?

-  **We would like everyone to be responsible for following safety rules and reporting hazards.**
But who is/are the designated individual (s) responsible for the various safety and health tasks within the worksite:
Name(s) and job title: _____
-  **Are these individuals given support and resources to perform their duties:** Yes No (check one)
-  **How are these individual(s) held accountable?**
PLEASE briefly explain: _____
-  **Briefly describe any updates or improvements:**

Safety and Health Training

SHARP Recommendation(s) & Status

In the area of Safety and Health Training: employees receive appropriate safety and health training, does new employee orientation include applicable safety and health information, do supervisors receive appropriate safety and health training, does the training provided to supervisors cover the supervisory aspects of their safety and health responsibilities, is training provided to top management, and are relevant safety and health aspects integrated into management training?

 **Supervisors and managers receive appropriate safety and health training:** Yes No (check one)

 **All employees receive appropriate safety and health training:** Yes No (check one)

 **New employees orientation includes safety and health information relevant to their jobs:** Yes No (check one)

 **Briefly describe any updates or improvements:**

Management Leadership


SHARP Recommendation(s) & Status

Management Leadership is key to the success of any Safety and Health Management System: Does top management policy establish clear priority for safety and health, does top management consider safety to be a line function or staff function, does top management provide competent safety and health staff support to line managers and supervisors, do managers personally follow safety and health rules established for others, do managers delegate the authority necessary for personnel to carry out their duties, do managers provide and allocate the necessary resources need to support the organizations safety and health system, do they ensure that appropriate safety and health training is provided and that policies promote safety and health performance, are top managers involved in the planning and evaluation of safety and health performance and lastly does top management value employee involvement and participation in safety and health issues?

 **Top management is involved in planning and evaluation of safety and health performance at the worksite:** Yes No (check one)

PLEASE give at least one example of Top Management involvement: _____

 **Is safety a separate line item on your company's budget?** Yes No (check one)

 **If employees were interviewed would they say that management always follows safety and health rules:** Yes No (check one)


 **Briefly describe any updates or improvements:**

Employee Participation

SHARP Recommendation(s) & Status

Employee Participation is vitally necessary for any successful safety and health management system: Is there an effective process to involve employees in safety and health issues, are employees involved in organization decisions in regard to safety and health policy and allocation of resources, do employees participate in hazard detection, prevention and control activities, are employees involved in training co-workers, do employees participate in safety and health planning activities and lastly do they participate in evaluating your company's safety and health performance?

 **Is it important for your safety and health program to have employee involvement:**
 Yes No (check one)

 **How are employees at your worksite involved with safety and health issues:**

1. _____
2. _____
3. _____
4. _____

 **Briefly describe any updates or improvements:**

Section 2

Rate Calculations:

Annual rates are calculated by the formula $(N/EH) \times 200,000$ where:

N= Sum of the number of recordable injuries and illnesses in the year.

EH= Total number of hours worked by all employees in the year.

200,000= Equivalent of 100 full time workers working 40 hours per week, 50 weeks in per year.

PLEASE NOTE THIS REFERS TO RECORDABLE CASES AND (NOT THE ACTUAL DAYS)

TRC (Total Recordable Case): OSHA 300 Log

N= Column H (Days away from work) + Column I (Job transfer or restriction) + Column J (Other recordable cases)

DART (Days Away Restriction Transfer: **This means # of cases recorded**): OSHA 300 Log

N= Column H (Days away from work) + Column I (Job transfer or restriction)

OSHA 300 Log:

TRC: (N= sum of Column H,I,J) (Number of recordable cases)

Year: _____ N _____ ÷ EH _____ x 200,000 = _____

Year: _____ N _____ ÷ EH _____ x 200,000 = _____

Year: _____ N _____ ÷ EH _____ x 200,000 = _____

DART: (N= sum of Column H,I) (Number of recordable cases)

Year: _____ N _____ ÷ EH _____ x 200,000 = _____

Year: _____ N _____ ÷ EH _____ x 200,000 = _____

Year: _____ N _____ ÷ EH _____ x 200,000 = _____

NOTE:

✚ Please send a copy of the OSHA 300 Log and the OSHA 300A summary for the last three (3) calendar years.

✚ If you would like to compare your annual rates the data can be found on the U.S. Department of Labor-Bureau of Labor Statistics.
<http://www.bls.gov/iif/oshsum.htm>

- Scroll through: **Industry Injury and Illness Data**
Industry Injury and Illness Data 20?? (year)
- **Summary News Releases**
 - **Supplemental New Release Tables**
 - **Summary Tables**
 - o **Table 1 Incidence Rates 20?? (PDF 112K)**

Section 3

Success Story:

Please share any best practices or success stories at your worksite. The web site listed http://www.nclabor.com/osha/consult/sharp/success_stories/success_stories.htm will share several SHARP “Success Stories” throughout North Carolina. We will be glad to post your success story if you would like.



General Information			
Establishment Name	Quality Associates, Inc.		
Mailing Address	6104-B Corporate Park Drive		
City, State	Brown Summit, NC 27214		
Contact Person	Ms. Nadine Case, Safety Manager		
Contact Phone Number	(513) 242-4477		
Contact Email Address	Nadine Case [ncase@quality-associates.com]		
Company Web site	quality-associates.com		
Industry Type	Specialty Packaging	NAICS Code	541690
High Hazard Industry	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Ownership	Public <input type="checkbox"/> Private <input checked="" type="checkbox"/> Other <input type="checkbox"/>
Number of Employees*	Onsite: 146 Controlled: 146	Date of Initial Consultation Visit	8/28/2008
Date of Participant's Initial SHARP Approval	February 25,2010	Date Participant's SHARP Renewal	8/31/12

Quality Associates success story working with Consultative Services SHARP Program.

Our Injury/Illness records and workers compensation information shows we have had a steady improvement in safety and health programs. This is highlighted as a result of our Experience Modifier Rate dropping from 1.40 when we began to work with NCDOL Safety and Health Consultants to .90. Our DART and TRC rates have also improved and with the changes in commitment and participation by employees we expect to have greater improvements in our injury and illness reduction efforts. We have had cost savings due to workers compensation rate coming down as well as cost of injuries. We have also had cost reductions due to equipment because employees have found better and safer equipment that also eliminated or reduced the need for other equipment.

The safety and health culture here while minimal when we started working with the consultants has changed to continually expanding employee involvement has produced employees who take responsibility for safety. Management commitment to safety has grown as well as we have seen great improvements due to the fact that the employees attitudes have changed and the availability of continual help from The Department of Labor, OSHA, Consultative Services personnel to support us, provide sample programs, help us identify hazards, and advise us as we realized improvements in our safety and health process.

Having the time for our Safety Committee and hourly staff to conduct the inspections and corrective actions was our biggest challenge when we began to increase our employee involvement in these areas. Upper management at our facility and in our corporate office were very supportive of these new responsibilities and we soon discovered that the time spent identifying hazards and implementing corrective action before there was an incident made up for the time spent conducting the inspection activity and made our workplace safer.

Our training programs on all safety and health related programs have greatly improved due our involvement in the SHARP program. Consultative Services introduced us to the NC Department of Labor website (NCLabor.com) where a library of written programs and training aids are available for the general public. Since our facility is not air conditioned, we use the Heat Stress training from a poster we downloaded for the NC Department of Labor website which is written in English and Spanish. Due to feedback from our consultants we also have all hazard warning signs in Spanish and in English. Our consultants helped us write our Emergency Events Plan; we now have primary and secondary external meeting locations. Our Emergency Evacuation Station Signs are posted outside in English and Spanish. Our employees have daily involvement in safety audits; we audit every line, and every area, daily for safety daily. The audits include immediate follow up and on the floor training if we identify a hazard.

The impact of the Consultative Services Program has provided us with the needed tool to have a successful Safety and Health Program. Mr. Bailey and Mr. Byrd never fail to answer a phone call from us to help with on-going questions or concerns that we have about our safety and health programs. Our injury rates have declined and that was our goal when we joined the program. Thanks to the NC Department of Labor Consultative Services Program we are sending our employees home every day the way they reported to work...INJURY FREE.

Sharing Best Practices – Success Story:

 **Can we post your success story on our website:** Yes No (check one)

 **PLEASE share your success story:**

- Please include copies --- of your OSHA 300 log and form 300A for the **past three (3) years.****
- Scan the documents and submit by email to: John.Bogner@labor.nc.gov
 - Fax to 919-807-2902