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**SAFETY POLICY & PROCEDURE**

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# Safety Policy and Procedure Format Structure

**SPP# A-1**

[Quick Reference](#)

[Contents](#)

**1.0 Purpose..... 2**

**2.0 Scope and Applicability ..... 2**

**3.0 References..... 2**

**4.0 Policy ..... 2**

**5.0 General Responsibilities..... 2**

**6.0 Procedure..... 2**

**6.1 Definitions ..... 2**

**6.2 General Provisions ..... 3**

**6.2.1 Training ..... 3**

**6.2.2-6.2x Other Sections ..... 3**

**6.3 Specific Responsibilites ..... 3**

**6.3.1 Managers/Unit Heads ..... 3**

**6.3.2 Supervisors..... 3**

**6.3.3 Employees ..... 3**

**6.3.4 Safety and Risk Management ..... 3**

**6.3.5 Other Resources..... 3**

# SAFETY POLICY & PROCEDURE

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## 1.0 Purpose

The purpose of this Safety Policy and Procedure (SPP) is to describe the organizational format of all the safety policy and procedures contained in NCDOT Safety Policy and Procedure manual.

## 2.0 Scope and Applicability

The Scope and Applicability section describes any relevant information and the objective of the Safety Policy and Procedure and who within NCDOT it applies to.

## 3.0 Reference

The Reference section lists the OSHA Code of Federal Register the Policy and Procedure addresses. CFR1910 for General Industry, CFR 1915 for Shipyard, CFR 1926 for Construction and any others that apply to NCDOT operations.

## 4.0 Policy

The Policy section states why and how the Safety Policy and Procedure will address safety of NCDOT employees and operations for the specific subject matter.

The hierarchy of dealing with workplace hazards will always be the elimination of the hazard, substitution to replace the hazard, engineering controls to isolate personnel from the hazard, administrative controls to reduce employee exposures through methods such as education and training, work reduction, job rotation, maintenance/repairs, housekeeping, personal hygiene, and appropriate work practices, and personal protective equipment (PPE) to protect employees from the hazard.

## 5.0 General Responsibilities

This General Responsibilities section includes a general statement of the overall responsibilities of all employees in NCDOT (managers/unit heads, supervisors, employees, Safety and Risk Management, Central Equipment Unit, and others as applicable).

## 6.0 Procedure

The Procedure section lists the key components in the following subsections. This general statement introduces the administrative requirements of the Safety Policy and Procedure.

### 6.1 Definitions

The Definition section lists the applicable definitions relevant for the Safety Policy and Procedure.

## 6.2 General Provisions

The General Provisions section lists the sections of the Safety Policy and Procedure to how DOT addresses the applicable OSHA requirements.

1. Training section should always be included unless not applicable.
2. Other sections should be included to address the subject matter based on potential safety hazards which may affect employees or operations.

### 6.2.1 Employee Training

Training section addresses what type of training is required for DOT personnel on the subject matter for Safety Policy and Procedure.

### 6.2.2 – 6.2.x

Other sections to address types of hazards, operations and safety work practices.

## 6.3 Specific Responsibilities

The Specific Responsibilities section addresses responsibilities for

1. Managers/Unit Heads
2. Supervisors
3. Employees
4. Safety & Risk Management
5. Any Other Resources to address the Safety and Policy Procedure subject matter.

### 6.3.1 Managers/Unit Heads

Manager/Unit Heads section addresses funding and other resources required.

### 6.3.2 Supervisors

Supervisor section to addresses their role and responsibilities for the Safety and Policy Procedure subject matter.

### 6.3.3 Employees

Employee section covers what is required of DOT employees related to the Safety and Policy Procedure subject matter.

### 6.3.4 Safety and Risk Management

Safety and Risk Management section addresses providing assistance, training resources, and consultative resources related to the Safety Policy and Procedure subject matter.

### 6.3.5 Other Resources

Other Resources section necessary to address the Safety Policy and Procedure subject matter.