

## BE A HAZARD HERO

DOT's roll-out will include training and information

- Be a Hazard Hero hazard recognition training is mandatory for all DOT employees.
  - Employees can access the training video on the LMS.
  - Safety staff will have CDs of the video available for those without LMS access.
  - Training coordinators will need to set up proxy enrollment in LMS for attendees of classroom training.
- Be a Hazard Hero hazard recognition reporting
  - Employees should recognize, correct (if possible), and report hazards.
  - Forms available on line at <http://HAZARDS.NC.GOV>
  - Paper forms available, printable from <http://HAZARDS.NC.GOV>. Safety staff will have extra copies.
- Employee submit forms to supervisor (electronic or paper)
  - Electronically completed forms are forwarded to the submitter's supervisor.
  - Supervisor is required to electronically submit a response. Supervisor follow-up is also required
  - Paper forms should be submitted to the supervisor.
- Supervisor follow-up
  - Ensure proper corrective action is taken and complete.
  - Submit response to electronically submitted forms.
  - Forward report to local safety committee, audit committee, or appropriate person, and staff safety representative.
  - Keep report forms for 2 years.
- Safety/Audit committees review reports, look for trends, keep records of reviews, share findings.
- Safety representative assists with review of trends and with appropriate corrective actions.
- Safety & Risk Management will work with OSHR to receive DOT data on electronic submissions.

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