

North Carolina

Department of Transportation

Transportation Mobility and Safety Division

Workplace Safety, Security, and Sanitation Manual

November 9, 2016

NOTE

The information contained in this manual is adapted for use by the Transportation Mobility and Safety Division and is based on policies, procedures, and guidelines provided by the following:

[29 CFR 1904 \(Recording and Reporting Occupational Injuries and Illnesses\)](#)
[29 CFR 1910 \(Occupational Safety and Health Standards\)](#)
[29 CFR 1926 \(Safety and Health Regulations for Construction\)](#)
[29 CFR 1952 \(Approved State Plans for Enforcement of State Standards\)](#)
[40 CFR 261 \(Identification and Listing of Hazardous Waste\)](#)
[NFPA 10 \(“Standard for Portable Fire Extinguishers”\)](#)
[NFPA 101 \(“Life Safety Code”\)](#)
[North Carolina General Statutes Chapter 95 Article 16](#)
[North Carolina General Statutes Chapter 95 Article 22](#)
[NCDOT Workplace Safety Manual](#)
[NCDOT Safety Policy and Procedure Manual](#)
[NCDOT “Controlled Substances Abuse and Alcohol Misuse Standard Policy and Procedures”](#)
[NCDOT “Serious/Fatal Incident Guide”](#)
[NCDOT Card Access – ID Badge Policies and Procedures](#)
[Underwriters Laboratories “Guide Information for Electrical Equipment – The White Book”](#)

CONTENTS

I.	Coordinators and Contacts	3
	A. Division Safety Coordinators	
	B. Unit Safety Coordinators	
	C. Regional Safety Contacts	
II.	Committees, Subcommittees, and Teams	5
	A. Division Safety Committee	
	B. Audit Review Subcommittee	
	C. Incident and Injury Investigation Subcommittee	
	D. Incident Investigation Team	
III.	Safety, Security, and Sanitation Meetings	8
	A. General	
	B. Unit Meetings	

IV.	Safety, Security, and Sanitation Audits	10
	A. General	
	B. Offices and Vehicles	
	C. Traffic Electronics Center (TEC)	
	D. Worksites and Field Investigations	
V.	Incidents and Injuries	12
	A. General	
	B. Requirements and Responsibilities	
	C. Serious/Fatal Incidents	
	D. OSHA 300 Forms	
VI.	Radios	14
	A. General	
	B. Channels	
	C. Care and Use	
	D. Call Button (Alert Signal)	
VII.	Evacuations	15
	A. General	
	B. Pre-Plan	
	C. Meeting Areas	
	D. Drills	
	E. Evacuation Notebooks	
	F. Zone Coordinators	
VIII.	Training	18

IX. Miscellaneous

20

- A. Definitions and Acronyms
- B. Fire Extinguishers
- C. Unscheduled and Uncommunicated Employee Absences
- D. Ergonomic Assessments
- E. First Aid Kits
- F. Eyewash Station
- G. Safety Data Sheets (SDS)
- H. Ground Fault Circuit Interrupter (GFCI)
- I. Area of Rescue Assistance (ARA)
- J. Conference Rooms
- K. Fire Alarm Control Panel (FACP)
- L. Certificate of Occupancy (CO)
- M. Cost Centers
- N. Traffic Electronics Center (TEC)
- O. Card Activated Doors
- P. Traffic Engineering Policies, Practices and Legal Authority (TEPPL)
- Q. Resource Protection
- R. Back Braces
- S. Break Rooms and Break Areas
- T. Disabled Employees
- U. First Aid Incidents
- V. Severe Weather
- W. Automated External Defibrillators (AED)
- X. Manager of Environmental, Safety and Health Programs
- Y. Hazardous Waste: Lead
- Z. Harness – Fall Protection
- AA. Blood Drives
- BB. Surge Protectors and Extension Cords
- CC. Power Failure Events – Greenfield Facility

X. Security

- A. Security Desk, Security Personnel, and Reception Duties
- B. ID Badges, Card Access, and Visitors
- C. State Vehicles and ID Badges/Credit Cards
- D. Lost and Found
- E. Keys
- F. Threats and Suspicious Activity
- G. Active Shooter/Active Incident
- H. Reference

I. Coordinators and Contacts

A. *Division Safety Coordinators*

The Division will have one Division Safety Coordinator and at least one Assistant Division Safety Coordinator. The Division Safety Coordinator shall act as the Incident Commander for the Greenfield facility, and the Assistant Division Safety Coordinator(s) shall act as the Incident Commander back-ups for the Greenfield facility.

The Division Safety Coordinator and Assistant Division Safety Coordinator(s) shall be responsible for the following:

- Coordinating Division Safety Committee meetings
- Coordinating Audit Review Subcommittee meetings and ensuring that all subcommittee members have a copy of all completed and signed audit forms prior to meetings
- Coordinating Incident and Injury Investigation Subcommittee meetings and ensuring that all subcommittee members have a copy of all incident investigation forms and other pertinent information prior to meetings
- Coordinating with local officials (fire, police, rescue, etc.) in the event of a fire, evacuation, or other emergency
- Coordinating with the Department Safety Operations Engineer and the Department Security Manager
- Maintaining the Division's [Workplace Safety, Security, and Sanitation Manual](#)
- Maintaining the Division's [Workplace Safety, Security, and Sanitation audit forms](#)
- Maintaining the Division's [Safety, Security, and Sanitation Audit Guidelines](#)
- Maintaining the Division fire prevention plans
- Maintaining the [Division Evacuation Plans](#)
- Maintaining all original records (meetings, minutes, rosters, audits, incidents, plans, ergonomics, training, etc.)
- Maintaining a current list of [Unit Safety Coordinators, assistant Unit Safety Coordinators, Regional Safety Contacts, and Zone Coordinators](#)
- Ensuring that employees have all necessary safety, security, and sanitation training
- Maintaining a current list of contact information, by cost center, with Safety and Risk Management
- Maintaining [TEPPL topics related to workplace safety, security, and sanitation](#)
- Posting maximum occupancy totals for conference rooms with an allowed occupancy above 49 persons
- Shall maintain OSHA forms 300 and 301 as needed
- Shall complete and post OSHA 300A forms by January 31 of each year
- Shall provide the State Traffic Engineer and Unit Heads a workplace safety summary each quarter
- Shall conduct drills for fire, severe weather, and active shooter
- Maintaining safety data sheet (SDS) information in the 3E online database for chemicals located outside of the Traffic Electronics Center (TEC)

B. *Unit Safety Coordinators*

Each Unit shall have at least one Safety Coordinator and at least one Assistant Safety Coordinator.

Unit Heads may change their Unit Safety Coordinator(s) and/or Assistant Unit Safety Coordinator(s) at any time as needed, but shall immediately inform the Division Safety Coordinator of any changes.

Unit Safety Coordinators and Assistant Unit Safety Coordinator(s) shall be responsible for the following:

- Participating in subcommittees
- Scheduling and facilitating Unit safety, security, and sanitation meetings
- Assisting with safety, security, and sanitation audits
- Assisting with ergonomic assessments
- Maintaining a copy of all records (meetings, minutes, rosters, audits, incidents, plans, ergonomics, training, etc.) and forwarding all original records to the Division Safety Coordinator
- Maintaining a list of emergency contact numbers
- Ensuring that all identified deficiencies are abated within a reasonable time frame
- Ensuring radios in their areas are maintained in good working order and that all employees know how to operate them

C. *Regional Safety Contacts*

Each Regional Traffic Engineering Office shall have a Regional Safety Contact.

Regional Safety Contacts will be responsible for the following:

- Notifying the Unit Safety Coordinator of any injuries or incidents
- Notifying the Unit Safety Coordinator of any evacuations or emergencies
- Notifying the Unit Safety Coordinator of any changes in the list of emergency contact numbers
- Performing monthly inspections of fire extinguishers (when necessary and where appropriate)
- Posting OSHA form 300A for their respective offices by February 1, and through April 30, of each year

II. Committees, Subcommittees, and Teams

A. *Division Safety Committee*

This committee shall be composed of the State Traffic Engineer, Unit Heads, the Division Safety Coordinator, the Assistant Division Safety Coordinator, and subcommittee chairs.

The State Traffic Engineer will chair this committee.

The primary responsibilities of this committee are:

- Originating, modifying, coordinating, and guiding the safety program
- Approving safety policies
- Exchanging safety information
- Reviewing trends

This committee should meet at least twice per year (at the end of March and the end of September), but may meet at other times as needed. Any member of this committee may call a meeting.

Minutes for all committee meetings shall be kept with copies being sent to both Safety and Risk Assessment, and the next higher level committee, for review and appropriate action.

B. Audit Review Subcommittee

This subcommittee will be composed of a Unit Head or Section Head (who will act as chairperson), two Unit Safety Coordinators (one each from two units different from the subcommittee chairperson’s unit), the next year’s scheduled chairperson, and the Division Safety Coordinator.

Members of this subcommittee shall be as follows:

Position	2016	2017	2018	2019	2020	2021	2022	2023
State ITS and Signals Engineer	X							
Signals Management Engineer								
Signal Design Engineer				X				
Intelligent Transportation Systems Engineer							X	
ITSSU Safety Coordinator			X		X			X
Oversize and Overweight Permit Director								
Oversize and Overweight Permit Assistant Director								X
OSOWU Safety Coordinator		X			X		X	
State Signing and Delineation Engineer			X					
SDU Safety Coordinator	X			X		X		
State Traffic Management Engineer								
Work Zone Traffic Control Engineer								
Congestion Management Engineer		X						
Municipal/School Transportation Assistance Engineer								
TMU Safety Coordinator				X		X		
State Traffic Safety Engineer								
Traffic Safety Systems Engineer								
Mobility and Safety Field Operations Engineer						X		
Mobility and Safety Information Engineer								
TSU Safety Coordinator	X		X					
State Traffic Systems Operation Engineer					X			
TSOU Safety Coordinator		X					X	
Division Safety Coordinator	X	X	X	X	X	X	X	X

The primary responsibilities of this subcommittee are to:

- Review audit reports
- Compile and analyze data
- Make periodic safety and housekeeping inspections

Subcommittee meetings should occur as needed and not necessarily on a regular basis, but at a minimum should be held quarterly.

Minutes for all subcommittee meetings should be kept with copies being sent to the Division Safety Committee and Safety and Risk Assessment.

C. Incident and Injury Investigation Subcommittee

This subcommittee will be composed of a Unit Head or Section Head (who will act as chairperson), two Unit Safety Coordinators (one each from two units different from the subcommittee chairperson’s unit), the next year’s scheduled chairperson, and the Division Safety Coordinator.

Members of this subcommittee shall be as follows:

Position	2016	2017	2018	2019	2020	2021	2022	2023
State ITS and Signals Engineer								
Signals Management Engineer		X						
Signal Design Engineer								
Intelligent Transportation Systems Engineer								
ITSSU Safety Coordinator	X			X		X		
Oversize and Overweight Permit Director						X		
Oversize and Overweight Permit Assistant Director								
OSOWU Safety Coordinator			X					
State Signing and Delineation Engineer								X
SDU Safety Coordinator	X				X		X	
State Traffic Management Engineer				X				
Work Zone Traffic Control Engineer							X	
Congestion Management Engineer								
Municipal/School Transportation Assistance Engineer			X					
TMU Safety Coordinator		X			X			X
State Traffic Safety Engineer	X							
Traffic Safety Systems Engineer					X			
Mobility and Safety Field Operations Engineer								
Mobility and Safety Information Engineer								
TSU Safety Coordinator		X		X			X	
State Traffic Systems Operation Engineer								
TSOU Safety Coordinator			X			X		X
Division Safety Coordinator	X	X	X	X	X	X	X	X

The primary responsibilities of this subcommittee are to:

- Review incident investigations
- Review statistics and trends
- Monitor compliance with recommendations

Subcommittee meetings shall occur as needed following incidence investigations.

Minutes for all subcommittee meetings should be kept with copies being sent to the Division Safety Committee and Safety and Risk Assessment.

D. *Incident Investigation Team*

The Unit Head (or Section Head if the Unit Head is vacant or unavailable) of employee(s) involved in an incident will assemble an Incident Investigation Team within ten (10) business days of the reported incident.

The Incident Investigation Team will include the following individuals:

- The employee(s) involved
- A peer of the employee(s) involved (peers should rotate where possible and practical)
- The immediate supervisor(s) of the employee(s) involved
- A supervisor of the immediate supervisor(s) of the employee(s) involved
- Additional management, technical and safety support staff, Unit Safety Coordinators, the Division Safety Coordinator, or the Assistant Division Safety Coordinator should be included as needed

If the incident resulted in a fatality or the hospitalization of three or more people, then the Division Safety Coordinator and a representative from Safety and Risk Management shall also serve on the Incident Investigation Team.

III. Safety, Security, and Sanitation Meetings

A. *General*

Safety meetings are very useful ways of training our employees and they are a vital part of the Department's safety atmosphere. Safety meetings should be used to present information, discuss problems and new ideas, and discuss recent accidents and injuries. These meetings can vary greatly in length but should be held on a regular schedule to keep safety on the employees' minds.

Safety meetings involve employees in the safety program – they can conduct meetings, report on special projects, and lead group discussions.

All employees are required to attend meetings. It shall be the responsibility of supervisors to ensure that any of their employees that miss a safety meeting are briefed on the information provided and any items discussed.

Exemptions to safety meetings shall only be made with written approval from the State Traffic Engineer, a Unit Head, or the Division Safety Coordinator.

B. Unit Meetings

Each Unit will hold at least one meeting and one make-up meeting every quarter.

Unit Heads, in coordination with their Section Heads and Unit Safety Coordinator, will be responsible for determining who is responsible for Unit meeting topics and agendas.

The following individuals are to be informed of, and invited to, all Unit meetings:

- State Traffic Engineer
- Division Safety Coordinator
- Assistant Division Safety Coordinator
- Division Project Manager
- Division Staff Engineer (and staff)
- Division Executive Assistant

In order to reduce the time burden on guest speakers that may be invited to several Unit safety meetings, the Units located at the Greenfield facility may coordinate building-wide quarterly safety meetings. The rotation schedule of the responsible Unit for these meetings shall be as follows:

Calendar Year and Quarter	Signing & Delineation	Traffic Management	Division Safety Coordinator	ITS & Signals	Traffic Safety	Oversize Overweight Permits
2016 – Quarter 1		X				
2016 – Quarter 2			X			
2016 – Quarter 3				X		
2016 – Quarter 4					X	
2017 – Quarter 1						X
2017 – Quarter 2	X					
2017 – Quarter 3		X				
2017 – Quarter 4			X			
2018 – Quarter 1				X		
2018 – Quarter 2					X	
2018 – Quarter 3						X
2018 – Quarter 4	X					
2019 – Quarter 1		X				
2019 – Quarter 2			X			
2019 – Quarter 3				X		
2019 – Quarter 4					X	
2020 – Quarter 1						X
2020 – Quarter 2	X					

All Unit meetings (quarterly, make-up, etc.) are to be documented. However, the NCDOT Training Coordinator has advised the TMSD that there is not a need to add these meetings to individual LMS training profiles, and TMSD human resources staff have indicated that adding Unit meetings to the LMS has been a time consumer with little benefit for the cost. Therefore, Unit meetings may be recorded on the LMS training profiles of attendees if they choose to add them using the “external training” process.

IV. Safety, Security, and Sanitation Audits

A. General

Audits may be announced or unannounced.

Supervisors shall be responsible for ensuring audits are completed in a timely manner. All audits shall be witnessed by another employee.

Exemptions to audits shall only be made with written approval from the State Traffic Engineer, a Unit Head, or the Division Safety Coordinator.

Fire extinguishers, first aid kits, evacuation plans, evacuation notebooks (if available), and severe weather plans should be reviewed during all audits. If a fire extinguisher is found to be out of compliance with monthly inspection requirements during the time of any audit, then [the fire extinguisher shall be inspected](#), and the tag initialed and dated.

B. Offices and Vehicles

Office locations (excluding the Traffic Electronics Center) shall have an audit performed every six months.

Audits shall consist of work areas, work vehicles, and any common areas used by personnel.

State vehicles, and personal vehicles if used for work, should be audited when offices are audited. If vehicles are not available during an office or worksite audit, they should be audited as soon as possible following the audit.

The State Traffic Engineer shall perform a minimum of four audits per year. All audits shall be witnessed by an employee of the affected area, the Division Safety Coordinator, or the Assistant Division Safety Coordinator.

A copy of all completed and signed audit forms shall be kept at the Unit level.

A copy of all completed and signed audit forms should be submitted to the next level of management (up to the Unit Head level).

Originals of all completed and signed audit forms shall be sent to the Division Safety Coordinator within five (5) business days of the audit.

C. *Traffic Electronics Center (TEC)*

The Traffic Electronics Center (TEC) shall be audited every month by the Signals Management Engineer or the Traffic Electronics Engineer. All audits shall be witnessed by one of the following:

- State Traffic Engineer
- State ITS and Signals Engineer
- Unit Safety Coordinator
- Traffic Electronics Engineer
- Division Safety Coordinator
- Assistant Division Safety Coordinator
- An employee of the Signals Management Section
- An employee of the TEC

The State Traffic Engineer shall perform at least one audit of the Traffic Electronics Center (TEC) per year. All audits shall be witnessed by the State ITS and Signals Engineer, the Signals Management Engineer, the Traffic Electronics Engineer, the Division Safety Coordinator, the Assistant Division Safety Coordinator, or an employee of the TEC.

A copy of all completed and signed audit forms shall be kept at the Unit level.

A copy of all completed and signed audit forms should be submitted to the next level of management.

Originals of all completed and signed audit forms shall be sent to the Division Safety Coordinator within five (5) business days of the audit.

D. *Worksites and Field Investigations*

The State Traffic Engineer shall perform at least one audit of a project (worksite or field investigation) per year. The audit shall be witnessed by a Unit Head, Section Head, Unit Safety Coordinator, the Division Safety Coordinator, or the Assistant Division Safety Coordinator.

If their staff performs field work, Unit Heads and Section Heads shall perform at least one audit of a project (worksite or field investigation) per year. The audit shall be witnessed by an employee of the group(s) being audited, the Unit Safety Coordinator, the Division Safety Coordinator, or the Assistant Division Safety Coordinator.

A copy of all completed and signed audit forms shall be kept at the Unit level.

A copy of all completed and signed audit forms should be submitted to the next level of management.

Originals of all completed and signed audit forms shall be sent to the Division Safety Coordinator within five (5) business days of the audit.

V. Incidents and Injuries

A. *General*

An incident is an event that could have, or did, result in personal injury or damage to state or private property. However, some incidences are considered “first aid” events (such as paper cuts, etc.) and do not need to be reported (see item U in the Miscellaneous section for a definition of “first aid” incidences).

Supervisors have wide latitude in deciding whether or not an incident has occurred but should err on the side of reporting the event as an incident.

Investigations of incidences are important for the prevention of future incidences and reviewing the quality of safety programs.

Incident investigations shall not be a fault finding process.

The results of investigations should be communicated to employees, supervisors, and management to prevent recurrence of similar incidences.

Investigation results, information, and reports shall be reviewed by the Incident and Injury Investigation Subcommittee.

All supervisors are responsible for ensuring that any recommendations are implemented.

B. *Requirements and Responsibilities*

The following must occur immediately following an incident:

- Involved employee(s) shall report the incident to their immediate supervisor (if possible) or any supervisor (if their immediate supervisor is not available)
- The notified supervisor shall immediately report the incident to the Division Safety Coordinator (or the Assistant Division Safety Coordinator) and the appropriate Unit Safety Coordinator (or Assistant Unit Safety Coordinator)

Supervisors shall complete the “Incident Checklist for Supervisors.”

Once all documentation has been completed and distributed, the Incident and Injury Investigation Subcommittee shall be convened to:

- Review all data and incident documentation
- Determine what corrective actions should be taken
- Complete Part III of the [Incident Investigation Form \(Form I-2\)](#) and distribute to the following:
 - a. Division Safety Coordinator (original)
 - b. State Traffic Engineer (copy)
 - c. Unit Head (copy)
 - d. Section Head (copy)
 - e. Safety and Risk Management (copy)

C. *Serious/Fatal Incidents*

A serious/fatal incident is an incident that has resulted in a fatality or the hospitalization of three or more people.

The death of any employee from a work-related incident must be orally reported to OSHA within eight (8) hours [[29 CFR 1904.39](#)].

The in-patient hospitalization of one or more employees from a work-related incident, an employee’s amputation from a work-related incident, or an employee’s loss of an eye from a work-related incident must be orally reported to OSHA within twenty-four (24) hours [[29 CFR 1904.39](#)].

The OSHA toll-free central telephone number is 1-800-321-OSHA (1-800-321-6742).

Investigations of a serious/fatal incident shall be in accordance with NCDOT’s [“Serious/Fatal Incident” guide](#).

D. OSHA 300 Forms

Occupational Safety and Health Administration (OSHA) [Forms 300, 300A, and 301](#) are required under [29 CFR 1904](#) and [29 CFR 1952](#). These forms are completed on a calendar year basis and must be retained for a period of five years. If an incident meets OSHA requirements for reportable incidences, then Form 301 needs to be completed and placed in the incident file, and Form 300A needs to be updated. Reportable incidences include the following:

- Fatalities
- Injuries resulting in lost work days
- Injuries resulting in job/duty transfers or restrictions
- Injuries resulting in skin disorders, respiratory conditions, poisoning, or hearing loss

One OSHA 300A form shall be completed annually for each physical work location and all OSHA 300A forms shall be signed by the State Traffic Engineer. Form 300A must also be posted in each work location by February 1st of each year for the previous calendar year, even if no incidences met OSHA requirements.

VI. Radios

A. General

Multiple sets of two-way radios have been provided by management and are located throughout the Greenfield facility. Radios are to be turned off prior to charging, and should be periodically drained and re-charged to keep the batteries in good condition. All employees should know how to operate the radios.

B. Channels

The channels for the radios in the Greenfield facility are assigned as follows...

- Building-wide – 12 (interference issues with channel 8)
- Blue Zone – 14 (interference issues with channel 8)
- Green Zone – 13 (interference issues with channel 8)
- Orange Zone – 8
- Red Zone – 10 (interference issues with channel 14)
- White Zone – 11 (interference issues with channels 8 and 14)
- Yellow Zone – 9 (interference issues with channel 8)

C. Care and Use

Information on care and use of the radios can be found at the following URL:

<https://midlandusa.com/wp-content/uploads/2012/06/LXT500-535-Owners-Manual.pdf>

D. Call Button (Alert Signal)

If the “call” button on the radio is activated then the security guard must identify and speak with the individual who activated the alert signal (whether intentionally or unintentionally).

VII. Evacuations

A. General

All personnel shall evacuate when instructed by either mechanical means (alarms, sirens, etc.) or verbally by a safety coordinator or emergency management official (law enforcement officer, fireman, etc.). This requirement applies equally to both drills and actual emergencies. Failure to evacuate may result in disciplinary action.

The signal for an evacuation drill/event is the fire alarm. Misuse of fire alarms may lead to disciplinary action up to and including dismissal.

It is the policy of the Division that only the respective fire departments, or the respective landlords, shall reset fire alarms, fire panels, or pull stations.

All personnel are to assemble at their primary meeting place (or alternate meeting place, if necessary and based on conditions) when an evacuation occurs.

During an evacuation, personnel shall remain at their meeting place (primary or alternate) unless and until instructed to move to another location or are allowed to re-enter the facility.

B. Pre-Plan

This is the plan kept by the local fire department with contact names, numbers, and evacuation procedures.

The local fire department should be contacted any time information on this plan is changed.

The Knox box is the on-site repository for keys and badges made available for the local fire department’s use. Respective pre-plans shall state that the Knox box will be the primary meeting place between the local evacuation officer (Division Safety Coordinator, Assistant Division Safety Coordinator, Unit Safety Coordinator, Assistant Unit Safety Coordinator, etc.) and the local fire department.

C. Meeting Areas

Garner District Fire Chief Steve Williams has approved the parking lot of the Greenfield facility for evacuation meeting sites.

Primary and secondary meeting areas are posted on the facility evacuation plan. During an evacuation event, all personnel are to proceed directly to the primary meeting area of the zone they are in (or a secondary meeting area, depending on conditions). Employees evacuating from a zone other than their “base” zone (i.e. – the zone where their work station is located) are to stay where they are and shall not return to their “base” zone.

The area in the back of the building outside the break room (between the picnic area and the CT cabinet) shall serve as the primary Incident Command Post for all evacuations except active/shooter/active incident events. The Incident Management Team shall be composed of the Division Safety Coordinator, the State Traffic Engineer, and the Security Officer who, if present at the facility, shall go directly to the Incident Command Post.

D. Drills

As of September 24, 2009, the State Highway Administrator has required all Division of Highways facilities to conduct two (2) fire drills every year. Fire drills do not necessarily need to be coordinated with fire departments or other emergency management officials, and do not necessarily need to have the fire alarms sounded. However, every employee is required to evacuate the facility during these drills and meet at their primary meeting place, and occasionally their secondary meeting place, in order to become familiar with evacuation procedures. Employees may not reenter the facility until an all clear is provided by the individual conducting the drill. Following a drill, a [“Fire Drill Verification Form”](#) shall be completed and submitted.

It is the responsibility of the Division Safety Coordinator, Assistant Division Safety Coordinator, Unit Safety Coordinators, and Regional Safety Contacts to coordinate and conduct fire drills.

E. Evacuation Notebooks

Evacuation notebooks shall be maintained by the Division Safety Coordinator and Assistant Division Safety Coordinators and shall contain the following information:

- List of safety coordinators (Department, Division, Unit, etc.)
- List of evacuation Zone Coordinators

Information included in evacuation notebooks shall be divided into the appropriate zones indicated on the evacuation plan for the facility, with each individual zone having its information at the front of the notebook.

The first employee to evacuate the facility within a particular zone will take the evacuation notebook with them and, if not a supervisor, will give the notebook to a supervisor at the meeting area. The supervisor with the evacuation notebook will then be the supervisor-in-charge.

At the Greenfield facility, in the white zone, the individual manning the reception desk is responsible for removing the visitor sign-in clipboard.

F. Zone Coordinators

Each evacuation zone should have a primary, and at least one secondary, Zone Coordinator.

Zone Coordinators may or may not be Unit Safety Coordinators or Assistant Safety Coordinators. Zone coordinators that are not safety coordinators are to be determined by agreement between the Unit Heads of the affected evacuation zone. A list of current zone coordinators is to be maintained by the Division Safety Coordinator.

Zone Coordinators are responsible for checking cubes, offices, and common areas (bathrooms, break rooms, conference rooms, etc.) as they exit the facility.

Zone Coordinators shall take their radios (or the nearest available radio) with them and respond to requests for statuses with one of the following (reiterating the zone color):

- “_____ zone – clear”
- “_____ zone – NOT clear”
- “_____ zone – sweep in progress”

VIII. Training

Employees are required to be trained as follows...

Training	Event Number	Type of Training	Frequency	Required Employees	Justification
Aerial Lift Safety	DOT-08477	Formal – add to employee training profile	Initial assignment and annually thereafter	Division Safety Coordinator, Assistant Division Safety Coordinator, Employees Using Aerial Lifts	NCDOT Safety and Health Training Matrix
Bloodborne Pathogens	DOT-08060	Formal – add to employee training profile	Annual	All Safety Coordinators and Assistant Safety Coordinators	NCDOT Safety and Health Training Matrix , NCDOT Mandatory HR Courses
Bloodborne Pathogens Exposure Control	DOT-02445	Formal – add to employee training profile	Initial assignment and periodically thereafter	All Safety Coordinators and Assistant Safety Coordinators	
Defensive Driving	DOT-02406	Formal – add to employee training profile	Initial assignment and periodically thereafter	All Safety Coordinators and Assistant Safety Coordinators	
Electrical Safety	DOT-02399	Formal – add to employee training profile	Initial assignment and annually thereafter	Division Safety Coordinator, Assistant Division Safety Coordinator, all employees with access to the TEC	29 CFR 1910.332
Emergency Action Plan		Formal – add to employee training profile	When the plan is developed, when the employee is assigned initially to a job, when the employee's responsibilities under the plan change, and when the plan is changed	All Safety Coordinators, Assistant Safety Coordinators, and Zone Coordinators	29 CFR 1910.38(e)
Emergency Action Plan		Review – should be documented	When the plan is developed, when the employee is initially assigned to a job, when the employee's responsibilities under the plan change, and when the plan is changed	All Employees	29 CFR 1910.38(f)
Fall Arrest and Protection	DOT-02442	Formal – add to employee training profile	Initial assignment and periodically thereafter	Division Safety Coordinator, Assistant Division Safety Coordinator, Employees Working at Heights of Four (4) Feet or More	NCDOT Safety and Health Training Matrix
Fire Extinguisher Safety	DOT-02401	Formal – add to employee training profile	Initial assignment and annually thereafter	All Employees	29 CFR 1910.157

Training	Event Number	Type of Training	Frequency	Required Employees	Justification
Fire Prevention	DOT-02446	Formal – add to employee training profile	Initial assignment and periodically thereafter	All Employees	NCDOT Safety and Health Training Matrix
First Aid, CPR, AED	DOT-08530	Formal – add to employee training profile	Every other year	All Safety Coordinators, Assistant Safety Coordinators , and Field Employees	NCDOT Safety and Health Training Matrix
Fleet Safety	DOT-02395	Formal – add to employee training profile	Initial assignment and every other year thereafter	All Employees that Operate Fleet Vehicles	NCDOT Safety and Health Training Matrix
Hazardous Communication	DOT-02384	Formal – add to employee training profile	Initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced	Division Safety Coordinator, Assistant Division Safety Coordinator, all employees with access to the TEC	29 CFR 1910.1200(h)
Ladder Safety	DOT-02397	Formal – add to employee training profile	Pre-Assignment and Post-Incident	Division Safety Coordinator, Assistant Division Safety Coordinator, Employees using Ladders	NCDOT Safety and Health Training Matrix
Machine Guarding	DOT-02449	Formal – add to employee training profile	Initial assignment and annually thereafter	Division Safety Coordinator, Assistant Division Safety Coordinator, Employees using Fixed or Hand Held Tools	NCDOT Safety and Health Training Matrix
NCDOT PCI Compliance Policy Training		Formal – add to employee training profile	Initial assignment, and when Changes are made	Division Safety Coordinator, Assistant Division Safety Coordinator, all employees with access to OSOW	NCDOT IT
Portable Fire Extinguisher Inspection	DOT-08092	Formal – add to employee training profile	Initial assignment and periodically thereafter	Division Safety Coordinator, Assistant Division Safety Coordinator, Unit Safety Coordinators, Assistant Unit Safety Coordinators	
Practical Solutions in Office Ergonomics	DOT-05859	Formal – add to employee training profile	Initial assignment	Division Safety Coordinator and Assistant Division Safety Coordinator	NCDOT Safety and Health Training Matrix
Security Awareness	N/A	Formal – add to employee training profile	Annually	All Employees	NCDOT Mandatory HR Courses
Workplace Violence Policy	N/A	Formal – add to employee training profile	Once	All Employees	NCDOT Mandatory HR Courses
Worksite Audits	DOT-02900	Formal – add to employee training profile	Initial assignment, and when Changes are made	Division Safety Coordinator, Assistant Division Safety Coordinator, all Supervisors	

IX. Miscellaneous

A. *Definitions and Acronyms*

AED	-	Automated External Defibrillators
ANSI	-	American National Standards Institute
ARA	-	Area of Rescue Assistance
ARC	-	American Red Cross
ARS	-	Audit Review Subcommittee
BBP	-	Blood Borne Pathogen
BEI	-	Biological Exposure Indices
CAS	-	Chemical Abstracts Service
CDC	-	Centers for Disease Control and Prevention
CESQG	-	Conditionally Exempt Small Quantity Generator
CFR	-	Code of Federal regulations
CO	-	Certificate of Occupancy
COI	-	Certificate of Insurance
DAR	-	Daily Activity Report
DART	-	Days Away, Restricted, and Transfer
DOL	-	Department of Labor
DSC	-	Division Safety Committee
EAP	-	Emergency Action Plan
EPA	-	Environmental Protection Agency
FACP	-	Fire Alarm Control Panel
ECP	-	Exposure Control Plan
ERM	-	Experience Rate Modifier
GDC	-	General Duty Clause
GFCI	-	Ground Fault Circuit Interrupter
GHS	-	Globally Harmonized System
HEPA	-	High-Efficiency Particulate Air
HW	-	Hazardous Waste
ICP	-	Incident Command Post
ICS	-	Incident Command System
IDLH	-	Immediately Dangerous to Life or Health
IIS	-	Incident and Injury Subcommittee
IIT	-	Incident Investigation Team
ITSS	-	ITS and Signals Unit
MESH	-	Manager of Environmental, Safety and Health Programs
MSDS	-	Material Safety Data Sheet (no longer used)
MSTA	-	Municipal and School Transportation Assistance
NCAC	-	North Carolina Administrative Code
NCDOL	-	North Carolina Department of Labor
NCDOT	-	North Carolina Department of Transportation
NCGS	-	North Carolina General Statute
NCIC	-	North Carolina Industrial Commission
NIMS	-	National Incident Management System

NIOSH	-	National Institute for Occupational Safety and Health
NSC	-	National Safety Council
OPIM	-	Other Potentially Infectious Material
OSH	-	Occupational Safety and Health Division (NCDOL)
OSHA	-	Occupational Safety and Health Administration (USDOL)
OSOW	-	Oversize and Overweight Permit Unit
PEL	-	Permissible Exposure Limit
PITS	-	Powered Industrial Trucks
PPE	-	Personal Protective Equipment
REL	-	Recommended Exposure Limit
RPT	-	Relocatable Power Tap (power strip)
RTE	-	Regional Traffic Engineer
RTK	-	Right to Know
SDS	-	Safety Data Sheet
SDU	-	Signing and Delineation Unit
SEP	-	Special Emphasis Program
SLC	-	Safety and Loss Control (no longer used)
SOG	-	Standard Operation Guidelines
SOP	-	Standard Operating Procedure
SQG	-	Small Quantity Generator
SRM	-	Safety and Risk Management
STEL	-	Short Term Exposure Limit
TEC	-	Traffic Electronics Center
TLV	-	Threshold Limit Value
TMC	-	Traffic Management Center
TMU	-	Traffic Management Unit
TMSD	-	Transportation Mobility and Safety Division
TPA	-	Third Party Administrator
TSDF	-	Treatment, Storage and Disposal Facility
TSOU	-	Traffic Systems Operation Unit
TSU	-	Traffic Safety Unit
TWA	-	Time Weighted Average
UL	-	Underwriters Laboratories
WEEL	-	Workplace Environmental Exposure Level
WSSS	-	Workplace Safety, Security, and Sanitation
WZTC	-	Work Zone Traffic Control

B. *Fire Extinguishers*

All fire extinguishers shall be serviced annually, and inspected monthly, in accordance with OSHA requirements. In the Greenfield facility, this shall be completed by the landlord.

The servicing and inspection of all fire extinguishers in Division and Regional offices is the responsibility of either the landlord or the division, where appropriate. This responsibility should be included in all contracts for leased spaces.

The Transportation Mobility and Safety Division will not furnish fire extinguishers for work vehicles (state or personal), except where required by the [NCDOT Policies and Procedures Manual](#), or where required by Unit policy.

All fire extinguishers, regardless of servicing or inspection responsibilities, shall be reviewed by Division personnel during audits and [inspected](#), if necessary.

C. *Unscheduled and Uncommunicated Employee Absences*

If an employee has an unscheduled and uncommunicated absence for 24 hours, the employee's supervisor should attempt to contact the employee through normal channels (cell phone, home phone, email, etc.). If no response has been received within one (1) hour, the supervisor should immediately contact the employee's emergency contact (information is available from the Unit's human resources person).

D. *Ergonomic Assessments*

If trained, Unit Safety Coordinators may perform ergonomic assessments for their Unit's employees. Unit Safety Coordinators may also request assistance from the Division Safety Coordinator, Assistant Division Safety Coordinator, or Safety and Risk Management to perform ergonomic assessments for their Unit's employees.

The Division Safety Coordinator or Assistant Division Safety Coordinator shall perform ergonomic assessments for the State Traffic Engineer and Division administrative staff.

Ergonomic assessments shall only be done by request or if a problem is noticed by supervisors, management, safety coordinators, or physicians. Supervisors shall be informed of any potential ergonomic issues/requests prior to initiating any ergonomic consultations or assessments. Justification for workstation upgrades (adjustable desks, motorized lift desks, sit-stand desks, etc.) shall include a note from the employee's physician.

Employees receiving an ergonomic assessment are recommended to abide by the results of the assessment. However, these recommendations should be reviewed periodically and when the employee's work station and/or responsibilities change.

Any equipment purchased as part of an ergonomic assessment (sit-stand workstations, chairs, etc.) become the property of the Division when the employee who was the subject of the assessment

leaves the Division. The Division Safety Coordinator or Assistant Division Safety Coordinators shall relocate this equipment at their discretion on an as needed basis.

Ergonomic assessments are purged every five (5) years in accordance with the General Schedule for State Agency Records.

E. *First Aid Kits*

First aid kits used by the Division will be the standard 25-unit basic first aid kit (SAP Material Group 134, Material Number 134000975).

A minimum of one first aid kit shall be available for every 50 employees.

Every office (central and regional) will have at least one first aid kit.

The Traffic Electronics Center (TEC) will have at least one first aid kit.

All work vehicles (state and personal) shall have a first aid kit.

First aid kits will be stocked, available, and posted based on NCDOT workplace policies and procedures.

F. *Eyewash Station*

The Traffic Electronics Center (TEC) will have an eyewash station available to employees at all times (based on NCDOT SOP# 11A-21 and [29 CFR 1910.151\(c\)](#)).

G. *Safety Data Sheets (SDS)*

Safety data sheets are required to be available to all employees, and are located in the [3E online database](#).

The Signals Management Engineer and the Traffic Electronics Engineer shall be responsible for ensuring that all safety data sheets are kept current in the 3E online database for chemicals located in the Traffic Electronics Center (TEC).

The Division Safety Coordinator and Assistant Division Safety Coordinator(s) shall be responsible for ensuring that all safety data sheets are kept current in the 3E online database for chemicals located in the remainder of the Greenfield facility.

H. *Ground Fault Circuit Interrupter (GFCI)*

Generally used for protecting employees from electrocution.

All open or live traffic signal cabinets in the Traffic Electronics Center (TEC) shall have GFCIs.

I. *Area of Rescue Assistance (ARA)*

This room is provided in the Greenfield Facility for physically impaired employees who can not evacuate the back of the building due to the grade separated nature of the rear evacuation routes.

This room is not to be used as a daily ingress or egress by Division employees.

The interior and exterior doors to this room should be kept closed at all times.

This room may be used as an egress to evacuate the building.

The light in this room should be kept on at all times.

J. *Conference Rooms*

The maximum capacity of all conference rooms is 49 persons, or the number of chairs, whichever is less.

Any conference room with multiple exits opening outward, and automatic emergency lights (any lights on battery back-up that come on during a power failure event), may be considered for occupancy of more than 49 persons.

K. *Fire Alarm Control Panel (FACP)*

This is the room which houses the control panel for the fire alarm and the main water valve for the sprinkler system. Older buildings and facilities may not have a fire alarm control panel.

L. *Certificate of Occupancy (CO)*

All buildings and offices must have a certificate of occupancy prior to occupancy by Division personnel. Division administration staff and/or the State Property Office should have copies of all certificates of occupancy.

M. *Cost Centers*

The Division Safety Coordinator will maintain a list of contact information, by cost center, with Safety and Risk Management.

N. *Traffic Electronics Center (TEC)*

All doors allowing ingress/egress to the Traffic Electronics Center are to be closed at all times. Only employees and/or contractors with badge access to the TEC, or persons being escorted by someone with badge access to the TEC, shall be in the TEC.

O. *Card Activated Doors*

All card activated doors should be set on failsafe so that they unlock during an evacuation event or during a power failure.

P. *Traffic Engineering Policies, Practices and Legal Authority (TEPPL)*

All workplace safety, security, and sanitation information specific to the Division will be maintained on this web site under the following topics:

- [W-32 Workplace Safety, Security, and Sanitation – General](#)
- [W-33 Workplace Safety, Security, and Sanitation – Incidents](#)
- [W-34 Workplace Safety, Security, and Sanitation – Labor Laws and Policies](#)
- [W-36 Workplace Safety, Security, and Sanitation – Severe Weather](#)
- [W-37 Workplace Safety, Security, and Sanitation – Ergonomics](#)
- [W-38 Workplace Safety, Security, and Sanitation – Fire Safety/Evacuations](#)
- [W-39 Workplace Safety, Security, and Sanitation – Threats and Suspicious Activity/Mail](#)
- [W-40 Workplace Safety, Security, and Sanitation – Audits](#)
- [W-41 Workplace Safety, Security, and Sanitation – Hazard Communication](#)
- [W-42 Workplace Safety, Security, and Sanitation – Security](#)

It is the responsibility of the Division Safety Coordinator and the Assistant Division Safety Coordinator to maintain current information within these topics.

Q. *Resource Protection*

In the case where a fire, adverse weather, or other event has occurred and has damaged a facility to the point that it is open to either the elements or can no longer be secured from unauthorized individuals, an on-site employee will be responsible for notifying the Department Safety Coordinator, the Division Safety Coordinator, or the Assistant Division Safety Coordinator and remaining on site until other arrangements can be made.

R. *Back Braces*

Back braces are not personal protective equipment (PPE) and are not proven to prevent back injuries. Employees are allowed to use them at their discretion but they shall not be provided by the Division. If used they shall be in good condition. [[OSHA Letter of Interpretation \(April 6, 1998\)](#)]

S. *Break Rooms and Break Areas*

It is the responsibility of each employee to clean up after themselves and to maintain all break rooms and break areas in a clean and sanitary condition.

Refrigerators are to be cleaned out every Friday afternoon. Condiments (ketchup, mustard, salad dressings, etc.) in sealed containers may remain, but all other food and containers are to be discarded.

Microwaves, toasters, toaster ovens, and coffee pots shall be cleaned by the individual who used them. If community microwaves, etc., are not maintained in a sanitary condition then they will be removed. If community microwaves, etc., are removed due to a lack of sanitation, then all personal microwaves, etc., will also be removed.

Any stand-alone ice makers will be cleaned and sanitized on a regular basis. It is recommended that three (3) capfuls of bleach be poured down ice maker drains each week to prevent clogs.

T. *Disabled Employees*

Supervisors should notify their Unit Safety Coordinator of employees with permanent or temporary physical disabilities. At least one primary and one secondary individual should be assigned to offer assistance to the disabled employee to leave their workstation should an evacuation event occur or if adverse weather threatens. Individuals assigned to such a task should be selected by supervisors with input from the Unit Safety Coordinator.

U. *First Aid Incidents*

Injuries that are considered first aid incidents do not need to be reported to OSHA, which defines a [first aid incident](#) as any of the following:

- Using non-prescription medication at non-prescription strength
- Tetanus immunizations
- Cleaning, flushing, or soaking wounds on the skin surface
- Applying wound coverings (such as band aids, gauze pads, etc.)
- Hot and/or cold therapy
- Using totally non-rigid supports (such as ACE bandages, back supports, etc.)
- Temporary immobilization devices for transport (splints, slings, back boards, neck braces, etc.)
- Draining fluids from blisters
- Drilling fingernails or toenails to relieve pressure
- Using eye patches
- Using irrigation, cotton swabs, etc., to remove items from the eye that are not embedded
- Using tweezers, irrigation, etc., to remove splinters or other foreign materials from areas other than the eye
- Using finger guards
- Massages
- Drinking fluids to relieve heat stress

However, forms I-1 and I-2 are required if (1) a first aid incident results from an injury or illness arising from the performance of an employee's job duties and (2) the injury or illness is serious enough to cause a temporary stoppage of those duties to treat.

V. *Severe Weather*

Severe weather includes tornadoes, thunderstorms, large hail, straight-line winds, down bursts, derechos, and any other type of weather that can occur suddenly and violently with potentially disastrous results to life and property. These types of weather issues generally provide little reaction time and employees should report to their assigned safe areas as soon as possible.

Severe weather may also include the impending arrival, or after effects, of larger slower moving storm systems such as hurricanes and snow/ice events. In the case of snow/ice events, the back doors to the Oversize/Overweight Permit Unit, the breakroom and the Traffic Electronics Center (TEC) will be closed except for emergencies as the metal steps and hand railings make these areas prone to icing and slip hazards. Please park on the front and opposite side of the building and enter through the glass doors during these events.

Tornado drills should, at a minimum, be conducted annually (usually during Severe Weather Awareness Week which occurs sometime in late February and/or early March). Tornado drills do not necessarily need to be coordinated with fire departments or other emergency management officials, and do not necessarily need to have alarms sounded. However, every employee is required to participate in these drills and meet at their primary meeting place, and occasionally

their secondary meeting place, in order to become familiar with safety procedures. Employees may not return to their work stations until an all clear is provided by the individual conducting the drill. Following a drill, a “Tornado Drill Verification Form” shall be completed and submitted. See TEPL Topic [W-36 Workplace Safety, Security, and Sanitation – Severe Weather](#) for more information.

The signal for a severe weather drill/event is a whistle. Misuse of whistles may lead to disciplinary action up to and including dismissal.

When an actual severe weather event or drill occurs employees shall do the following:

- Remove any headsets or ear buds
- Grab their 2-way radios (if they don’t already have them)
- Ensure individuals with hearing impairments are aware of the signal
- Assist those with permanent or temporary mobility impairments
- Proceed to their designated meeting place
- Bring any visitors with them
- Sit on the floor
- Cover their heads or position themselves so that their head is under a table or desk
- Remain calm and quiet
- Refrain from talking on telephones and cell phones

If time permits and safety is not compromised, zone coordinators and route checkers may check their zones to ensure they are clear, meet in the center hallway to verify with each other that the entire zone is clear, and then proceed to their designated meeting places.

Room 185 (the Signing/TSO conference room) shall serve as the Incident Command Post for all severe weather threats, conditions, and drills at the Greenfield facility. The Incident Management Team shall be composed of the Division Safety Coordinator, the State Traffic Engineer, and the Security Officer who, if present at the facility, shall go directly to the Incident Command Post.

W. *Automated External Defibrillators (AED)*

Automated external defibrillators (AED) are currently located in the Greenfield facility, the Rock Quarry Road facility (Oversize Overweight Permits Unit), the Eastern & Outer Banks Regional office (Wilson), and the State Traffic Engineer’s office (Transportation Building). Pads need to be replaced every three (3) years (two packs per device at an average cost of \$65.00 per pack), and batteries are supposed to have a four (4) year life cycle.

X. *Manager of Environmental, Safety and Health Programs (MESH)*

The MESH certification is a broad-based program that improves practical knowledge of safety and OSHA standards sponsored by North Carolina State University, the Safety and Health Council of North Carolina, and the North Carolina Department of Labor. This program is recommended for the Division Safety Coordinator and the Assistant Division Safety Coordinator. It is also

suggested for Unit Safety Coordinators and Assistant Unit Safety Coordinators. [[MESH Certification Program](#)]

Y. *Hazardous Waste: Lead*

The Traffic Electronics Center (TEC) produces lead residue from its soldering operations, and lead (CAS#: 7439-92-1, HW#: D008) is listed as a hazardous waste by the EPA due to its toxicity characteristic ([40 CFR 261.24](#)). However, this lead residue is not considered an acute hazardous waste (see [40 CFR 261.31](#) and [40 CFR 261.33, e](#)), and since the TEC produces less than 100 kg (~220.462 pounds) per calendar month it falls under the category of a conditionally exempt small quantity generator ([40 CFR 261.5](#)) and this residue is not subject to full regulatory control provided it is placed in a container marked for that purpose and is weighed each calendar month to ensure the 100 kg calendar month maximum has not been exceeded. The container shall remain closed when not in use.

Z. *Harness – Fall Protection*

The Traffic Electronics Center (TEC) maintains at least one safety harness for use by its employees on an as needed basis, and it is usually stored in the secure parts room when not in use. Safety harnesses shall be inspected prior to each use in accordance with the requirements listed in [29 CFR 1926.502 \(d\)\(21\)](#) and the guidelines listed in [29 CFR 1926 Subpart M, Appendix C, Section II \(g\)](#). Inspections shall be documented on an approved form and a copy of all inspections shall be provided to the Division Safety Coordinator within three (3) business days of each inspection.

AA. *Blood Drives*

Blood drives that are sponsored by TMSD and are held at the Greenfield facility shall adhere to the following:

- The collection center shall be located in the large conference room (room 161)
- Collection agency (Red Cross, Rex Hospital, etc.) staff shall register with security following normal protocols
- The collection agency may unload (at the beginning of the drive) and load (at the end of the drive) their equipment through the double glass doors adjacent to room 161
- Following unloading procedures, the collection agency shall relocate their vehicles to the parking lot area between the main entrance and Greenfield Parkway until the drive is concluded and loading operations need to begin
- Non-Greenfield employee donors shall enter through the main entrance and register with security following normal protocols
- An employee with a radio and telephone shall be continuously posted near room 161 throughout the drive to provide assistance to collection agency staff, prevent unauthorized entry through the glass doors adjacent to room 161, and to escort non-Greenfield employees from, and back to, security following normal protocols

BB. *Surge Protectors and Extension Cords*

A surge protector is a type of power strip (relocatable power tap, or RPT) that provides voltage surge suppression (overcurrent protection). A surge protector is also considered “listed” or “labeled” equipment and, in accordance with 29 CFR 1910.303(b)(2), “shall be installed and used in accordance with any instructions included in the listing or labeling”. Underwriters Laboratory lists and labels RPTs, and specifies the following:

- Should be directly connected to a receptacle/outlet
- Shall not be series connected (daisy chained) to other RTPs or extension cords
- Shall not be used at construction sites or similar locations
- Shall not be permanently secured to building structures, tables, work benches or similar structures
- Shall not be used as a substitute for fixed wiring
- Shall not have their cords routed through walls, windows, ceilings, floors or similar openings of buildings

Also, surge protectors (power strips) are designed for use with low-powered loads (such as computers, peripherals, or audio/video components) and are generally not designed for high power loads such as space heaters, refrigerators, and microwave ovens, which can easily exceed the recommended ampere ratings. Regardless of the type and amount of loads connected to a power strip, the total load shall not exceed the recommended amperage of the power strip.

Extension cords shall only be used to temporarily supply power to an isolated work area and shall not be used for permanent installations.

CC. *Power Failure Events – Greenfield Facility*

Doors controlled by magnetic locks at the Greenfield facility unlock during a power failure event (“failsafe” condition). This makes the building, property, and employees vulnerable. If this happens during normal business hours then Security will handle controlling access to the facility. Also, do not enter restricted areas (Traffic Electronics Center and Permits Unit area) unless you are authorized to do so.

If a power failure event occurs outside of normal working hours and you are here in the building, please protect yourself, co-workers, and property by (1) locking the single metal doors (break room, back of TEC, back of OSOW, etc.) using the lock on the handle, (2) locking the double glass doors (total of five) by securing the door without the thumb lock at the top and bottom (two latches) then using the thumb lock on the other door, and (3) posting a sign on the ITS and Signals double-glass door, facing outward, stating that the building has suffered a power failure event and has been secured by using the manual locks (this is to let anyone returning from the field with a state vehicle know that the building is locked).

Once the building is secure and posted, inform the Division Safety Coordinator that there was a power failure event and that the building has been secured. Once this is done, you may leave the

building using the breakroom door and it will remain locked behind you. Designated staff have door keys and will be able to unlock the facility when they arrive the next morning (provided the power has returned by that time).

X. Security

A. Security Desk, Security Personnel, and Reception Duties

Normal business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday (except on state holidays). Meetings and training sessions should be conducted during these hours. If a Business Unit has a need to hold a meeting that starts prior to, or ends after, normal business hours then that Business Unit shall notify security and provide a list of attendees prior to the meeting/training and shall be accountable for following all security guidelines. No other individuals shall be allowed access to the Greenfield facility outside of normal business hours including, but not limited to, sales persons, permit customers, consultants, and vending machine operators. The only exception to this will be building maintenance activities requested by the Division or scheduled by the landlord, and maintenance personnel shall be escorted by an employee or the landlord's building technician.

Effective January 19, 2016, the Greenfield facility changed the reception desk at the main entrance to a security desk staffed with security personnel. The primary purpose of security personnel is to monitor and manage access to the facility (ID badges, visitors, keys, lock downs, patrols, monitor surveillance equipment, etc.). Other duties of security personnel are outlined in their Standard Operation Guidelines (SOG) approved by both the NCDOT Security Manager and the State Traffic Engineer. The NCDOT Security Manager is responsible for staffing the facility with security personnel.

The TMSD Business Officer is responsible for providing staff to temporarily cover the security desk while security personnel take breaks, lunch, or are on their rounds. The TMSD Business Officer may occasionally need assistance in coverage from the respective Units, but this will follow the normal "phone assistance" rotation currently in place. TMSD employees providing temporary coverage of the security desk shall only perform routine reception duties and shall not be expected to perform any security duties.

Under no circumstances shall the security desk be vacant during normal business hours, nor should anyone ever have their back to the main entrance when covering the security desk.

B. ID Badges, Card Access, and Visitors

All employees shall wear and display their badge at all times while in any NCDOT facility in accordance with NCDOT security policies.

Effective October 23, 2015, and in support of NCDOT's efforts to increase the safety of its employees, badge access to the Greenfield facility has been restricted to employees who work at Greenfield and other personnel who have a need to be in the facility on a regular basis. All other individuals with a NCDOT badge (employees, contractors, etc.) shall enter through the main

entrance and check in at the security desk. They should swipe their badge so there is a record that they were at the facility, but they do not need to sign in at this time. If an employee goes on a leave of absence (including short and long term disability) then their ID badge shall be turned into the security desk and deactivated.

All visitors to the Greenfield facility, regardless of age or relationship to an employee assigned to Greenfield, shall enter through the main entrance and check in at the security desk and be provided with a temporary green badge (stickers are available for young children). When their visit is complete, one of the following two shall occur:

1. The visitor shall return their badge to, and check out at, the security desk when leaving the facility.
2. An employee may take responsibility for allowing the visitor to leave through a door other than the main entrance. If this is done, then the employee shall return the visitor badge to, and check the visitor out at, the security desk. Phone calls are not acceptable.

Tailgating (entering the facility when someone else has swiped their badge), using someone else's badge, and letting others in the facility at any entrance other than the main entrance are strictly prohibited and may result in a personnel action.

If you have any issues with your badge, or if you have anyone you think might need unsupervised access to the facility, please discuss the issue with your supervisor. There is a process for providing additional access to the facility but it will be limited, require Unit Head approval, and be administered on a case-by-case basis. The granting of unsupervised access to individuals other than Greenfield employees shall be limited. Any badge providing 24/7 access to the Greenfield facility requires State Traffic Engineer approval.

Temporary use badges for Greenfield facility employees who have misplaced or forgotten their badge may be checked out at the security desk but may not be checked out for more than one business day at a time. Use of these badges will be strictly monitored. Checking out and returning temporary badges shall only be conducted by security personnel, the Division Safety Coordinator, or the Division Business Officer.

Supervisors of employees not wearing and displaying a badge shall be notified.

Employees working at Greenfield that have general employee access (5:00 a.m. to 7:00 p.m., Monday through Friday) and need temporary access beyond these hours and/or days may have their access temporarily extended at the security desk with supervisor and Division Safety Coordinator written approval.

Project/contract managers are responsible for their consultants being informed of, and following, NCDOT and TMSD workplace safety and security policies.

If the card system has failed and doors are not responding to badge swipes, everyone should only enter and exit the Greenfield facility at the main entrance at the security desk. Doors are not to be propped open for any reason without the knowledge and approval of security.

C. *State Vehicles and ID Badges/Credit Cards*

Effective November 1, 2015 all state vehicles assigned to the Greenfield facility (except for the box truck) will have a 24/7 access badge added to the vehicle notebook and placed with the credit card. This is being done as a convenience to those employees having normal business access (5-7, M-F) who may occasionally return to the facility after their regular work hours and need to access both the gated area (to return the vehicle) and the building (to return the notebook and keys).

In addition to completing the mileage sheet, employees will now also have to verify that both the credit card and the access badge are present when they check out/depart with a vehicle and when they return a vehicle. A revised mileage and badge/credit card verification log has been added to each vehicle notebook for this purpose (see attached). Any discrepancies (missing credit card and/or access badge) shall be reported to the security desk immediately. Employees using the vehicle immediately preceding a discrepancy will be held accountable for the discrepancy.

Each badge is specific to a single vehicle. Badges shall not be transferred to different vehicles, and if a vehicle is returned to Motor Fleet or sent to surplus the badge shall be turned in to the security desk.

Staff shall maintain revised mileage and badge/credit card verification log when they are removed at the end of each month. Notebooks will be spot checked, and individuals responsible for the vehicles shall be responsible for ensuring compliance with this new policy.

D. *Lost and Found*

Effective February 24, 2016, all lost and found items at the Greenfield facility will be managed by security. If you find an item, please turn it into the security desk. If you have lost an item, please report it to the security desk. There is some basic information that will be collected on all lost/found items to facilitate a resolution of the issue.

E. *Keys*

Door keys for the Greenfield facility (interior and exterior) are now managed by security personnel and are tracked for ownership. Do not transfer keys to another individual without checking with security. Cube keys are still managed by TMSD's Business Officer. Misuse of keys may lead to disciplinary action up to and including dismissal.

F. *Threats and Suspicious Activity*

Threats come in a variety of different types that are too numerous to list. They may range from a possible threat ("I thought I saw something"), to a perceived threat ("I saw/heard something that felt dangerous" or "I saw a suspicious package"), to a real threat ("someone angrily approached me with something in their hand"). All threats shall be considered real until identified otherwise and shall immediately be reported to security personnel, a safety coordinator, or a supervisor.

Depending on the threat, the building may be locked down (referred to as “code yellow”) or evacuated. Response to a code yellow (lock down) threat shall follow the same protocols as severe weather. Response to an evacuation threat shall follow the same protocols as a fire evacuation.

G. *Active Shooter/Active Incident*

Active shooter/active incident generally refers to one or more individuals that are on the premises intent on causing physical harm to one or more employees, customers, and/or visitors. These types of incidents generally provide little reaction time and employees should immediately initiate “run, hide, fight” protocols. This is also referred to as a “code red” incident.

Active shooter/active incident drills should, at a minimum, be conducted annually. Drills do not necessarily need to be coordinated with emergency management officials, and do not necessarily need to have alarms sounded. However, every employee is required to participate in these drills as directed by the drill coordinator, in order to become familiar with safety procedures. Employees may not return to their work stations until an all clear is provided by the individual conducting the drill.

The signal for an active shooter/active incident drill/event is an air horn. Misuse of air horns may lead to disciplinary action up to and including dismissal.

H. *Reference*

See the following TEPPL topics for additional information related to security:

[TEPPL Topic W-39 \(Workplace Safety, Security, and Sanitation – Threats and Suspicious activity/Mail\)](#)

[TEPPL Topic W-42 \(Workplace Safety, Security, and Sanitation – Security\)](#)