N.C. Department of Labor
OSHA Notice to Employees

Safety and Health (OSHA)

The state of North Carolina has a federally approved program to administer the Occupational Safety and Health Act (OSHA) in North Carolina. This program is administered by the N.C. Department of Labor, Occupational Safety and Health (OSHA) Division.

The OSHA Division has the following responsibilities and powers:

• Inspections—The OSHA Division conducts workplace inspections that can be triggered by complaints, accidents or because the workplace has been randomly selected for an inspection.

• Citations—Following an inspection, the employer may be cited for one or more violations of the OSHA standards. The employer will be given a timetable to correct the violation to avoid further action.

• Penalties—An employer can be fined up to $7,000 for each “serious” violation. An additional maximum $7,000 penalty can be assessed for each day an employer fails to correct or abate a violation after the allotted time to do so.

A penalty of up to $70,000 may be imposed for each willful or repeat violation of an OSHA standard.

Criminal penalties of up to $10,000 may apply against employers who are found guilty of willfully violating any standard, rule or regulation that has resulted in an employee’s death.

• OSHA Standards—The division adopts all federally mandated OSHA standards verbatim or can rewrite them to meet state conditions, as long as the new version is at least as strict as the federal standard.

Workers’ Compensation Notice and Instructions to Employers and Employees (Form 17)

All employees of this business suffering work-related illnesses or injuries may be entitled to workers’ compensation benefits from the employer or its insurance carrier, except specifically excluded executive employees.

In Case of Illness or Injury:

The Employee Should:

• Immediately give the employer notice in writing of injury or occupational disease.

• Notify the employer within 30 days after an injury or the development of most occupational diseases, or the refusal to accept medical services provided by the employer, may deprive the employee of the right to compensation.

• File claim with the Industrial Commission within two years of the accidental injury or two years after the death, disability or disablement caused by an occupational disease (The Commission’s Form 18 may be used to give notice to employer and to file a claim). In case of fatal injury, claim must be filed by one or more dependents or next of kin of the deceased employee within two years after such death.

• If no agreement is reached with the employer regarding payment of compensation for injury or occupational disease, or if a disagreement develops over compensation due, the employee should promptly request the Industrial Commission to hold a hearing to decide the issues. Benefits may be denied if the request is made more than two years after the date of injury or last payment of cash compensation.

The Employer Should:

• Provide all necessary medical, surgical, hospital and rehabilitation services reasonably required to effect a cure, give relief and lessen the period of the employee’s disability (N.C.G.S. §97-25). Keep a record of all reasonable medical or surgical services provided to an employee by the employer. OSHA should be notified of any work-related illnesses suffered by its employees on the Commission’s Form 19. The employer, or the carrier/administrator on its behalf, must mail a Form 19 report to the Industrial Commission within five days of the occurrence or report of an injury causing more than one day’s absence from work or $2,000 or more in medical treatment, other than emergency medical treatment provided at the workplace (N.C.G.S. §97-9). Pay compensation in accordance with the provisions of the Workers’ Compensation Act for disability. Agreements between employer and employee to pay compensation must be submitted to the Industrial Commission for approval.

One copy of any specific standard adopted by the OSHA Division is available free of charge. The entire “General Industry” or “Construction Industry” standards are available for a nominal cost by calling 1-800-625-2267 or (919) 807-2875.

Employer Rights and Responsibilities

Public and private sector employers have a “general duty” to provide their employees with workplaces that are free of recognized hazards likely to cause serious injury or death. Employers must comply with the OSHA safety and health standards adopted by the labor department.

• Inspections—An employer has the legal right to refuse to allow an inspector to enter the workplace without an administrative inspection warrant. If this occurs, the inspector will obtain a warrant to conduct the inspection. The employer has the right to accompany the inspector during the physical inspection.

• Discrimination—Any employer who retaliates in any way against an employee for filing a complaint or assisting an inspector is breaking the law. The department will investigate and may prosecute employers who take such action.

• Citations—If an OSHA inspection results in one or more citations, the employer is required to promptly and prominently display the citation(s) at or near the place or places where the violation allegedly occurred. It must remain posted for three days or until the violation has been corrected or abated, whichever is longer.

• Contesting Penalties—Once an employer has been cited, he or she may request an “informal conference” with OSH officials to discuss the penalty, abatement or other issues raised in the citation. This request must be made within 15 working days after the citation is received.

The employer may formally contest (by filing a “Notice of Contest”) the citation(s) or proposed penalty to the N.C. Occupational Safety and Health Review Commission. The Review Commission is an independent body that hears and decides contestments by employers and employees concerning citations, abatement periods and penalties.

Employers wishing to know more about the procedures for filing a “Notice of Contest” should contact the Review Commission.

Phone: (919) 733-3589. Web site: www.oshrb.state.nc.us.

• Records and Reports—Employers with 11 or more employees, unless specifically exempted, are required to maintain updated occupational injury and illness records of their employees. Recordkeeping forms and information concerning these requirements may be obtained from the Bureau of Education, Training and Technical Assistance, N.C. Department of Labor, 1101 Mail Service Center, Raleigh, NC 27699-1101. Call 1-800-625-2267 or (919) 807-2875.

• Reporting Accidents—Any on-the-job accident or illness requiring three or more employees to be hospitalized or that causes a fatality must be reported to the OSHA Division within eight hours after it occurs or the employer can be fined up to $7,000. To report an accident, call the OSHA Division at 1-800-625-2267 or (919) 807-2796 during normal working hours. After hours, call the State Capitol Police at (919) 733-4646.

Employee Rights and Responsibilities

Public and private sector employees may comply with occupational safety and health standards, rules, regulations, and those orders issued under OSHA that relate to their own actions and conduct.

• Complaints—An employee has a right to make a complaint regarding workplace conditions he or she believes are unsafe, unhealthy or in violation of OSHA standards. When an OSHA inspector is in an employee’s workplace, that employee has a right to point out unsafe or unhealthy conditions and to freely answer any questions asked by the inspector. When making a complaint, the employee may request that his or her name be kept confidential.

• To make a complaint, call 1-800-625-2267 or (919) 807-2796. Complaints also can be made online at www.ncclabor.com.

• Contesting Abatement—Employees may contest any abatement period set as a result of an OSHA inspection at their workplace. An employee has the right to appear before the Review Commission to contest the abatement period and seek judicial review.

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Wage and Hour Act

Minimum Wage: $6.15 per hour. The federal minimum wage will increase from $5.15 per hour in three steps to $5.85 per hour effective July 24, 2007; to $5.65 per hour effective July 24, 2008; and to $5.30 per hour effective July 24, 2009. In North Carolina, employers are required to pay the higher of the state or federal minimum wages. So, the minimum wage will remain at $5.15 per hour until July 24, 2008, when it will increase to $5.65 per hour. An employer may pay as little as $2.43 per hour to tipped employees so long as each employee receives enough in tips to make up the difference between the wages paid and the minimum wage. Effective July 24, 2008, this sum will increase to $2.13 per hour. Employees must be allowed to keep all tips, except that pooling is permitted if no employee’s tips are reduced more than 15 percent. The employer must keep an accurate and complete record of tips as certified by each employee for each pay period. Without these records, the employer may not be allowed the tip credit.

Certain full-time students may be paid 90 percent of the minimum wage, rounded to the lowest nickel.

Overtime
Time and one-half must be paid after 40 hours of work in any one workweek, except after 45 hours at seasonal recreational and amusement establishments. The state overtime provision does not apply to some employers and employees who are exempt.

Youth Employment

Rules for all youths under 18 years old are: Youth employment certificates (YEC) are required. To obtain a YEC, please visit our Web site at www.nclabor.com. Work in hazardous, detrimental or prohibited jobs is not permitted.

Additional rules for 14- and 15-year-olds are: No work between 11 p.m. and 5 a.m. when there is school the next day. Exception: When the employer gets written permission from the youth’s parents and principal.

Additional rules for 14- and 15-year-olds are: Where work can be performed: Retail businesses, food service establishments, service stations and offices of other businesses. Work is not permitted in manufacturing, mining or construction, or with power-driven machinery, or on the premises of a business holding an ABC permit for the on-premises sale or consumption of alcoholic beverages; except that youths at least 14 years of age can work on the outside grounds of the premises with written consent from a parent or guardian as long as the youth is not involved with the preparation, serving, dispensing or sale of alcoholic beverages.

Unemployment Insurance

Employment Discrimination

The department’s Employment Discrimination Bureau (EDB) enforces the Retaliation Employment Discrimination Act (REDA). Employees involved in the following activities are protected from retaliation or discrimination by their employer:

- Occupational Safety and Health Complaints
- Mine Safety and Health Complaints
- Genetic Testing
- Sickle Cell or Hemoglobin Carriers
- N.C. National Guard Service
- The Juvenile Justice System
- Victims of Domestic Violence

Employers who have questions about the application of REDA, or employees who believe they have been discriminated or retaliated against, should contact the EDB information officer:

N.C. Department of Labor
Employment Discrimination Bureau
1101 Mail Service Center
Raleigh, NC 27699-1101
Phone: 1-800-625-2267 or (919) 807-2781
Fax: (919) 807-2824
E-mail: ask.edb@nclabor.com
www.nclabor.com

All complaints must be made within 180 days of the date of retaliation.

Right-to-Work Laws

North Carolina is a “right-to-work” state, which means that the right of a person to work cannot be denied or abridged because that person belongs—or does not belong—to a labor union. In addition, an employer cannot require any person, as a condition of employment or continuation of employment, to pay any dues, fees or other charges of any kind to a labor union. Also, an employer cannot enter into an agreement with a labor union whereby (1) non-union members are denied the right to work for the employer, (2) membership is made a condition of employment or continuation of employment, or (3) the labor union acquires an employment monopoly in any enterprise.

NCDOL does not have any enforcement authority of these laws, but if you have any questions, contact the Regional Office of the National Labor Relations Board (“NLRB”) at the following address and phone number:

NLRB—Region 11 Office
Republic Square
4015 University Parkway, Suite 200
Winston-Salem, NC 27106-3325
(336) 631-5201

THIS NOTICE MUST BE POSTED CONSPICUOUSLY. THIS POSTER IS AVAILABLE FREE OF CHARGE TO ALL NORTH CAROLINA WORKPLACES. CALL 1-800-625-2267 or (919) 807-2796.

1-800-NC-LABOR
(1-800-625-2267)

N.C. Department of Labor Internet Address: www.nclabor.com

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Cherie Berry
Commissioner of Labor