

NC DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
MEAT AND POULTRY INSPECTION DIVISION

**QUARTERLY SAFETY-BY-OBJECTIVES REPORT (SUPERVISORS)**

PROGRAM ELEMENT & GOAL	FREQUENCY	RECORDED BY	DATE OF LAST OCCURRENCE	
<b>I. HAZARD RECOGNITION</b>				
A. Job Safety Observation	Monthly	S		
B. Lockout/Tagout Certification	Annually	S		
<b>II. INCIDENT INVESTIGATION</b>				
A. Accident Investigation	Upon Occurrence	S		
B. Near Miss	Upon Occurrence	S		
<b>III. HEALTH SERVICES</b>				
A. Noise Monitoring	Annual	S		
B. Audiograms	As Needed/Annual	S		
<b>IV. TRAINING</b>				
A. New Employees Orientation	Upon Occurrence	S		
B. Defense Driving DMV Class	Every 5 years	S		
C. Defense Driving Refresher	Annual	S		
D. Area OSHA Update	Annual	S		
E. Hearing Conservation Training	Annual	S		
<b>V. REPORTING REQUIREMENT</b>				
A. Accident Report	Upon Occurrence	S		
B. SBO	Quarterly	S		

List Names of Employees Subject to Annual Audiograms per MPID Notice 2-11:

Comments or Remarks:

Name:	Title:	Area:	Date:
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Key: S = Supervisor

**I. HAZARD ANALYSIS**

- A. Job Safety Observation -- supervisor observes that employees wear Personal Protective Equipment during performance of inspection duties. Also observes employees for unsafe acts.
- B. Lockout/Tagout Certification -- supervisor observes each employee performing lockout tagout procedures properly.

**II. INCIDENT INVESTIGATION**

- A. Accident Investigation -- complete required forms and record date of accident.
- B. Near/Miss -- e.g., beef carcass falling from rail and missing inspector. Complete a "Near Miss Form" and submit to MPID safety officer.

**III. HEALTH SERVICES**

- A. Noise Monitoring -- put date on form. Perform at least annually or when equipment changes, new plants open
- B. Audiograms -- In-plant inspection personnel subject to audiograms per MPID Notice 2-11 have annual hearing screening test.

**IV. TRAINING**

- A. New Employee Orientation -- date attended 8 hour OSHA training.
- B. Defensive Driving DMV -- date attended.
- C. Defensive Driving Refresher -- date attended.
- D. Annual OSHA Update -- date accomplished for each area. OSHA update involves discussing any changes in workplace safety requirements or regulations.
- E. Hearing Conservation Training -- date attended.

**V. REPORTING REQUIREMENTS**

- A. Accident Report
- B. SBO

**Date of Last Occurrence** -- an accident date, inspection date, training performed, something that occurred that affected safety.