

MEMO

From: Parks & Recreation Human Resources Office

To: Supervisors/Employees

Subject: New Hire Information

Ref: NC OSP Safety & Health Handbook Publication, Revision

Due to the current 2014 revisions underway for the NC OSP publication of the NC Employees' Safety & Health Handbook, we do not have any remaining printed versions to include in the DPR new employee handbook.

The most recent *February 2005* revision is still applicable & available for review and may be accessed online @ <http://www.osp.state.nc.us/Support/Safety/safetyhandbook.pdf>.

NOTE:

Supervisors & instructors please continue to present this information as a part of the NC State mandated training information to employees, and have them acknowledge receipt by signing a copy of the attached signature page as usual.

If you require further assistance, please contact:

Beverly Blue, DPR HR Manager (919) 707-9360

Verlene Oates, Personnel Technician (919) 707-9354

Wesley Cook, DNCR Safety Consultant (919) 707-8310

(Please sign, detach, and return to your supervisor.)

I hereby acknowledge receipt of a copy of the

**North Carolina State Government
Safety and Health Handbook**

I understand that it is my responsibility to become familiar with and abide by these instructions, insofar as they apply to the duties which I shall perform for State Government. (A copy of this certification will be filed with the employee's personnel records.)

Employee's Signature:

Agency or university:

Date:
