



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION
Raleigh, North Carolina**

Steve Troxler, Commissioner

MPID NOTICE	8-22	11-17-22
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INSTRUCTIONS FOR DOCUMENTING POTENTIAL ACCIDENT HAZARDS

- I. **PURPOSE:** This notice is being issued to provide instructions for documenting potential accident hazards
- II. **CANCELLATION:** MPID Notice 2-19, dated 3-5-19
- III. **PROCEDURES:**
 - A. The Inspector-in-charge (IIC) at an establishment should identify unsafe conditions or employee actions as per OSHA regulations listed on the Safety Procedures Worksheet, MPID Form 7e. These conditions or actions should be documented by completing items 1 – 7 of [MPIS Form 7b, "Potential Accident Hazard"](#). A copy of the completed form should be given to plant management and a copy retained in the inspector's files.
 - B. Using sound judgement, the IIC must determine the likelihood of the potential hazard to cause serious injury or death to plant employees or inspection personnel. If necessary, the IIC should attach a reject/retain tag to any unsafe equipment or area where an unsafe condition exists. This tag must not be removed until the unsafe condition has been addressed and the IIC determines the issue has been resolved.
 - C. The responsible establishment official should complete items 8 through 11 of MPIS Form 7b and return it to the IIC within 7 working days.

NOTE: The time allowed for an establishment to perform corrective measures will vary depending on the conditions observed. See **Attachment 1**, Recommended Safety Violation Abatement Periods.
 - D. Once the documented hazards are resolved, the IIC should verify that the issue is resolved and contact their Area Supervisor who will also verify resolution of the issue. During his/her routine establishment visits, the Area Supervisor should complete items 12 through 14 of this form.
 - E. Form 7b should be filed in the inspector's office. Once the unsafe condition is resolved and resolution is verified by both the IIC and the Area Supervisor, a copy of the completed form 7b should be sent to the Safety Officer in the Raleigh Office.
 - F. In the event an establishment fails to correct an unsafe condition or situation, IIC should notify the Area Supervisor. If the Area Supervisor is unable to resolve the safety issue, then he/she should notify the Raleigh Office, complete sections 12-14 by

selecting "Pending" and send a copy of the completed MPIS Form 7b to the State Director and the Safety Officer.

IV. ADDITIONAL INFORMATION: If you have any questions or need additional information, contact your supervisor.

Dr. Karen Beck
State Director

DISTRIBUTION:
MPID Area Supervisors
MPID Inspectors, Trainers, Office Staff

SUBJECT CATEGORY:
Safety

Attachment 1

Recommended Safety Violation Abatement Periods

Abatement: correction of a safety or health hazard that may lead to an OSHA-related citation

1. Low Priority Hazard – not likely to cause an accident and the exposure is low

- The establishment is given 2 weeks to resolve the issue after notification through MPIS Form 7b.
- Contact your supervisor if the issue has not been resolved by the end of the 2-week period.
 - If the establishment has been working to resolve the issue but needs additional time (e.g., electrician could not come within 2 weeks, but is scheduled to come during week 3), provide the establishment the extra time.
 - If the establishment is not attempting to resolve the issue in a timely manner:
 - The Area Supervisor should hold a meeting with establishment management.
 - If after the meeting, the issue is still not being resolved in a timely manner, the Area Supervisor should contact the Safety Officer for further actions.

2. Medium Priority Hazard – likely to cause an accident but exposure is infrequent

- The establishment is given 1 week to resolve the issue after notification through MPIS Form 7b.
- Contact your supervisor if the issue has not been resolved by the end of the 1-week period.
 - If the establishment has been working to resolve the issue but needs additional time (e.g., electrician could not come within the 1-week period, but is scheduled to come during week 2), provide the establishment the extra time.
 - If the establishment is not attempting to resolve the issue in a timely manner:
 - The Area Supervisor should hold a meeting with establishment management.
 - If after the meeting, the issue is still not being resolved in a timely manner, the Area Supervisor should contact the Safety Officer for further actions.

3. High Priority Hazard – very likely to cause an accident

- Immediate response needed – tag the equipment or area with a USDA or MPID Reject/Retain Tag per 9 CFR 500.2(a)(3).
- The tag should not be removed until the corrective actions are completed, and the conditions are safe for all involved.

NOTE: Depending on the establishment conditions and situation at-hand, it is possible that priority status could be lower or higher for similar findings. Consult with your Area Supervisor, who can then consult with the Safety Officer, if needed, to determine the appropriate priority and subsequent abatement period.