



OSHA INSTRUCTION

Occupational Safety and Health Administration

DIRECTIVE NUMBER: ADM 1-1.37

EFFECTIVE DATE: August 28, 2002

SUBJECT: Change in Reporting Hazard Correction Verification

ABSTRACT

- Purpose:** This Instruction provides a revision to the Consultation IMIS instruction concerning the verification of an employer's hazard correction assurance.
- Scope:** This Instruction applies to all 21(d) consultation project offices and to those 23(g) Consultation projects using the consultation integrated management information system (IMIS)
- References:** OSHA Instruction ADM 1-1.29A, The IMIS Consultation Data Processing Manual
- Cancellations:** See Paragraph IV.
- State Impact:** Consultation Project offices are to adhere to the requirement in this Direction.
- Action Offices:** Consultation Project offices.
- Originating Office:** Directorate of Information Technology (DIT), Office of Management Data Systems (OMDS).
- Contact:** Cheryle A. Greenaugh, Director (202-693-1700)
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By and Under the Authority of
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Director, Administrative Programs

Executive Summary:

This Instruction provides interim guidance to Paragraph F.10, Verify/Refer of Chapter V, Hazard Form Processing of ADM 1-1.29A, The IMIS Consultation Data Processing Manual dated December 6, 1996. This Instruction, issued to replace the paragraph, provides up-to-date instructions for completing the Verify/Refer item. A forthcoming revision to the IMIS Consultation Data Processing Manual will incorporate and cancel this Instruction.

Significant Changes

This Instruction provides a revision to the Consultation IMIS instruction concerning recording of the hazard correction verification date as specified by the employer when written assurance is received. This replaces the previous IMIS instruction informing offices to enter the date the supervisor accepted the letter as adequate and supersedes reference to verification based on the employer's written assurance in the paragraph cited here.

- Paragraph F.10, Verify/Refer of Chapter V, Hazard Form Processing of ADM 1-1.29A, The IMIS Consultation Data Processing Manual

- I. Purpose. This Instruction is to notify Consultation Project offices of a change when reporting hazard correction verification dates based on an employer's written assurance that the hazard was corrected.
- II. Scope. Consultation Project offices.
- III. References. OSHA Instruction ADM 1-1.29A, The IMIS Consultation Data Processing Manual
- IV. Cancellations. Partial cancellation of ADM 1-1.29A, The IMIS Consultation Data Processing Manual.
- V. Federal Program Change. This Instruction describes a Federal program change for which State adoption is not required.
- VI. Responsibilities. Consultation Project managers will ensure that this Instruction is forwarded to appropriate staff reporting data to the IMIS
- VII. Action Information.
 - A. Responsible Office. Directorate of Information Technology (DIT), Office of Management Data Systems (OMDS).
 - B. Action Offices. Consultation Project Offices.
- VIII. Action Required by Consultation Project Offices. When the Project Office receives an employer's written assurance that a hazard was corrected, enter the date the employer contends correction into the IMIS in Item 10, Verify/Refer and the code of A (Employer's Written Assurance or Closed Business) in Item 11, Verify/Ref Code. If no date is provided by the employer, enter the date the supervisor accepted the letter as adequate.

The manual's current instructions for Item 10, Verify/Refer are as follows:

REQUIRED IF APPLICABLE. Enter the date (MM/DD/YYYY) the correction of all hazards included in the Instance ID was verified, according to the following guidelines:

- **VERIFICATION BASED ON EMPLOYER'S WRITTEN ASSURANCE:**
Enter date the supervisor accepted the letter as adequate.
- **ONSITE VERIFICATION:** Enter date the consultant observed the correction.
- **REFERRAL TO AN ENFORCEMENT PROGRAM:** Enter the date of referral.

- **FEDERAL/STATE OSHA INSPECTION (due to event, such as complaint or accident) BEFORE CORRECTION OF A SERIOUS/IMMINENT HAZARD COULD BE VERIFIED:** Enter date consultant was notified that Federal/State OSHA was tracking correction.
- **EMPLOYER COMPLETED WORK & LEFT JOB SITE, OR WENT OUT OF BUSINESS BEFORE SERIOUS/IMMINENT HAZARD COULD BE VERIFIED:** Enter date the employer left the job site or closed the business.

The new instructions for Item 10, Verify/Refer are as follows:

REQUIRED IF APPLICABLE. Enter the date (MM/DD/YYYY) the correction of all hazards included in the Instance ID was verified, according to the following guidelines:

- **VERIFICATION BASED ON EMPLOYER'S WRITTEN ASSURANCE:**
Enter date the employer contends that the hazard was corrected. If no date is provided by the employer, enter the date the supervisor accepted the letter as adequate.
- **ONSITE VERIFICATION:** Enter date the consultant observed the correction.
- **REFERRAL TO AN ENFORCEMENT PROGRAM:** Enter the date of referral.
- **FEDERAL/STATE OSHA INSPECTION (due to event, such as complaint or accident) BEFORE CORRECTION OF A SERIOUS/IMMINENT HAZARD COULD BE VERIFIED:** Enter date consultant was notified that Federal/State OSHA was tracking correction.
- **EMPLOYER COMPLETED WORK & LEFT JOB SITE, OR WENT OUT OF BUSINESS BEFORE SERIOUS/IMMINENT HAZARD COULD BE VERIFIED:** Enter date the employer left the job site or closed the business.