



OSHA REGIONAL NOTICE

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: San Francisco Regional Instruction 04-00-02	EFFECTIVE DATE: October 1, 2014
SUBJECT: Local Emphasis Program for Programmed Construction Inspections	
REGIONAL IDENTIFIER: Region IX	

ABSTRACT

Purpose:	This instruction transmits policies and strategies to be followed when making programmed safety and health local emphasis inspections of construction sites, including marine construction sites.
References:	See paragraph III.
Cancellation:	This instruction cancels Region IX Enforcement Programs Notice CPL 04-00-02, dated October 1, 2013.
Significant Changes:	The procedures for scheduling inspections have been modified to comply with national directives.
Action Offices:	Office of Enforcement Programs All Area Offices Office of Cooperative and State Programs
Originating Office:	Office of Enforcement Programs
Contact:	James D. Wulff Assistant Regional Administrator, Enforcement Programs

By and Under the Authority of

Barbara yu gati

for Ken Nishiyama Atha
Regional Administrator

Executive Summary

This instruction transmits policies and strategies to be followed when making programmed safety and health local emphasis inspections of construction sites, including marine construction sites.

BLS data reveals construction employment as one of the most hazardous occupations in the United States. Due to the hazardous nature of construction employment, OSHA has identified this industry as an objective in its Strategic Management Plan.

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- I. **Purpose:** This instruction transmits policies and strategies to be followed when making programmed safety and health local emphasis inspections of construction sites, including marine construction sites.
- II. **Scope:** This instruction applies to all Area Offices in Region IX.
- III. **References:**
- A. OSHA Instruction CPL 02-00-025, January 4, 1995, Scheduling System for Programmed Inspections
 - B. OSHA Instruction CPL 02-00-051, May 28, 1998, Enforcement Exemptions and Limitations under the Current Appropriations Act
 - C. OSHA Instruction CPL 02-00-150, April 22, 2011, Field Operations Manual
- IV. **Cancellation:** Region IX Enforcement Programs Notice CPL 04-00-02, dated October 1, 2013
- V. **Expiration:** This LEP will expire no later than one year from the date of implementation, unless renewed.
- VI. **Definitions:**
- A. **Programmed Inspections:** Inspections of worksites which have been based upon objective or neutral selection criteria are programmed. The worksites are selected according to national scheduling plans for safety and health and special or local emphasis programs.
 - B. **Unprogrammed Inspections:** Inspections scheduled in response to alleged hazardous working conditions that have been identified at a specific worksite are unprogrammed. These types of inspections result from imminent danger situations, fatalities/catastrophes, complaints, and referrals. They also include follow-up and monitoring inspections.
- VII. **Action:** OSHA compliance personnel will ensure the procedures contained in this instruction are followed in scheduling and conducting inspections under the LEP.

VIII. Background:

- A. BLS data reveals construction employment as one of the most hazardous occupations in the United States. In 2012, the total recordable injury and illness case rate for the private sector was 3.4 per 100 full-time workers, compared to 3.7 for construction. The fatal case rate per 100,000 full-time workers in 2012 was 3.6 for all private sector employment, and 9.9 for construction.
- B. Due to the hazardous nature of construction employment, OSHA has identified this industry as an objective in its Strategic Management Plan.
- C. Construction is particularly hazardous and difficult to schedule due to the temporary nature of the worksites.

IX. Procedures:

A. Unprogrammed Inspections

- 1. Unprogrammed construction inspections will be inspected in the following priority:
 - a. Imminent Danger Situations
 - b. Fatality/Catastrophe Investigations
 - c. Complaint/Referral Investigations
- 2. Self-referrals will be conducted only with prior notification of the Area Director, unless an imminent danger situation is observed. The AD will be notified of the imminent danger situation as soon as possible.
- 3. Based on observed site conditions, a determination of whether to expand the inspection will be made by the CSHO.

B. Programmed Inspections

- 1. This instruction will be used for scheduling all programmed construction inspections in Region IX.
- 2. Due to the mobility of employers in the construction industry, the transitory nature of construction sites, and the fact that sites often involve more than one employer, inspections shall be scheduled from a list of worksites rather than employers. Note: Scheduling of construction equipment yards will be under general schedule lists.

3. It is anticipated that each Area Office will schedule construction inspections in each fiscal year, based on staff and travel budget availability.
4. Worksite/Project Identification: Once per quarter, the Area Directors will identify construction worksites/projects in the Area Office's jurisdiction. OSHA will use the best available sources including: commerce directories, commercial telephone listings, local permits, contractual schedules with Dodge Reports, University of Tennessee reports, the C-Target scheduling system, and local knowledge. OSHA may augment this identification process with field surveys.
5. Worksite/Project Selection and Scheduling
 - a. At the beginning of each quarter, each Area Director will determine how many construction inspections are planned during the quarter. The number of programmed inspections will depend on factors such as program priorities, staff availability, and travel budget.
 - b. The Area Director will create a randomly numbered list of all available worksites. Worksites shall be randomly ordered using the RANDBETWEEN function in Excel. ADs may also send their lists to EP for randomization.
 - c. If the number of sites determined is the same or greater than the number of worksites/projects on the scheduling list, all worksites on the list will be scheduled for inspection during that quarter.
 - d. If the number of sites available exceeds the number determined, the AD will create a scheduling cycle by choosing a number of worksites from the top of the randomized list that will match the number of construction inspections planned for that quarter.
 - e. Once the cycle has been selected, the AD may schedule inspections in any order depending on personnel and travel budget availability.
 - f. Construction worksites identified will be inspected only once during each quarter, except for unprogrammed activity such as imminent danger situation, accidents, complaints, referrals, and follow-up inspections.
 - g. It is important that the number of worksites requested by the AD is subsequently inspected. If a large number remain uninspected, the

AD should either increase their resource commitment or lower the requested number of worksites in the next quarter.

6. Deletions from the Programmed Inspection Lists: Deletions from the worksites/projects list will be made in the following circumstances:
 - a. There is little or no activity at a worksite.
 - b. During the current quarter, a substantially complete inspection has been conducted as a result of an unprogrammed activity (i.e., complaint).
 - c. The worksite/project has been approved for exemption from inspection through consultation or participation in the voluntary protection program.

C. Inspection Limitations

1. All Inspections:
 - a. When an on-site employer is inspected and there are items at that worksite that are under contest, or with an abatement date that is still open, those items shall be excluded from the scope of the inspection, unless monitoring of abatement is required (e.g., pursuant to a settlement agreement), or a potential imminent danger is involved. However, all other contractors without an open contested case at the site shall be inspected.
 - b. When the general contractor has invited on-site consultation, and the consultant is on-site, no inspection shall be conducted, unless a fatality, follow-up, imminent danger, complaint, or referral inspection is to be conducted. These inspections shall be limited to the subject items.
 - c. After the NAICS code for an employer is obtained, compare the number with the NAICS codes listed in Appendix A to CPL 02-00-051, Enforcement Exemptions and Limitations Under the Current Appropriations Act. In some cases, an employer with 10 or fewer employees may be exempt from an OSHA programmed safety inspection.
2. Unprogrammed Inspections: Limit the inspection to the items in the complaint, referral, or other unprogrammed issue, unless the compliance officer determines a cause to expand the inspection. Expansion of the inspection must receive concurrence of the Area Director.

3. Programmed Inspections – Focus of Inspections:
 - a. Although programmed inspections may be comprehensive, primary inspection efforts should be placed on significant hazards that are likely to cause death or serious injury. Typically this includes fall hazards, electrical hazards that would lead to electrocution, trenching hazards, crushing or vehicular hazards.
 - b. Employers with defined safety and health programs will qualify for and be coded as a “focused” inspection. Refer to Section X of this LEP.
4. As appropriate, when a CSHO identifies a site where employees are not exposed to hazards, the CSHO shall provide the employer’s on-site representatives with appropriate training and outreach materials which address potential hazards at construction sites. This action shall be entered in OIS as a Compliance Assistance activity.

D. Construction Companies that Provide Employee Housing:

Temporary labor barracks associated with the construction worksite/project will be referred for separate scheduling, unless otherwise directed by the AD.

E. Re-inspection:

1. Any company at any worksite that has been inspected based on this LEP may be subject to re-inspection.
 - a. Re-inspection may be based on unprogrammed events such as fatalities, catastrophes, complaints, referrals, and follow-up inspections. Inspections in these categories will be scheduled for inspection in accordance with existing procedures outlined in the Field Operations Manual, OSHA Instruction CPL 02-00-150.
 - b. Re-inspection may also occur on a quarterly basis because the mechanism of identifying worksites/ projects within an AO jurisdiction is repeated. Therefore, if a worksite/project is still active, the location may be subject to another inspection.
 - c. Re-inspection may also occur based on the need to verify abatement per the Abatement Verification Standard (29 CFR 1903.19).

X. Recording in OIS:

In addition to recording information and entering data in OIS in accordance with all other relevant instructions and directives, for all construction inspections (programmed and unprogrammed) the following specific coding instructions apply:

- A. Inspection Type: Local Emphasis Program code = **PROGCON**

NOTE: Please remember to code ALL inspections done in the construction industry with the PROGCON code in the LEP field, whether or not these inspections are done as programmed inspections under the Local Emphasis Program. All programmed and unprogrammed inspections of construction sites should be coded in this way to facilitate data retrieval.

- B. Additional Codes:

R 05 [Location]

A specific location should also be entered in the optional information field. See Appendix A for a list of locations (note: the location should be entered exactly as it is listed in Appendix A; if no location is applicable for an inspection, do not create an R 05 location entry for that OSHA-1).

For focused construction inspections construction inspections:

N 14 FOCUS, C [total # of contractors on site] should be entered on OSHA-1s for the controlling contractor (the total number of contractors entered here should include the controlling or general contractor, plus all sub-contractors on the site).

N 14 FOCUS, S should be entered on OSHA-1s for all subcontractors on focused construction inspections.

- C. Strategic Plan Codes:

Strategic Plan codes, including but not limited to AMPUTATIONS, COMMERCIAL CONSTR, ELECTRICAL, FALL FROM HEIGHT, HWY STREET BRIDGE CONSTR, LEAD, NOISE, POWERED IND VEHICLE, RESIDENTIAL CONSTR, STRUCK-BY and TRENCHING should be entered where applicable.

XI. Evaluation:

The Regional Administrator will direct staff to evaluate the LEP in accordance with the guidelines in Appendix A of CPL 04-00-001, November 10, 1999, Procedures for Approval of Local Emphasis Programs and Experimental Programs.

- A. For LEPs which have been renewed from a previous year, the evaluation will use data for the period covering from the beginning of the 4th quarter of the previous fiscal year through the end of the 3rd quarter of the current fiscal year (i.e., the FY15 LEP evaluation will include data from July 1, 2014 – June 30, 2015). Narrative sections of the evaluation should cover the same time frame, although significant issues arising in the 4th quarter, which may affect a decision on renewal of the LEP, may also be discussed.
- B. This evaluation shall be submitted to the Regional Administrator for review by November 1, at which time a decision will be made to renew or discontinue the LEP. On the approval of the Regional Administrator, the evaluation report shall be submitted to the Directorate of Enforcement Programs and the Directorate of Construction no later than November 30.

XII. Outreach:

The Assistant Regional Administrator for Cooperative and State Programs and the Assistant Regional Administrator for Enforcement Programs will ensure the Area Directors and all Outreach staff are familiar with this directive and actively promote the LEP when conducting outreach sessions and meetings. Hazards, work practices, and machinery associated with the construction industry and covered by this LEP will be pointed out and discussed during outreach sessions and meetings. Handouts and publications that address these hazards, which are already developed and available, will be provided at outreach sessions and meetings. A copy of this LEP will be provided to interested parties upon request.

Appendix A: Locations

The following list contains specific locations to be used in the OSHA-1 Optional Information field (Field 42). Be sure to enter each location as shown in this Appendix, using all capital letters, to allow for consistent data retrieval:

Indian Lands

AGUA CALIENTE BAND OF CAHUILLA INDIANS	COYOTE VALLEY RESERVATION
AK CHIN INDIAN COMMUNITY	CUYAPAIPE BAND OF MISSION INDIANS
ALTURAS RANCHERIA	DRY CREEK RANCHERIA
AUBURN INDIAN COMMUNITY	DUCKWATER SHOSHONE TRIBE
AUGUSTINE RESERVATION	ELEM INDIAN COLONY
BARONA BAND OF MISSION INDIANS	ELK VALLEY RANCHERIA
BATTLE MOUNTAIN BAND COUNCIL	ELKO BAND COUNCIL
BEAR RIVER BAND OF THE ROHNERVILLE RANCHERIA	ELY SHOSHONE TRIBE
BEPTOH PAIUTE RESERVATION	ENTERPRISE RANCHERIA
BERRY CREEK RANCHERIA	EWIAAPAAYP INDIAN BAND
BIG LAGOON RANCHERIA	FALLON BUSINESS COUNCIL
BIG PINE RESERVATION	FORT BIDWELL
BIG SANDY RANCHERIA	FORT INDEPENDENCE RESERVATION
BIG VALLEY RANCHERIA	FORT MCDERMITT TRIBAL COUNCIL
BISHOP RESERVATION	FORT MCDOWELL YAVAPAI NATION
BLUE LAKE RANCHERIA	FORT MOHAVE RESERVATION
BRIDGEPORT INDIAN COLONY	GILA RIVER INDIAN COMMUNITY
BUENA VISTA RANCHERIA	GRATON RANCHERIA
CABAZON RESERVATION	GREENVILLE RANCHERIA
CAHUILLA BAND OF MISSION INDIANS	GRINDSTONE CREEK RANCHERIA
CALIFORNIA VALLEY MIWOK TRIBE	GUIDIVILLE RANCHERIA
CAMPO BAND OF MISSION INDIANS	HAVASUPAI TRIBE
CEDARVILLE RANCHERIA	HOOPA VALLEY RESERVATION
CHEMEHUEVI RESERVATION	HOPI TRIBE
CHICKEN RANCH RANCHERIA	HOPLAND RANCHERIA
CLOVERDALE RANCHERIA	HUALAPAI TRIBE
COCOPAH TRIBE	INAJA-COSMIT RESERVATION
COLD SPRINGS RANCHERIA	IONE BAND OF MIWOK INDIANS
COLORADO RIVER TRIBE	JACKSON RANCHERIA
COLUSA RANCHERIA	JAMUL INDIAN VILLAGE
CORTINA RANCHERIA	KAIBAB BAND OF PAIUTE INDIANS
	KARUK TRIBE OF CALIFORNIA
	LAJOLLA LUISENO INDIANS RESERVATION

LAPOSTA BAND OF MISSION INDIANS
LAS VEGAS TRIBE
LAYTONVILLE RANCHERIA
LONE PINE RESERVATION
LOS COYOTES RESERVATION
LOVELOCK TRIBAL COUNCIL
LOWER LAKE RANCHERIA
LYTTON RANCHERIA
MANCHESTER-POINT ARENA RANCHERIA
MANZANITA BAND OF MISSION INDIANS
MECHOOPDA INDIAN TRIBE OF THE CHICO
RANCHERIA
MESA GRANDE BAND OF MISSION INDIANS
MIDDLETOWN RANCHERIA
MOAPA BUSINESS COUNCIL
MOORTOWN RANCHERIA
MORONGO BAND OF MISSION INDIANS
NAVAJO GENERATING STATION
NAVAJO NATION – CHINILE
NAVAJO NATION – KAIBETO
NAVAJO NATION – KAYENTA
NAVAJO NATION – LEUPP
NAVAJO NATION - MANNY FARMS
NAVAJO NATION – NEW LANDS
NAVAJO NATION – TUBA CITY
NAVAJO NATION – WINDOW ROCK/FORT
DEFIANCE
NAVAJO NATION – OTHER
NORTH FORK RANCHERIA
PALA BAND OF MISSION INDIANS
PASCUA YAQUI TRIBE
PASKENTA BAND OF NOMELAKI INDIANS
PAUMA/YUIMA BAND OF MISSION INDIANS
PECHANGA BAND OF LUISENO INDIANS
PICAYUNE RANCHERIA OF CHUKCHANSI INDIANS
PINOLEVILLE RANCHERIA
PIT RIVER TRIBE
POTTER VALLEY RANCHERIA
PRESIDIO TRUST CORPORATION
PYRAMID LAKE TRIBAL COUNCIL
QUARTZ VALLEY RESERVATION
QUECHAN TRIBE

RAMONA BAND OF MISSION INDIANS
REDDING RANCHERIA
REDWOOD VALLEY RANCHERIA
RENO SPARKS TRIBAL COUNCIL
RESIGHINI RANCHERIA
RINCON BAND OF MISSION INDIANS
ROBINSON RANCHERIA
ROUND VALLEY RANCHERIA
RUMSEY RANCHERIA
SALT RIVER PIMA – MARICOPA INDIAN
COMMUNITY
SAN CARLOS APACHE TRIBE
SAN JUAN SOUTHERN PAIUTE TRIBE
SAN MANUEL BAND OF MISSION INDIANS
SAN PASQUAL BAND OF DIEGUENO INDIANS
SANTA ROSA BAND OF MISSION INDIANS
SANTA ROSA RANCHERIA
SANTA YNEZ BAND OF MISSION INDIANS
SANTA YSABEL BAND OF MISSION INDIANS
SCOTTS VALLEY RANCHERIA
SHEEP RANCH RANCHERIA
SHERWOOD VALLEY RANCHERIA
SHINGLE SPRINGS RANCHERIA
SHOSHONE PAIUTE BUSINESS COUNCIL
SMITH RIVER RANCHERIA
SOBOBA BAND OF LUISENO INDIANS
SOUTH FORK BAND COUNCIL
STEWARTS POINT RANCHERIA
SUMMIT LAKE PAIUTE COUNCIL
SUSANVILLE RANCHERIA
SYCUAN RESERVATION
TABLE BLUFF RESERVATION
TABLE MOUNTAIN RANCHERIA
TE-MOAK TRIBE OF WESTERN SHOSHONE
TIMBI-SHA SHOSHONE TRIBE
TOHONO O’ODHAM NATION
TONGO APACHE TRIBE
TORREZ-MARTINEZ DESERT CAHUILLA
RESERVATION
TRINIDAD RANCHERIA
TULE RIVER RESERVATION
TUOLOMNE RANCHERIA

TWENTYNINE PALMS BAND OF MISSION INDIANS
UPPER LAKE RANCHERIA
VIEJAS (BARON LONG) RESERVATION
WALKER RIVER TRIBAL COUNCIL
WASHOE TRIBAL COUNCIL
WELLS BAND COUNCIL
WHITE MOUNTAIN TRIBE
WINNEMUCCA TRIBAL COUNCIL
YAVAPAI-APACHE INDIAN COMMUNITY
YAVAPAI-PRESCOTT COMMUNITY
YERINGTON PAIUTE COUNCIL
YOMBA TRIBAL COUNCIL
YUROK RESERVATION

Military Facilities

US AIR FORCE, ANDERSEN AFB
US AIR FORCE, BEALE AFB
US AIR FORCE, EDWARDS AFB
US AIR FORCE, FORT MACARTHUR AFS
US AIR FORCE, LOS ANGELES AFB
US AIR FORCE, MARCH ARB
US AIR FORCE, McCLELLAN AFB
US AIR FORCE, TRAVIS AFB
US AIR FORCE, VANDENBERG AFB
US ARMY, CAMP HAAN
US ARMY, CAMP PARKS
US ARMY, CAMP ROBERTS
US ARMY, CAMP SAN LUIS OBISPO
US ARMY, FORT HUACHUCA
US ARMY, FORT HUNTER LIGGETT
US ARMY, FORT IRWIN
US ARMY, PRESIDIO OF MONTEREY
US MARINE CORPS, AIR STATION MIRAMAR
US MARINE CORPS, CAMP PENDLETON
US MARINE CORPS, MARINE CORPS LOGISTICS BASE, NEBO
US MARINE CORPS, MARINE CORPS LOGISTICS BASE, YERMO
US MARINE CORPS, MARINE CORPS RECRUIT DEPOT, SAN DIEGO
US NAVY, NAVAL AIR STATION, NORTH ISLAND
US NAVY, NAVAL AIR STATION, OLF IMPERIAL BEACH
US NAVY, NAVAL BASE GUAM
US NAVY, NAVAL BASE VENTURA COUNTY - PORT HUENEME
US NAVY, NAVAL BASE VENTURA COUNTY - NAVAL AIR MISSILE TEST CENTER, POINT MUGU
US NAVY, NAVAL BASE VENTURA COUNTY - SAN NICOLAS ISLAND
US NAVY, NAVAL DEGASSING STATION, POINT LOMA
US NAVY, NAVAL OCEAN CENTER-NAB, CORONADO
US NAVY, NAVAL STATION, SAN DIEGO
US NAVY, NAVAL SUBMARINE BASE, POINT LOMA
US NAVY, NAVAL SUPPLY CENTER, POINT LOMA ANNEX
US NAVY, NAVAL SUPPLY CENTER, SAN DIEGO
US NAVY, NAVAL WEAPONS CENTER, CHINA LAKE
US NAVY, NAVAL WEAPONS CENTER, SEAL BEACH, FALLBROOK ANNEX
US NAVY, NAVAL WEAPONS STATION, CONCORD
US NAVY, POSTGRADUATE SCHOOL
US NAVY, SAN CLEMENTE ISLAND

Other Locations with Exclusive or Partial Federal Jurisdiction

HAWAII MARITIME CONSTRUCTION PROJECTS

GOLDEN GATE NATIONAL RECREATION AREA

(unspecified locations in GGNRA)

GOLDEN GATE NATIONAL RECREATION AREA, ALCATRAZ

GOLDEN GATE NATIONAL RECREATION AREA, FORT MASON

GOLDEN GATE NATIONAL RECREATION AREA, PRESIDIO

METROPOLITAN TRANSPORTATION COMMISSION

(bridge and transportation projects in the 9 county San Francisco Bay Area)

NASA AMES MOFFETT FIELD

NATIONAL PARK SERVICE, CABRILLO NATIONAL MONUMENT

NATIONAL PARK SERVICE, HALEAKALA NATIONAL PARK

NATIONAL PARK SERVICE, HAWAII VOLCANOES NATIONAL PARK

NATIONAL PARK SERVICE, JOSHUA TREE NATIONAL PARK

NATIONAL PARK SERVICE, KINGS CANYON NATIONAL PARK

NATIONAL PARK SERVICE, LASSEN VOLCANIC NATIONAL PARK

NATIONAL PARK SERVICE, SEQUOIA NATIONAL PARK

NATIONAL PARK SERVICE, YOSEMITE NATIONAL PARK

PORT OF LONG BEACH

PORT OF SAN DIEGO