ABSTRACT

Purpose: This Notice transmits the policies and procedures to be followed when making programmed safety or health local emphasis inspections at federal agencies in Alaska, Oregon, Washington, and Idaho.

Scope: This Notice applies region-wide.

References:
OSHA Instruction CPL 02-00-025, Scheduling System for Programmed Inspections, January 4, 1995.

OSHA Instruction CPL 04-00-001, Procedures for Approval of Local Emphasis Programs, November 10, 1999.

OSHA Instruction CPL 02-00-150, Field Operations Manual (FOM), April 22, 2011.

Cancellations: OSHA Regional Notice 13-08 (CPL 04), February 20, 2013.

Expiration Date: This Notice will expire December 31, 2014, but may be renewed.

State Plan Impact: None.

Significant Changes: None.

Originating Office: Office of Federal and State Operations

Contact: Steve Gossman
         Assistant Regional Administrator
         Office of Federal and State Operations

By and Under the Authority of:

David L. Mahlum
Acting Regional Administrator
EXECUTIVE SUMMARY

Federal agencies are not covered directly by the OSH Act and may be inspected by OSHA only through the authorization of Executive Order 12196. Inspection activity in the federal sector has been limited to unprogrammed inspections and a limited number of "targeted" inspections where advance notice is provided. Region 10 area offices, in their inspection activity at federal installations via these two means, have identified a multitude of safety and health violations while on site. Numerous complaints have also been received alleging safety and health hazards at federal agencies. Many of the complaints result in letters being sent to the agency requesting corrective action. Experience and inspection history has found that the federal agencies are not always responsive in ensuring a safe and healthful work environment for their employees. For this reason, along with the announced goal of providing "impartial and firm but fair" enforcement, this local emphasis program has been developed.

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I. **Purpose.** This Notice transmits the policies and procedures to be followed when making programmed safety or health local emphasis inspections at federal agencies in Alaska, Oregon, Washington, and Idaho.

II. **Scope.** This Notice applies to all federal agency activities involving occupational safety and health located within the jurisdiction of the Anchorage, Alaska; Portland, Oregon; Bellevue, Washington; and Boise, Idaho Area Offices.

III. **Action Offices.** Anchorage, Bellevue, Boise and Portland Area Offices and the Office of Federal and State Operations

IV. **State Plan Impact.** None.
V. **References.**

A. OSHA Instruction CPL 02-00-025, Scheduling System for Programmed Inspections, January 4, 1995.

B. OSHA Instruction CPL 04-00-001, Procedures for Approval of Local Emphasis Programs, November 10, 1999.

C. OSHA Instruction CPL 02-00-150, Field Operations Manual (FOM), April 22, 2011.

VI. **Cancellation.** OSHA Regional Notice 13-08 (CPL 04), February 20, 2013.

VII. **Policy.** Area directors shall use this Notice for inspection selection and scheduling for both safety and health inspections at federal agencies.

VIII. **Procedures.** The following procedures shall be followed for the scheduling and inspection of work sites under this program:

A. Inspection Targeting and Scheduling:

1. The Regional Office of Federal and State Operations shall obtain from the Office of Federal Agency Programs a list of all federal agencies with installations in Alaska, Oregon, Washington and Idaho. Accompanying the list will be a log of lost workday incidents for the previous fiscal year. The lists will be forwarded to the area offices.

2. The area offices will rank the work sites by both frequency and nature of the incident. Those injuries with high frequency and seriousness (as defined by the FOM) rank highest. Other factors such as local knowledge, complaint rate, occurrence of fatalities, nationwide history, and so forth, may also be used to adjust the ranking of installations.

3. Based upon both ranking and resource availability, the Area Director will designate the order in which specific locations will be inspected.

4. The number of inspections under this LEP will be specified in each year's performance plan, and it is expected that the planned number of inspections will be completed in each fiscal year. Any inspections not completed will be added to the next year's list.

5. Follow-up and/or monitoring inspections shall be conducted according to criteria established in the FOM and area director discretion.

6. Press releases for significant cases such as willful violations and high gravity serious and repeat violations will be issued in accordance with Region 10 policy and procedures.
B. Special Instructions:

1. Inspections conducted under this program shall be coded on OSHA Information System (OIS) as described below. Unprogrammed inspections of federal agencies shall also be classified and coded under this local emphasis program.

2. Inspection Record forms will be coded as follows:
   a. Inspection Type: Mark as referral, complaint or accident if *unprogrammed*, or mark as Programmed Planned if *programmed*.
   b. Local Emphasis Program: Mark as FEDSAFE.
   c. Unprogrammed Activity Forms: Optional Information mark as FEDSAFE.
   d. Compliance Assistance Activity forms: Outreach activities more than 30 minutes in length will be recorded as:

   *Local Emphasis*, shall be coded as FEDSAFE. The following strategic plan codes may be selected, as appropriate: Small Business, Amputations, Immigrant, and Youth.

C. Evaluation Procedures:

1. Upon completion of the scheduled cycle on inspections, but not later than the end of the fiscal year, the ARA/FSO shall evaluate whether this local emphasis program should be continued. This LEP will be evaluated in accordance with the guidelines in Appendix A of CPL 04-00-001, Procedures for Approval of Local Emphasis Programs and Experimental Programs.

2. The Area Director will be asked to provide input concerning special problems that may have surfaced during the year; recommendations to improve the LEP; and recommendations to renew or not renew the LEP.

3. The Office of Federal and State Operations (FSO) shall review the input and prepare an evaluation to be submitted to the Regional Administrator for review by November 15 of each year. On the approval of the Regional Administrator, the evaluation report will be submitted to the Directorate of Enforcement Programs no later than November 30.