

ILLINOIS DEPARTMENT OF LABOR

# STATE OF ILLINOIS

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## ILLINOIS OSHA

FY 2016 State OSHA Annual Report (SOAR)

October 1, 2015 through September 30, 2016

Hugo Chaviano  
Director



DECEMBER 2016

**ILLINOIS DEPARTMENT OF LABOR STATE PLAN  
FY 2016 STATE OSHA ANNUAL REPORT**

**Table of Contents**

<b>I. Executive Summary.....</b>	<b>p. 2</b>
<b>II. State Plan Overview.....</b>	<b>p. 3</b>
<b>III. Summary of Annual Performance Plan Results.....</b>	<b>p. 4-22</b>
<b>IV. Progress Toward Strategic Plan Accomplishments.....</b>	<b>p. 23-25</b>
<b>V. Mandated Activities.....</b>	<b>p. 26-29</b>
<b>VI. Special Measures of Effectiveness.....</b>	<b>p. 30</b>
<b>VII. Adjustments.....</b>	<b>p. 31-34</b>

## **EXECUTIVE SUMMARY**

The Illinois Department of Labor (IDOL) Illinois OSHA Division submits this State OSHA Annual Report (SOAR) to the Federal Occupation Safety and Health Administration (OSHA) for evaluation of the State program. The SOAR covers the time period October 1, 2015 through September 30, 2016. This submission is in accordance with the State Plan Policies and Procedures Manual dated September 22, 2015.

In FY 2016, Illinois OSHA continued to change processes, policies and procedures to ensure that the Division showed steady improvement and program performance goals were being met. The following summary of Illinois OSHA's FY 2016 Annual Performance Goals, as well as the strategies used to accomplish these goals, will reveal Illinois OSHA is progressing to meet all grant requirements and assure safe and healthful workplaces for all public sector employees in the State of Illinois.

## STATE PLAN OVERVIEW

IDOL – Illinois OSHA operates a public sector only OSHA developmental State program. The Division Manager of Illinois OSHA administers the Illinois State Plan, under the leadership of the Director of IDOL. Illinois OSHA enforces safety and health standards in public sector workplaces, provides public sector consultation services, investigates public sector occupational safety and health whistleblower discrimination complaints, adopts at least as effective as Federal OSHA standards and provides public sector outreach services. In Illinois, private sector enforcement remains with the U.S. Department of Labor, Occupational Safety and Health Administration.

Public sector enforcement activities are conducted by safety and health inspectors. Each inspector conducts Programmed Planned Inspections (PPI's), responds to worker complaints and investigates serious accidents, including fatalities. Illinois OSHA staff ensures employee participation and compliance assistance is provided throughout every inspection conducted. A strong enforcement presence is used to establish an effective deterrent for public sector employers who fail to meet their occupational safety and health responsibilities.

Consultation services, partnerships, and alliances enable state and local government employers to initiate a proactive approach to improving their safety and health management programs and eliminate hazards in their workplaces. Illinois OSHA consultants provide assistance to Illinois public sector employers in establishing quality safety and health programs, preventing occupational deaths, injuries and illnesses, identifying and eliminating workplace hazards and interpreting the Illinois Occupational Safety and Health Act and OSHA standards. The consultants note any workplace hazards without the issuance of citations, penalties or enforcement involvement. A Safety and Health Achievement Recognition Program (SHARP) was created for the smaller public sector employer in FY 2015, and will continue through FY 2020.

Illinois OSHA's Whistleblower Investigation Program is parallel to section 11(c) of the OSH Act, with similar policies and procedures for occupational safety and health discrimination protection being at least as effective as the Federal 11(c) policies.

## SUMMARY OF ANNUAL PERFORMANCE PLAN RESULTS

<p><b>Strategic Goal #1:</b> Improve workplace safety and health for all public employees as evidenced by fewer hazards, reduced exposures and fewer injuries, illnesses and deaths.</p>									
<p><b>Annual Performance Goal # 1.1</b></p>	<p>Reduce the number of worker injuries and illnesses by focusing statewide attention and resources on the most prevalent types of injuries, illnesses in the most hazardous public occupations and workplaces.</p>								
<p><b>Strategy</b></p>	<p>Decrease injury and illness rates in state, county and/or local agencies in the specific NAICS segments by two percent by FY 2020.</p> <p>1.1 State Support Activities for Transportation (NAICS 488)</p> <p>OSHA Directive: CPL 02-01-054, Inspection and Citation Guidance for Roadway and Highway Construction Work Zones</p>								
<p><b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b></p>	<p>Activity Measure:</p> <ul style="list-style-type: none"> <li>• 5 inspections conducted in targeted NAICS</li> <li>• 1 public sector consultation visit conducted in targeted NAICS</li> <li>• 1 outreach/training and education seminar conducted in targeted NAICS</li> <li>• 50 marketing materials distributed</li> </ul> <p>Intermediate Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Each year, track and document targeted NAICS BLS total recordable case data. Evaluate decrease in total recordable cases by 0.4% each year.</li> </ul> <p>Primary Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Decrease injury and illness rates (total recordable cases) in state, county and/or local agencies in the specific NAICS segments by 2% by FY 2020.</li> </ul>								
<p><b>FY 2016 Results</b></p>	<ul style="list-style-type: none"> <li>• 44 inspections conducted</li> <li>• 1 public sector consultation visit conducted</li> <li>• 2 outreach/training and education seminars conducted</li> <li>• 1,448 outreach materials distributed</li> </ul>								
<p><b>Conclusion</b></p>	<p>Illinois OSHA met and exceeded all activity measures for FY 2016.</p> <p>2015 BLS data revealed a 5% increase in total recordable cases. Although the FY 2016 results were not reduced by .4%, Illinois OSHA is confident the FY 2020 target of 2% will be met.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BASELINE</th> <th>FY 2020 TARGET</th> <th>FY 2016 RESULTS</th> <th>% CHANGE</th> </tr> </thead> <tbody> <tr> <td>7.3 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)</td> <td>2% Reduction in TRC</td> <td>7.7 (2015 BLS data)</td> <td>5% Increase in TRC</td> </tr> </tbody> </table>	BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE	7.3 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	7.7 (2015 BLS data)	5% Increase in TRC
BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE						
7.3 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	7.7 (2015 BLS data)	5% Increase in TRC						

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>Annual Performance Goal # 1.2</b>	Reduce the number of worker injuries and illnesses by focusing statewide attention and resources on the most prevalent types of injuries, illnesses in the most hazardous public occupations and workplaces.								
<b>Strategy</b>	Decrease injury and illness rates in state, county and/or local agencies in the specific NAICS segments by two percent by FY 2020.  1.2 State Nursing and Residential Care Facilities (NAICS 623)  OSHA Directive: CPL 02-01-052, Enforcement Procedures for Investigating or Inspecting Workplace Violence Incidents								
<b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b>	Activity Measure: <ul style="list-style-type: none"> <li>• 1 inspection conducted in targeted NAICS</li> <li>• 1 public sector consultation visit conducted in targeted NAICS</li> <li>• 1 outreach/training and education seminar conducted in targeted NAICS</li> <li>• 50 marketing materials distributed</li> </ul> Intermediate Outcome Measures: <ul style="list-style-type: none"> <li>• Each year, track and document targeted NAICS BLS total recordable case data. Evaluate decrease in total recordable cases by 0.4% each year.</li> </ul> Primary Outcome Measures: <ul style="list-style-type: none"> <li>• Decrease injury and illness rates (total recordable cases) in state, county and/or local agencies in the specific NAICS segments by 2% by FY 2020.</li> </ul>								
<b>FY 2016 Results</b>	<ul style="list-style-type: none"> <li>• 1 inspection conducted</li> <li>• 1 public sector consultation visit conducted</li> <li>• 1 outreach/training and education seminar conducted in targeted NAICS.</li> <li>• 52 marketing materials were distributed</li> </ul>								
<b>Conclusion</b>	Illinois OSHA met all activity measures for FY 2016.  2015 BLS data revealed a 9% reduction in total recordable cases. <table border="1" data-bbox="568 1407 1377 1596" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BASELINE</th> <th>FY 2020 TARGET</th> <th>FY 2016 RESULT</th> <th>% CHANGE</th> </tr> </thead> <tbody> <tr> <td>13.2 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 623)</td> <td>2% Reduction in TRC</td> <td>12.0 (2015 BLS data)</td> <td>9% Reduction in TRC</td> </tr> </tbody> </table>	BASELINE	FY 2020 TARGET	FY 2016 RESULT	% CHANGE	13.2 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 623)	2% Reduction in TRC	12.0 (2015 BLS data)	9% Reduction in TRC
BASELINE	FY 2020 TARGET	FY 2016 RESULT	% CHANGE						
13.2 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 623)	2% Reduction in TRC	12.0 (2015 BLS data)	9% Reduction in TRC						

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>Annual Performance Goal # 1.3</b>	Reduce the number of worker injuries and illnesses by focusing statewide attention and resources on the most prevalent types of injuries, illnesses in the most hazardous public occupations and workplaces.								
<b>Strategy</b>	Decrease injury and illness rates in state, county and/or local agencies in the specific NAICS segments by two percent by FY 2020.  1.3 Local Fire Protection (NAICS 92216)								
<b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b>	Activity Measure: <ul style="list-style-type: none"> <li>• 65 inspections conducted in targeted NAICS</li> <li>• 3 public sector consultation visits conducted in targeted NAICS</li> <li>• 1 outreach/training and education seminar conducted in targeted NAICS</li> <li>• 50 marketing materials distributed</li> <li>• 1 alliance/partnership established</li> </ul> Intermediate Outcome Measures: <ul style="list-style-type: none"> <li>• Each year, track and document targeted NAICS BLS total recordable case data. Evaluate decrease in total recordable cases by 0.4% each year.</li> </ul> Primary Outcome Measures: <ul style="list-style-type: none"> <li>• Decrease injury and illness rates (total recordable cases) in state, county and/or local agencies in the specific NAICS segments by 2% by FY 2020.</li> </ul>								
<b>FY 2016 Results</b>	<ul style="list-style-type: none"> <li>• 131 inspections conducted</li> <li>• 4 public sector consultation visits conducted</li> <li>• 2 outreach/training and education seminars conducted</li> <li>• 904 marketing materials distributed</li> <li>• 1 partnership established with the Illinois Fire Service Institute</li> </ul>								
<b>Conclusion</b>	Illinois OSHA met and exceeded all activity measures for FY 2016.  2015 BLS data revealed a 10% reduction in total recordable cases. <table border="1" data-bbox="574 1472 1360 1656" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BASELINE</th> <th>FY 2020 TARGET</th> <th>FY 2016 RESULTS</th> <th>% CHANGE</th> </tr> </thead> <tbody> <tr> <td>10.6 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)</td> <td>2% Reduction in TRC</td> <td>9.5 (2015 BLS data)</td> <td>10% Reduction in TRC</td> </tr> </tbody> </table>	BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE	10.6 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	9.5 (2015 BLS data)	10% Reduction in TRC
BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE						
10.6 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	9.5 (2015 BLS data)	10% Reduction in TRC						

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<p><b>Annual Performance Goal # 1.4</b></p>	<p>Reduce the number of worker injuries and illnesses by focusing statewide attention and resources on the most prevalent types of injuries, illnesses in the most hazardous public occupations and workplaces.</p>								
<p><b>Strategy</b></p>	<p>Decrease injury and illness rates in state, county and/or local agencies in the specific NAICS segments by two percent by FY 2020.</p> <p>1.4 Departments of Public Works (NAICS 926120)</p>								
<p><b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b></p>	<p>Activity Measures:</p> <ul style="list-style-type: none"> <li>• 65 inspections conducted in targeted NAICS</li> <li>• 3 public sector consultation visits conducted in targeted NAICS</li> <li>• 1 outreach/training and education seminar conducted in targeted NAICS</li> <li>• 50 marketing materials distributed</li> <li>• 1 alliance/partnership established</li> </ul> <p>Intermediate Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Each year, track and document targeted NAICS BLS total recordable case data. Evaluate decrease in total recordable cases by 0.4% each year.</li> </ul> <p>Primary Outcome Measures:</p> <p>Decrease injury and illness rates (total recordable cases) in state, county and/or local agencies in the specific NAICS segments by 2% by FY 2020.</p>								
<p><b>FY 2016 Results</b></p>	<ul style="list-style-type: none"> <li>• 72 inspections conducted</li> <li>• 9 public sector consultation visits conducted</li> <li>• 1 outreach/training and education seminar conducted</li> <li>• 2,868 marketing materials distributed</li> <li>• 1 alliance/partnership established with the Illinois Municipal Electric Agency (IMEA)/Illinois Municipal Utilities Association(IMUA)/Illinois Public Energy Agency (IPEA)</li> </ul>								
<p><b>Conclusion</b></p>	<p>Illinois OSHA met and exceeded all activity measures for FY 2016.</p> <p>2015 BLS data revealed a 9% reduction in total recordable cases.</p> <table border="1" data-bbox="566 1543 1352 1728" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BASELINE</th> <th>FY 2020 TARGET</th> <th>FY 2016 RESULTS</th> <th>% CHANGE</th> </tr> </thead> <tbody> <tr> <td>7.7 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)</td> <td>2% Reduction in TRC</td> <td>7.0 (2015 BLS data)</td> <td>9% Reduction in TRC</td> </tr> </tbody> </table>	BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE	7.7 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	7.0 (2015 BLS data)	9% Reduction in TRC
BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE						
7.7 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	7.0 (2015 BLS data)	9% Reduction in TRC						



## SUMMARY OF ANNUAL PERFORMANCE GOALS

<p><b>Annual Performance Goal # 1.5</b></p>	<p>Reduce the number of worker injuries and illnesses by focusing statewide attention and resources on the most prevalent types of injuries, illnesses in the most hazardous public occupations and workplaces.</p>								
<p><b>Strategy</b></p>	<p>Decrease injury and illness rates in state, county and/or local agencies in the specific NAICS segments by two percent by FY 2020.</p> <p>1.5 Water and Sewage Treatment Facilities (NAICS 2213)</p>								
<p><b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b></p>	<p>Activity Measure:</p> <ul style="list-style-type: none"> <li>• 26 inspections conducted in targeted NAICS</li> <li>• 1 public sector consultation visit conducted in targeted NAICS</li> <li>• 1 outreach/training and education seminar conducted in targeted NAICS</li> <li>• 50 marketing materials distributed</li> <li>• 1 alliance/partnership established</li> </ul> <p>Intermediate Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Each year, track and document targeted NAICS BLS total recordable case data. Evaluate decrease in total recordable cases by 0.4% each year.</li> </ul> <p>Primary Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Decrease injury and illness rates (total recordable cases) in state, county and/or local agencies in the specific NAICS segments by 2% by FY 2020.</li> </ul>								
<p><b>FY 2016 Results</b></p>	<ul style="list-style-type: none"> <li>• 57 inspections conducted</li> <li>• 2 public sector consultation visits conducted</li> <li>• 1 outreach/training and education seminar conducted</li> <li>• 258 marketing materials distributed</li> <li>• 1 alliance/partnership established with the Illinois Municipal Electric Agency (IMEA)/Illinois Municipal Utilities Association(IMUA)/Illinois Public Energy Agency (IPEA)</li> </ul>								
<p><b>Conclusion</b></p>	<p>Illinois OSHA met and exceeded all activity measures for FY 2016.</p> <p>2015 BLS data revealed there is no reduction in total recordable cases. Although the FY 2016 results were not reduced by .4%, Illinois OSHA is confident the FY 2020 target of 2% will be met.</p> <table border="1" data-bbox="566 1562 1352 1749" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BASELINE</th> <th>FY 2020 TARGET</th> <th>FY 2016 RESULTS</th> <th>% CHANGE</th> </tr> </thead> <tbody> <tr> <td>6.2 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)</td> <td>2% Reduction in TRC</td> <td>6.2 (2015 BLS data)</td> <td>0% Reduction in TRC</td> </tr> </tbody> </table>	BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE	6.2 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	6.2 (2015 BLS data)	0% Reduction in TRC
BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE						
6.2 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	6.2 (2015 BLS data)	0% Reduction in TRC						

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>Annual Performance Goal # 1.6</b>	Reduce the number of worker injuries and illnesses by focusing statewide attention and resources on the most prevalent types of injuries, illnesses in the most hazardous public occupations and workplaces.								
<b>Strategy</b>	Decrease injury and illness rates in state, county and/or local agencies in the specific NAICS segments by two percent by FY 2020 as follows:  1.6 Elementary & Secondary Schools (NAICS 6111)								
<b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b>	Activity Measure <ul style="list-style-type: none"> <li>• 26 inspections conducted in targeted NAICS</li> <li>• 1 public sector consultation visit conducted in targeted NAICS</li> <li>• 1 outreach/training and education seminar conducted in targeted NAICS</li> <li>• 50 outreach materials distributed</li> <li>• 1 alliance/partnership established</li> </ul> Intermediate Outcome Measures: <ul style="list-style-type: none"> <li>• Each year, track and document targeted NAICS BLS total recordable case data. Evaluate decrease in total recordable cases by 0.4% each year.</li> </ul> Primary Outcome Measures: <ul style="list-style-type: none"> <li>• Decrease injury and illness rates (total recordable cases) in state, county and/or local agencies in the specific NAICS segments by 2% by FY 2020.</li> </ul>								
<b>FY 2016 Results</b>	<ul style="list-style-type: none"> <li>• 117 inspections conducted in targeted NAICS</li> <li>• 7 public sector consultation visits conducted in targeted NAICS</li> <li>• 0 outreach/training and education seminars conducted in targeted NAICS</li> <li>• 1,014 outreach materials distributed</li> <li>• 0 alliance/partnerships established</li> </ul>								
<b>Conclusion</b>	The majority of the activity measures were met for this goal. In the third quarter, Illinois OSHA realized that program planned inspections for schools was not a good use of Illinois OSHA’s resources as a high amount of the inspections led to no violations, and therefore no outreach/training and education was conducted or alliances/partnerships established. Out of the 117 inspections only 39% were issued violations. This is a good indication as to why the SAMM measure “Percent in Compliance” saw a heavy increase in its number from FY 2015 to FY 2016. FY 2015 Safety = 23.91%      FY 2016 Safety = 29.88% FY 2015 Health = 36.52%      FY 2016 Health = 48.57%  2015 BLS data revealed a 50% reduction in total recordable cases. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BASELINE</th> <th>FY 2020 TARGET</th> <th>FY 2016 RESULTS</th> <th>% CHANGE</th> </tr> </thead> <tbody> <tr> <td>3.8 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)</td> <td>2% Reduction in TRC</td> <td>1.9 (2015 BLS data)</td> <td>50% Reduction in TRC</td> </tr> </tbody> </table>	BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE	3.8 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	1.9 (2015 BLS data)	50% Reduction in TRC
BASELINE	FY 2020 TARGET	FY 2016 RESULTS	% CHANGE						
3.8 Total Recordable Cases (TRC) (averaged BLS 2009-2012 for NAICS 488)	2% Reduction in TRC	1.9 (2015 BLS data)	50% Reduction in TRC						

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>Strategic Goal #2</b> To promote safety and health values in the public sector workplaces in Illinois.												
<b>Annual Performance Goal # 2.1</b>	To promote public sector employer and employee awareness of, commitment to, and active participation in safety and health.											
<b>Strategy</b>	Performance Goal 2.1  2.1 100% of Illinois OSHA activities will include employee involvement.											
<b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b>	<p>Activity Measures:</p> <p><u>Enforcement</u></p> <ul style="list-style-type: none"> <li>• Number of inspections conducted</li> <li>• Number of inspections conducted where employees were conferred with</li> </ul> <p><u>Consultation</u></p> <ul style="list-style-type: none"> <li>• Number of public sector consultation visits conducted</li> <li>• Number of public sector consultation visits conducted where employees were conferred with</li> <li>• 3 compliance assistance activities (outreach, seminars, etc.) where employees were targeted/involved</li> </ul> <p>Intermediate Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Use OSHA’s OIS database management system to track and verify 100% of Illinois OSHA activities will include employee involvement.</li> </ul> <p>Primary Outcome Measures:</p> <ul style="list-style-type: none"> <li>• 100% of Illinois OSHA activities will include employee involvement.</li> </ul>											
<b>FY 2016 Results</b>	<p><u>Enforcement</u></p> <ul style="list-style-type: none"> <li>• 494 inspections conducted.</li> <li>• 494 (100%) inspections conducted where employees were conferred with</li> </ul> <p><u>Consultation</u></p> <ul style="list-style-type: none"> <li>• 29 public sector consultation visits conducted</li> <li>• 29 (100%) public sector consultation visits conducted where employees were conferred with</li> </ul>											
<b>Conclusion</b>	<p>Illinois OSHA met this performance goal for FY 2016.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">BASELINE</th> <th style="width: 15%;">FY 2016 TARGET</th> <th style="width: 15%;">FY 2016 RESULTS</th> <th style="width: 30%;">% CHANGE</th> </tr> </thead> <tbody> <tr> <td rowspan="2">100% of Illinois OSHA Enforcement and Consultation activities will include employee involvement.</td> <td style="text-align: center;">494 Inspections conducted</td> <td style="text-align: center;">494 Inspections included employee involvement</td> <td style="text-align: center;">100%</td> </tr> <tr> <td style="text-align: center;">29 Consultations conducted</td> <td style="text-align: center;">29 Consultations included employee involvement</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	BASELINE	FY 2016 TARGET	FY 2016 RESULTS	% CHANGE	100% of Illinois OSHA Enforcement and Consultation activities will include employee involvement.	494 Inspections conducted	494 Inspections included employee involvement	100%	29 Consultations conducted	29 Consultations included employee involvement	100%
BASELINE	FY 2016 TARGET	FY 2016 RESULTS	% CHANGE									
100% of Illinois OSHA Enforcement and Consultation activities will include employee involvement.	494 Inspections conducted	494 Inspections included employee involvement	100%									
	29 Consultations conducted	29 Consultations included employee involvement	100%									

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>Annual Performance Goal # 2.2</b>	To promote public sector employer and employee awareness of, commitment to, and active participation in safety and health.										
<b>Strategy</b>	Performance Goal 2.2  2.2 Award Safety and Health Achievement Recognition (SHARP) to five new public sector worksites by FY 2020. Recognize other outstanding contributions to worker safety and health.										
<b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b>	Activity Measures: <ul style="list-style-type: none"> <li>• 1 new public sector Safety and Health Achievement Recognitions awarded</li> </ul> Intermediate Outcome Measures: <ul style="list-style-type: none"> <li>• 1 new public sector Safety and Health Achievement Recognitions awarded each year</li> </ul> Primary Outcome Measure: <ul style="list-style-type: none"> <li>• Award Safety and Health Achievement Recognitions to five new public sector worksites by FY 2020</li> </ul>										
<b>FY 2016 Results</b>	<ul style="list-style-type: none"> <li>• One new public sector SHARP was awarded to the City of Troy Fire Department, located in Shoreville, IL</li> </ul>										
<b>Conclusion</b>	Illinois OSHA met this performance goal for FY 2016. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">BASELINE</th> <th style="text-align: center;">FY 2016 TARGET</th> <th style="text-align: center;">FY 2016 RESULTS</th> <th style="text-align: center;">% CHANGE</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Award Safety and Health Achievement Recognition (SHARP) to one new public sector worksites per year.</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>			BASELINE	FY 2016 TARGET	FY 2016 RESULTS	% CHANGE	Award Safety and Health Achievement Recognition (SHARP) to one new public sector worksites per year.	1	1	100%
BASELINE	FY 2016 TARGET	FY 2016 RESULTS	% CHANGE								
Award Safety and Health Achievement Recognition (SHARP) to one new public sector worksites per year.	1	1	100%								

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>Annual Performance Goal # 2.3</b>	To promote public sector employer and employee awareness of, commitment to, and active participation in safety and health.								
<b>Strategy</b>	Performance Goal 2.3  2.3 100% of Illinois OSHA’s public sector initial Consultation visits will include site-specific recommendations to improve the safety and health program management system at that facility.								
<b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b>	Activity Measures:  Consultation Activities <ul style="list-style-type: none"> <li>• Number of public sector consultation visits conducted will include site specific recommendations to improve safety and health program management systems</li> </ul> Intermediate Outcome Measures: <ul style="list-style-type: none"> <li>• Use OSHA’s OIS database management system to track and verify 100% of Illinois OSHA’s public sector Consultation visits will include site-specific recommendations to improve the safety and health program management system at that facility.</li> </ul> Primary Outcome Measures: <ul style="list-style-type: none"> <li>• 100% of Illinois OSHA’s public sector Consultation visits will include site-specific recommendations to improve the safety and health program management system at that facility.</li> </ul>								
<b>FY 2016 Results</b>	<ul style="list-style-type: none"> <li>• 29 public sector consultation visits conducted</li> <li>• 100% of public sector initial consultation visits conducted included site specific recommendations to improve safety and health program management systems.</li> </ul>								
<b>Conclusion</b>	Illinois OSHA met this performance goal for FY 2016. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">BASELINE</th> <th style="text-align: center;">FY 2016 TARGET</th> <th style="text-align: center;">FY 2016 RESULTS</th> <th style="text-align: center;">% CHANGE</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">100% of public sector consultation visits conducted included site specific recommendations to improve safety and health program management.</td> <td style="text-align: center;">29 consultation visits conducted</td> <td style="text-align: center;">29 consultation visits included site specific recommendations</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	BASELINE	FY 2016 TARGET	FY 2016 RESULTS	% CHANGE	100% of public sector consultation visits conducted included site specific recommendations to improve safety and health program management.	29 consultation visits conducted	29 consultation visits included site specific recommendations	100%
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## SUMMARY OF ANNUAL PERFORMANCE GOALS

<p><b>Annual Performance Goal # 2.4</b></p>	<p>To promote public sector employer and employee awareness of, commitment to, and active participation in safety and health.</p>
<p><b>Strategy</b></p>	<p>Performance Goal 2.4</p> <p>2.4 Conduct compliance assistance activities for high hazard industry organizations/groups concerning the hazards of relevant NEPs and OSHA Directives and promoting Illinois OSHA’s On-Site Consultation services.</p>
<p><b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b></p>	<p>Activity Measurers:</p> <p>Consultation Activities</p> <ul style="list-style-type: none"> <li>• 7 compliance assistance activities for high hazard industry groups where NEPs and OSHA Directives and public sector consultation services are promoted including 488, 6111, 623, 926120,2213,92216</li> </ul> <p>Intermediate Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Use OSHA’s OIS database management system to track compliance assistance activities for high hazard industry organizations/groups concerning the hazards of relevant NEPs and OSHA Directives and promoting Illinois OSHA’s On-Site Consultation services. Increase compliance assistance activities by a minimum of one each year.</li> </ul> <p>Primary Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Conduct compliance assistance activities for high hazard industry organizations/groups concerning the hazards of relevant NEPs and OSHA Directives and promoting Illinois OSHA’s On-Site Consultation services. Increase compliance assistance activities by a minimum of one each year for a total of 12 activities by FY 2020.</li> </ul>

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>FY 2016 Results</b>	<p>10 compliance assistance activities performed:</p> <ul style="list-style-type: none"><li>• <u>October 29, 2015</u> Southern Illinois Occupational Safety and Health (SIOSH) Day: Illinois OSHA participated as a vendor and presented Illinois OSHA 101 to over 50 attendees. Director Hugo Chaviano presented Marathon Oil Refinery with the 1<sup>st</sup> Annual Governor’s Safety and Health Award for an Illinois employer.</li><li>• <u>January 25, 2016</u>, staff presented Illinois OSHA 101 at the Southern Illinois Builders Association (SIBA) Annual Conference.</li><li>• <u>March 2, 2016</u> Downstate Illinois Occupational Safety and Health (DIOSH) Day: Illinois OSHA participated as a vendor. Director Hugo Chaviano presented John Brunner, from Essentra Specialty Tapes, with the 5<sup>th</sup> Annual Governor’s Safety and Health Award for an individual. Over 700 safety and health professionals were in attendance.</li><li>• <u>April 21, 2016</u>, staff presented on commonly cited OSHA standards and promoted the Illinois On-Site Consultation program at the Eastern Illinois Safety Network (EISN) in Champaign, IL.</li><li>• <u>On April 26, 2016</u> staff promoted the Illinois On-Site Consultation program to Central Illinois Chambers and local officials of CIRCLE (Central Illinois Regional Chamber Legislative Effort) Capitol Day.</li><li>• <u>May 4, 2016</u> Director Chaviano, in honor of Workers Memorial Day and the OSHA National Stand Down Campaign, presented and promoted the Illinois On-Site Consultation program at the Marathon Oil Refinery in Robinson, IL.</li><li>• <u>On May 20, 2016</u>, Illinois OSHA 101 presented for the Illinois Municipal Electric Agency (IMEA)/Illinois Municipal Utilities Association(IMUA)/Illinois Public Energy Agency (IPEA).</li><li>• <u>August 2016</u>, staff worked with the Illinois Hospital Association (IHA) to put a link to the Illinois On-Site Consultation program request for services on their website. Additionally, compliance assistance activities were conducted with two hospitals.</li><li>• <u>August 2016</u> Illinois State Fair &amp; DuQuoin State Fair: Illinois OSHA partnered with Region V OSHA, Sandvik Coromant Productivity Center of Schaumburg and high schools in the Elgin Area School District U-46 to promote high tech manufacturing. Additionally, the program partnered with Region V OSHA and the Illinois Fire Service Institute (IFSI) to promote tractor/lawn mower roll over awareness.</li><li>• <u>September 21, 2016</u>, Illinois OSHA had a booth at the Chicagoland Safety Conference. Over 250 employers and employees attended the event.</li></ul>
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## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>Conclusion</b>	Illinois OSHA met and exceeded this performance goal for FY 2016.			
	BASELINE	FY 2016 TARGET	FY 2016 RESULTS	% CHANGE
	Perform seven compliance assistance activities, increase by one each year.	8	10	125%



## SUMMARY OF ANNUAL PERFORMANCE GOALS

<p><b>Strategic Goal #3</b> To invoke public confidence through excellence in the development and delivery of Illinois OSHA’s programs and services.</p>	
<p><b>Annual Performance Goal # 3.1</b></p>	<p>Respond to legal mandates (adoptions) so that the Illinois workers in the public sector are provided full protection under the Occupational Safety and Health Act. Increase and improve the number of frontline contacts with appropriate agencies, organizations and services that involve the public sector.</p>
<p><b>Strategy</b></p>	<p>Performance Goal 3.1</p> <p>3.1 Continue to initiate inspections of fatal incidents and catastrophes within one working day of notification for 100% of occurrences to prevent further injuries or deaths. Enlist the services of other agencies to make reporting requirements more user-friendly and accessible to the public sector constituency.</p>
<p><b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b></p>	<p>Activity Measures:</p> <ul style="list-style-type: none"> <li>• Number of fatalities, in-patient hospitalizations, amputations, or loss of eye(s) as a result of a work related incident.</li> <li>• Number of fatalities, in-patient hospitalizations, amputations, or loss of eye(s) as a result of a work related incidents investigated within one working day of notification.</li> <li>• Number of fatalities, in-patient hospitalizations, amputations, or loss of eye(s) as a result of a work related incidents that are under NEPs.</li> </ul> <p>Intermediate Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Use OSHA’s OIS database management system to track 100% of events that result in the death or in-patient hospitalization of one or more employees or an employee’s amputation or an employee’s loss of an eye, as a result of a work-related incident of a public-sector employee are investigated within 24 hours.</li> </ul> <p>Primary Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Investigate 100% of events that result in the death or in-patient hospitalization of one or more employees or an employee’s amputation or an employee’s loss of an eye, as a result of a work-related incident of a public-sector employee within 24 hours.</li> </ul>
<p><b>FY 2016 Results</b></p>	<p>Through a partnership with the Illinois Emergency Management Agency (IEMA), Illinois OSHA offers a 24 hour, seven days per week answering service which affords Illinois OSHA the ability to respond to fatal events or catastrophes, expeditiously, at any given time of the day or night.</p> <ul style="list-style-type: none"> <li>• 6 fatalities/catastrophes received</li> <li>• 6 fatalities/catastrophes investigated within one working day of notification.</li> </ul>

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>Conclusion</b>	Illinois OSHA met this performance goal for FY 2016.			
	BASELINE	FY 2016 TARGET	FY 2016 RESULTS	% CHANGE
	Initiate inspections of fatal incidents and catastrophes within one working day of notification.	6 fat/cat received	6 fat/cat Investigated within one day.	100% Within one working day

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<p><b>Annual Performance Goal # 3.2</b></p>	<p>Respond to legal mandates (adoptions) so that the Illinois workers in the public sector are provided full protection under the Occupational Safety and Health Act. Increase and improve the number of frontline contacts with appropriate agencies, organizations and services that involve the public sector.</p>
<p><b>Strategy</b></p>	<p>Performance Goal 3.2</p> <p>3.2 A. Safety – Initiate 100% of safety complaint inspections within five days of notification.</p> <p>B. Health – Initiate 95% of health complaint inspections within five days of notification, excluding indoor air quality and sanitation issues.</p>
<p><b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b></p>	<p>Activity Measures</p> <p><u>Safety</u></p> <ul style="list-style-type: none"> <li>• Number of safety complaints received</li> <li>• Number of safety complaint inspections initiated within five days</li> <li>• Number of safety complaints under NEPs</li> </ul> <p><u>Health</u></p> <ul style="list-style-type: none"> <li>• Number of health complaints received (non-indoor air quality or sanitation)</li> <li>• Number of health complaint inspections (non-indoor air quality or sanitation) initiated within five days.</li> </ul> <p>Intermediate Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Use OSHA’s OIS database management system to track 100% of safety complaint inspections and 95% of health complaint inspections are initiated within five days of notification.</li> </ul> <p>Primary Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Safety – Initiate 100% of safety complaint inspections within five days of notification.</li> <li>• Health – Initiate 95% of health complaint inspections within five days of notification, excluding indoor air quality and sanitation issues.</li> </ul>

## SUMMARY OF ANNUAL PERFORMANCE GOALS

<b>FY 2016 Results</b>	<p>In FY 2016, a total of 227 safety and health complaints were received, 44 of them warranted an inspection.</p> <p><u>Safety</u></p> <ul style="list-style-type: none"> <li>• 96 safety complaints received</li> <li>• 28 of the 96 safety complaints received warranted an inspection. In FY 2016 it took an average of 3.1 days to initiate an inspection.</li> </ul> <p><u>Health</u></p> <ul style="list-style-type: none"> <li>• 92 health complaints received</li> <li>• 9 of the 92 health complaints received warranted an inspection. In FY 2016 it took an average of 3.1 days to initiate an inspection.</li> </ul> <p><u>Safety &amp; Health</u></p> <ul style="list-style-type: none"> <li>• 39 safety and health complaints received</li> <li>• 7 of the 39 safety and health complaints received warranted an inspection. In FY 2016 it took an average of 3.1 days to initiate an inspection.</li> </ul>																
<b>Conclusion</b>	<p>Illinois OSHA met this performance goal for FY 2016.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">BASELINE</th> <th style="width: 15%;">FY 2016 TARGET</th> <th style="width: 15%;">FY 2016 RESULTS</th> <th style="width: 20%;">% CHANGE</th> </tr> </thead> <tbody> <tr> <td>Safety – Initiate 100% of safety complaint inspections within five days of notification.</td> <td style="text-align: center;">28 Safety complaints received</td> <td style="text-align: center;">28 Investigated within an average of 3.1 days.</td> <td style="text-align: center;">100% Investigated within five days</td> </tr> <tr> <td>Health – Initiate 95% of health complaint inspections within five days of notification, excluding indoor air quality and sanitation issues.</td> <td style="text-align: center;">9 Health complaints received</td> <td style="text-align: center;">9 Investigated within an average of 3.1 days</td> <td style="text-align: center;">100% Investigated within five days</td> </tr> <tr> <td>Safety &amp; Health – Initiate 100% of safety complaint inspections within five days of notification.</td> <td style="text-align: center;">7 Safety and Health complaints received</td> <td style="text-align: center;">7 Investigated within an average of 3.1 days</td> <td style="text-align: center;">100% Investigated within five days</td> </tr> </tbody> </table>	BASELINE	FY 2016 TARGET	FY 2016 RESULTS	% CHANGE	Safety – Initiate 100% of safety complaint inspections within five days of notification.	28 Safety complaints received	28 Investigated within an average of 3.1 days.	100% Investigated within five days	Health – Initiate 95% of health complaint inspections within five days of notification, excluding indoor air quality and sanitation issues.	9 Health complaints received	9 Investigated within an average of 3.1 days	100% Investigated within five days	Safety & Health – Initiate 100% of safety complaint inspections within five days of notification.	7 Safety and Health complaints received	7 Investigated within an average of 3.1 days	100% Investigated within five days
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## SUMMARY OF ANNUAL PERFORMANCE GOALS

<p><b>Annual Performance Goal # 3.3</b></p>	<p>Respond to legal mandates (adoptions) so that the Illinois workers in the public sector are provided full protection under the Occupational Safety and Health Act. Increase and improve the number of frontline contacts with appropriate agencies, organizations and services that involve the public sector.</p>								
<p><b>Strategy</b></p>	<p>Performance Goal 3.3</p> <p>3.3 To survey customer satisfaction rates for consultation visits in the public sector and ensure that 90% of the services are rated four or higher on a scale of one to five, with five being the most effective. This shows the effectiveness of the program and services from the consumer perspective.</p>								
<p><b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b></p>	<p>Activity Measures</p> <ul style="list-style-type: none"> <li>• Number of public sector consultation visits conducted</li> <li>• Number of survey responses received where employer rated the consultation visit as highly effective (score of four or higher, on a scale of one to five with five being the most effective).</li> </ul> <p>Intermediate Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Consultation Supervisors will send public sector employers a survey after each consultation visit. All surveys received will be reviewed by the Supervisor to verify a score of four or higher, on a scale of one to five with five being the most effective has been achieved.</li> </ul> <p>Primary Outcome Measures:</p> <ul style="list-style-type: none"> <li>• To survey customer satisfaction rates for consultation visits in the public sector and ensure that 90% of the services are rated four or higher on a scale of one to five, with five being the most effective. This shows the effectiveness of the program and services from the consumer perspective.</li> </ul>								
<p><b>FY 2016 Results</b></p>	<ul style="list-style-type: none"> <li>• 29 public sector consultation visits conducted</li> <li>• 29 public sector surveys sent. Two were returned and both had a score of four or higher</li> </ul>								
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## SUMMARY OF ANNUAL PERFORMANCE GOALS

<p><b>Annual Performance Goal # 3.4</b></p>	<p>Respond to legal mandates (adoptions) so that the Illinois workers in the public sector are provided full protection under the Occupational Safety and Health Act. Increase and improve the number of frontline contacts with appropriate agencies, organizations and services that involve the public sector.</p>
<p><b>Strategy</b></p>	<p>Performance Goal 3.4</p> <p>3.4 Each year, increase the number of compliance assistance activities (i.e. direct mailings, advertising, newsletters, etc.) conducted or distributed in the public sector.</p>
<p><b>Performance Indicator(s) (including activity, intermediate outcome, and primary outcome measures)</b></p>	<p>Activity Measures</p> <ul style="list-style-type: none"> <li>• 7 compliance assistance activities conducted/distributed (i.e. direct mailings, hazard alerts, newsletters)</li> </ul> <p>Intermediate Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Use OSHA’s OIS database management system to track compliance assistance activities. Increase compliance assistance activities by a minimum of one each year.</li> </ul> <p>Primary Outcome Measures:</p> <ul style="list-style-type: none"> <li>• Each year, maintain and/or exceed the number of compliance assistance activities (i.e. direct mailings, advertising, newsletters, etc.) conducted or distributed in the public sector. Increase compliance assistance activities by a minimum of one each year for a total of 12 activities by FY 2020.</li> </ul>

<p><b>FY 2016 Results</b></p>	<p>10 compliance assistance activities performed:</p> <ul style="list-style-type: none"> <li>• <u>October 29, 2015</u> Southern Illinois Occupational Safety and Health (SIOSH) Day: Illinois OSHA participated as a vendor and presented Illinois OSHA 101 to over 50 attendees. Director Hugo Chaviano presented Marathon Oil Refinery with the 1<sup>st</sup> Annual Governor’s Safety and Health Award for an Illinois employer.</li> <li>• <u>January 25, 2016</u>, staff presented Illinois OSHA 101 at the Southern Illinois Builders Association (SIBA) Annual Conference.</li> <li>• <u>March 2, 2016</u> Downstate Illinois Occupational Safety and Health (DIOSH) Day: Illinois OSHA participated as a vendor. Director Hugo Chaviano presented John Brunner, from Essentra Specialty Tapes, with the 5<sup>th</sup> Annual Governor’s Safety and Health Award for an individual. Over 700 safety and health professionals were in attendance.</li> <li>• <u>April 21, 2016</u>, staff presented on commonly cited OSHA standards and promoted the Illinois On-Site Consultation program at the Eastern Illinois Safety Network (EISN) in Champaign, IL.</li> <li>• <u>On April 26, 2016</u> staff promoted the Illinois On-Site Consultation program to Central Illinois Chambers and local officials of CIRCLE (Central Illinois Regional Chamber Legislative Effort) Capitol Day.</li> <li>• <u>May 4, 2016</u> Director Chaviano, in honor of Workers Memorial Day and the OSHA National Stand Down Campaign, presented and promoted the Illinois On-Site Consultation program at the Marathon Oil Refinery in Robinson, IL.</li> <li>• <u>On May 20, 2016</u>, Illinois OSHA 101 was presented for the Illinois Municipal Electric Agency (IMEA)/Illinois Municipal Utilities Association (IMUA)/Illinois Public Energy Agency (IPEA).</li> <li>• <u>August 2016</u>, staff worked with the Illinois Hospital Association (IHA) to put a link to the Illinois On-Site Consultation program request for services on their website. Additionally, compliance assistance activities were conducted with two hospitals.</li> <li>• <u>August 2016</u> Illinois State Fair &amp; DuQuoin State Fair: Illinois OSHA partnered with Region V OSHA, Sandvik Coromant Productivity Center of Schaumburg and high schools in the Elgin Area School District U-46 to promote high tech manufacturing. Additionally, the program partnered with Region V OSHA and the Illinois Fire Service Institute (IFSI) to promote tractor/lawn mower roll over awareness.</li> <li>• <u>September 21, 2016</u>, Illinois OSHA had a booth at the Chicagoland Safety Conference. Over 250 employers and employees attended the event.</li> </ul>								
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## PROGRESS TOWARD STRATEGIC PLAN ACCOMPLISHMENTS

In FY 2016, Illinois OSHA showed significant and consistent progress towards improving the Division and meeting our established goals. Revising the Five Year Strategic Plan in FY 2015 provided better defined goals, objectives and established clear performance measures. The well devised plan made the implementation of the incremental activity measures in the Annual Performance Plan achievable. Throughout the year, new strategies were implemented as appropriate, and previous strategies assessed and analyzed to ensure divisional goals were met and/or exceeded. This ongoing programmatic analysis also revealed when strategies and resource allocation needed to be changed and helped the Division stay on track.

The strategic plan identifies three fundamental goals to reduce workplace injuries, illnesses and fatalities in public sector worksites in Illinois.

- Improve workplace safety and health for all public employees as evidenced by fewer hazards, reduced exposures and fewer injuries, illnesses and deaths.
- To promote safety and health values in the public sector workplaces in Illinois.
- Invoke public confidence through excellence in the development and delivery of Illinois OSHA programs and services.

The FY 2016 activities toward meeting our strategic plan goals are described below.

### **Strategic Efforts to Achieve Goal #1:**

#### **Improve workplace safety and health for all public employees as evidenced by fewer hazards, reduced exposures and fewer injuries, illnesses and deaths.**

- Illinois OSHA's strategy for improving workplace safety and health for all public employees as evidenced by fewer hazards, reduced exposures and fewer injuries, illnesses and deaths is based on addressing specific areas that have the greatest impact on the overall rates. The areas of emphasis in the current Site-Specific Targeting (SST) plan include:
  - State Support Activities for Transportation (NAICS 488)
  - State Nursing and Residential Care Facilities (NAICS 623)
  - Local Fire Protection (NAICS 92216)
  - Departments of Public Works (NAICS 926120)
  - Water and Sewage Treatment Facilities (NAICS 2213)
  - Elementary and Secondary Schools (NAICS 6111)

Illinois OSHA uses a high hazard inspection targeting system based on OSHA Instruction CPL 02-00-025, Scheduling System for Programmed Inspections (January 4, 1995), which is based on Bureau of Labor Statistics (BLS) injury/illness rate data. The BLS data and the SST plan helped Illinois OSHA meet activity measures and achieve its goal of reducing the number of injuries and illnesses that occur at public employer establishments by directing enforcement resources to those establishments where the highest rate of injury and illness has occurred.



- Illinois OSHA maintained a strong enforcement presence as an effective deterrent for employers who fail to meet their safety and health responsibilities by conducting comprehensive inspections at locations identified through a Programmed Planned Inspection (PPI) list, based off of the SST plan.
- Inspectors encouraged public sector employers to utilize consultation services to ensure they are performing these tasks in a safe and compliant manner.
- Outreach materials were distributed and compliance assistance conducted to assist with abatement and to raise awareness levels of hazardous conditions in the workplace.
- Intermediate outcome measures for strategic goal 1.1 State Support Activities for Transportation and 1.5 Water and Sewage Treatment Facilities were not reduced by .4%. Factors that contributed to not meeting these two goals include the inability to hire and have a fully filled and trained staff, turnover and the loss of more experienced compliance safety and health officers, and the added targeted NAICS 6111 Elementary & Secondary Schools for FY 2016, which will not be a part of our FY 2017 targeted list for reasons described on page 9 in the Summary of Annual Performance Plan section. With advancements in hiring and training, and more concentrated efforts being made on the two emphasis areas due to the removal of the one from FY 2016, we expect and anticipate that these efforts will be reflected in future BLS data and we are confident that the FY 2020 target will be met.

### **Strategic Efforts to Achieve Goal #2:**

#### **To promote safety and health values in the public sector workplaces in Illinois.**

- 100% of the time there was participation of an employee representative at all inspections and consultation visits conducted.
- Public sector SHARP was promoted at all public sector consultation visits performed.
- 100% of public sector employers participating in an initial Illinois OSHA On-Site Consultation visit were provided with site-specific recommendations to improve their safety and health program management system.
- In FY 2016, Illinois OSHA performed 10 compliance assistance activities.
  - October 29, 2015 Southern Illinois Occupational Safety and Health (SIOSH) Day: Illinois OSHA participated as a vendor and presented Illinois OSHA 101 to over 50 attendees. Director Hugo Chaviano presented Marathon Oil Refinery with the 1<sup>st</sup> Annual Governor's Safety and Health Award for an Illinois employer.
  - January 25, 2016, staff presented Illinois OSHA 101 at the Southern Illinois Builders Association (SIBA) Annual Conference.
  - March 2, 2016 Downstate Illinois Occupational Safety and Health (DIOSH) Day: Illinois OSHA participated as a vendor. Director Hugo Chaviano presented John Brunner, from Essentra Specialty Tapes, with the 5<sup>th</sup> Annual Governor's Safety and Health Award for an individual. Over 700 safety and health professionals were in attendance.
  - April 21, 2016, staff presented on commonly cited OSHA standards and promoted the Illinois On-Site Consultation program at the Eastern Illinois Safety Network (EISN) in Champaign, IL.

- On April 26, 2016 staff promoted the Illinois On-Site Consultation program to Central Illinois Chambers and local officials of CIRCLE (Central Illinois Regional Chamber Legislative Effort) Capitol Day.
- May 4, 2016 Director Chaviano, in honor of Workers Memorial Day and the OSHA National Stand Down Campaign, presented and promoted the Illinois On-Site Consultation program at the Marathon Oil Refinery in Robinson, IL.
- On May 20, 2016, Illinois OSHA 101 was presented for the Illinois Municipal Electric Agency(IMEA)/Illinois Municipal Utilities Association(IMUA)/Illinois Public Energy Agency (IPEA).
- August 2016, staff worked with the Illinois Hospital Association (IHA) to put a link to the Illinois On-Site Consultation program request for services on their website. Additionally, compliance assistance activities were conducted with two hospitals.
- August 2016 Illinois State Fair & DuQuoin State Fair: Illinois OSHA partnered with Region V OSHA, Sandvik Coromant Productivity Center of Schaumburg and high schools in the Elgin Area School District U-46 to promote high tech manufacturing. Additionally, the program partnered with Region V OSHA and the Illinois Fire Service Institute (IFSI) to promote tractor/lawn mower roll over awareness.
- September 21, 2016, Illinois OSHA had a booth at the Chicagoland Safety Conference. Over 250 employers and employees attended the event.

### **Strategic Efforts to Achieve Goal #3**

#### **Invoke public confidence through excellence in the development and delivery of Illinois OSHA programs and services.**

- Through a partnership with the Illinois Emergency Management Agency (IEMA), Illinois OSHA offers a 24 hour, seven days per week answering service which affords Illinois OSHA the ability to respond to fatal events or catastrophes, expeditiously, at any given time of the day or night.
- Using the OSHA Information System (OIS), Illinois OSHA tracks all complaints and referrals to ensure timely assignment and prioritization of imminent danger situations.
- Illinois OSHA public sector consultation surveys track customer satisfaction and ensure that 90% of the services are rated four or higher on a scale of one to five with five being the most effective.
- Outreach materials such as, English/Spanish safety and reporting requirement posters, English/Spanish infographics, videos and safety and health awareness alerts were developed and distributed to thousands of state agencies, counties, and municipalities to aid in enhancing employee safety and health and overall compliance.

## MANDATED ACTIVITIES

Activities mandated under the OSHA state plan program are considered core elements of Illinois OSHA’s occupational safety and health program. The core elements outlined in the OSHA Act (29 CFR 1902) and 29 CFR 1956 for public sector only plans are as follows:

- Prohibition against advanced notice.
- Employee access to hazard and exposure information.
- Safeguards to protect employer trade secrets.
- Employer recordkeeping.
- Legal procedures for compulsory process and right of entry
- Posting of employee protections and rights.
- Right of employee representative to participate in walk-around.
- Right of an employee to review decision not to inspect (following a complaint).

Mandated activities are tracked on a quarterly basis using the State Activities Measures (SAMM) Report in OIS which compares State activity data to an established reference point. (See FY 2016 SAMM Report)

### 23(g) State Plans Projected Program Activities

	FY 2016 Projections*	FY 2016 Projections Based on Staffing Levels	FY 2016 Actuals
Public Sector Inspections	700	460	494
Public Sector Consultations	45	32	29

*\*This assumes 40 available work weeks in the year, and an average of 1.25 inspections per week per Safety/Health Inspector, and is based on previous work experience and past history.*

Illinois OSHA met 71% of the fully staffed and fully trained year to date (YTD) projections of 700. During FY 2016, staffing levels consisted of 12 Safety/Health Inspectors, two short of Illinois’ mandated benchmark. Of the 12, 10 were fully trained, but during FY 2016, two retired, one moved to consultation, one spent most of their time on whistleblower cases and three resigned. Due to a significant number of vacancies and the inability to fill vacant positions, we adjusted the numbers to show YTD projections based on staffing levels (see Adjustment/Mandated Activities section for a detailed staffing breakdown.) Even with the large number of vacancies, Illinois OSHA went 7% over the YTD projection with an adjusted goal, based on staffing levels, by performing 494 inspections. As such, we not only met – but exceeded our goal.

The Illinois On-Site Consultation program met 64% of the fully staffed YTD projections of 45 public sector consultations. Looking at these numbers based on adjusted staffing goals however (see Adjustment/Mandated Activities section for a detailed staffing breakdown.), the program met 91% of this goal by performing 29 public sector consultations. Part of the reason for the shortfall was due to a significant number of resignations/retirements and the inability to fill vacant positions. The Division Manager also made the decision to prioritize the Illinois On-Site Consultation program’s goals to that of their main focus: private sector consultations. This accounts for the 9% shortfall in meeting public sector consultation goals. Public sector consultation goals for FY 2017 have been modified to reflect this decision as well.

FY 2016 SAMM REPORT  
 ILLINOIS OSHA MANDATED ACTIVITIES  
 OCTOBER 1, 2015 – SEPTEMBER 30, 2016

SAMM #	Measure	RIDs Selected	All State Plan RIDs	All Federal RIDs	National		
1A	Time to Initiate Complaint Inspections STATE formula (Average Number of Work Days to Initiate Complaint Inspections)	*316	71837	39427	111,264		
		*7.18	7.55	4.31	5.96		
		44	9516	9144	18,657		
1B	Time to Initiate Complaint Inspections FEDERAL formula (Average Number of Work Days to Initiate Complaint Inspections)	141	49,570	25,543	75,113		
		3.20	5.21	2.79	4.03		
		44	9,516	9,144	18,657		
2A	Time to Initiate Complaint Investigations STATE formula (Average Number of Work Days to Initiate Complaint Investigations)	125	85707	17596	103,303		
		1.69	7.28	0.82	3.10		
		74	11780	21535	33,315		
2B	Time to Initiate Complaint Investigations FEDERAL formula (Average Number of Work Days to Initiate Complaint Investigations)	10	37,101	5,436	42,537		
		0.14	3.15	0.25	1.28		
		74	11,780	21,535	33,315		
3	Timely Response to Imminent Danger Complaints and Referrals (Percent of Complaints and Referrals of Imminent Danger Responded to within 1 Day)	0	587	727	1,314		
		0.00%	98.49%	92.73%	95.22%		
		0	596	784	1,380		
4	Number of Denials where entry not obtained	0	2	7	9		
5	Average Number of Violations per Inspection with Violations by Violation Type	SWRU		813	46178	49557	95,735
				2.16	1.68	2.08	1.869714665
				377	27413	23790	51,203
	OTS		292	41776	8910	50,686	
			0.77	1.52	0.37	0.989902935	
			377	27413	23790	51,203	
6	Percent of Total Inspections in Public Sector	494	6,012	32	6,044		
		100.00%	13.91%	0.10%	8.04%		
		494	43,219	31,967	75,186		

\*The above highlighted items in SAMM Measure #1A, populated by OSHA using an algorithm-based formula, are inaccurate. Illinois OSHA's internal report revealed 227 complaints received (not 316), 44 of which warranted an inspection with the average number of days to respond being 3.1 days (not 7.18 days). The Illinois OSHA report is available upon request. Illinois OSHA is working with Federal OSHA to identify and correct the report discrepancy.

FY 2016 SAMM REPORT  
 ILLINOIS OSHA MANDATED ACTIVITIES  
 OCTOBER 1, 2015 – SEPTEMBER 30, 2016

SAMM #	Measure	RIDs Selected	All State Plan RIDs	All Federal RIDs	National	
7	Inspections	Safety	375	33,376	25,715	59,091
		Health	119	9,843	6,252	16,095
8	Average Current Penalty per Serious Violation (Private Sector)	Total (1 to greater than 250 Employees)	\$0.00	\$65,943,333.37	\$104,362,864.49	\$170,306,197.86
			\$0.00	\$1,993.45	\$2,480.70	\$2,266.22
			0	33,080	42,070	75,150
		a. 1-25 Employees	\$0.00	\$23,660,596.06	\$45,442,127.34	\$69,102,723.40
			\$0.00	\$1,235.02	\$1,786.32	\$1,549.49
			0	19,158	25,439	44,597
		b. 26-100 Employees	\$0.00	\$15,389,097.17	\$22,937,789.75	\$38,326,886.92
			\$0.00	\$2,206.64	\$2,824.50	\$2,539.05
			0	6,974	8,121	15,095
		c. 101-250 Employees	\$0.00	\$8,945,416.80	\$11,127,378.94	\$20,072,795.74
			\$0.00	\$3,289.97	\$3,649.52	\$3,480.03
			0	2,719	3,049	5,768
d. Greater than 250 Employees	\$0.00	\$17,948,223.34	\$24,855,568.46	\$42,803,791.80		
	\$0.00	\$4,244.08	\$4,551.47	\$4,417.32		
	0	4,229	5,461	9,690		
9	Percent In Compliance	Safety	101	9,713	5,575	15,288
			29.88%	32.57%	24.00%	28.82%
			338	29,818	23,231	53,049
		Health	51	3,213	1,718	4,931
			48.57%	37.57%	32.34%	35.56%
			105	8,552	5,313	13,865
10	Percent of Work Related Fatalities Responded to in 1 Work Day	6	515	802	1,317	
		100.00%	92.29%	97.92%	95.64%	
		6	558	819	1,377	

FY 2016 SAMM REPORT  
 ILLINOIS OSHA MANDATED ACTIVITIES  
 OCTOBER 1, 2015 – SEPTEMBER 30, 2016

SAMM #	Measure	RIDs Selected	All State Plan RIDs	All Federal RIDs	National	
11	Average Lapse Time	Safety	14,614	968,808	921,170	1,889,978
			49.54	44.39	46.01	45.16724023
			295	21,824	20,020	41,844
		Health	4,538	322,575	264,423	586,998
			54.67	54.12	61.68	57.28486386
			83	5,960	4,287	10,247
12	Penalty Retention Percent Penalty Retained	\$0.00	\$62,413,152.32	\$115,987,294.10	\$178,400,446.42	
		#DIV/0	77.45%	65.72%	69.40%	
		\$0.00	\$80,587,144.00	\$176,483,190.01	\$257,070,334.01	
13	Percent of Initial Inspections with Employee Walk around Representation or Employee Interview	494	42,817	31,271	74,088	
		100.00%	99.07%	97.82%	98.54%	
		494	43,219	31,967	75,186	

## **SPECIAL MEASURES OF EFFECTIVENESS**

- Supervisor case file review backlog has been reduced dramatically, from over 100 cases to be reviewed at the start of FY 2016 to less than 10 at the end FY 2016. This is due to weekly and monthly tracking and monitoring measures created and put into place, in addition to strategically made staffing moves to provide support to needed areas. This has resulted in turnaround times of one to two weeks instead of two to three months.
- On October 14, 2015 Illinois OSHA brought in Aaron Priddy, OSHA Area Director and Tammy Miser, Executive Director, United Support and Memorial for Workplace Fatalities (USMWF) to conduct sensitivity training to all staff members.
- September 13-15, 2016 the Construction Safety Council provided training to Enforcement staff on the following topics:
  - Fall Protection
  - Excavation
  - Confined Space
  - Health Hazards
  - Signaling/Rigging
  - Traffic Control/ Manual on Uniform Traffic Control Devices (MUTCD)
- Revised Illinois OSHA's online Enforcement Complaint Form to streamline operations.

## ADJUSTMENTS

In FY 2016, Illinois OSHA adjusted mandated activities, inspection procedures and fiscal processes to accomplish current and future performance goals.

### Mandated Activities

Fully staffed and fully trained, Illinois OSHA’s goal this past year was to conduct 700 public sector inspections. Adjustments were made to this goal to reflect the reality of the goal, based on actual fully trained and available staff members in the Division. If a position was vacant, or an inspector was not fully trained for part of the year, this was taken into account to determine our adjusted goal. Inspectors monthly goals were used to obtain weekly goals, and we adjusted our annual fully staffed divisional goals based on the actual number of staff on hand and the weeks that they were available and fit for duty, in terms of necessary training, to conduct inspections.

Due to a significant number of resignations/retirements, one inspector focusing most of their time on whistleblower cases and the inability to fill vacant positions, the table below was created to show YTD projections based on staffing levels.

	Fully Staffed YTD Projected	YTD Projected (based on staffing levels)	YTD Totals	Whistleblower	
John Curran	50	50	48	0	moved to consultation 8/15/16
Jason Funk	50	50	77	0	
George Hollich/Vacant	50	20	4	0	retired 1/31/16
Jerry Klaric	50	50	58	0	
Tony LaMaster	50	25	22	0	
Rob Malcolm/Vacant	50	40	47	0	resigned 7/15/16
Jasmine Mallory	50	50	39	15	
Dave Martin/Vacant	50	20	30	0	retired 1/15/16
Mark Morris	50	50	52	0	
Ron Ozment/Vacant	50	40	46	0	resigned 8/1/16
Tim Rienstra	0	0	6	0	
Charlie Smith	50	25	19	0	
Tony Stephens/Vacant	50	40	46	0	resigned 7/25/16
Vacant - Safety	50	0	0	0	
Vacant - IH	50	0	0	0	
<b>PROJECTED GOAL</b>	<b>700</b>	<b>460</b>	<b>494</b>	<b>15</b>	<b>509</b>



Fully staffed and fully trained, Illinois OSHA’s goal this past year was to conduct 45 public sector consultations. Adjustments were made to this goal to reflect the reality of the goal, based on actual fully trained and available staff members in the Division. If a position was vacant, or a Consultant was not fully trained for part of the year, this was taken into account to determine our adjusted goal. Consultants monthly goals were used to obtain weekly goals, and we adjusted our annual fully staffed divisional goals based on the actual number of staff on hand and the weeks that they were available and fit for duty, in terms of necessary training, to conduct Consultations. The Division Manager also made the decision to prioritize the Illinois On-Site Consultation program’s goals to that of their main focus: private sector consultations. This accounts for the 9% shortfall in meeting public sector consultation goals. Public sector consultation goals for FY 2017 have been modified to reflect this decision as well.

Due to a significant number of resignations/retirements, the table below was created to show YTD projections based on staffing levels.

	Fully Staffed Public YTD Projections	Public YTD Projections (based on staffing levels)	Public YTD Totals	
Bowden, Tina	11	11	5	resigned 10/16/16
Buhrmester, Rex	11	11	12	
Collier, Lee	11	2	2	retired 1/31/16
Curran, John	0	0	1	started 8/16/16
Taylor, Mike	11	8	7	resigned 7/22/16
Chunes, Mica	0	0	1	
Cunningham, Jerry	1	0	1	
<b>PROJECTED GOAL</b>	<b>45</b>	<b>32</b>	<b>29</b>	

### Inspection Procedures

On February 2, 2016 OSHA performed a comprehensive assessment of Illinois OSHA’s progress in achieving their annual performance goals. A four-person OSHA team was assembled and conducted the onsite evaluation in Springfield, Illinois. The evaluation consisted of case file reviews and interviews of Illinois OSHA staff.

The comprehensive assessment identified several deficiencies and areas with opportunity for continued program performance improvement.

- Three findings associated with the Illinois OSHA Whistleblower Protection Program complaint screening and intake processes. The findings included: administratively closed complaints lacked documented supervisor and complainant concurrence; complaints were not reviewed per guidelines for protected activity, knowledge, adverse action and/or nexus and screened in a timely manner. There were also multiple complaints that did not include documentation that an interview or telephone conversation was conducted with the complainant.
- Three findings associated with Illinois OSHA’s inquiry, inspection and citation procedures. The findings included: established inquiry procedures associated with adequate abatement evidence and employer abatement response times, were not followed; citation classification was not supported by the information in the case files; and all apparent violations were not addressed by the issuance of a citation.

- Three findings associated with Illinois OSHA’s citation processes. The findings included; a lack of information documented to support the violations; adequate employer abatement documentation was not included in the case file; and Petition for Modification of Abatement Date (PMA) requests from employers did not include information documenting interim worker protection during the abatement period.

To address the deficiencies identified in the comprehensive assessment, Illinois OSHA immediately addressed the findings with the following corrective action plans:

- On March 23, 2016 Illinois OSHA implemented a tracking system to help ensure specific time frames are met, complaints are being screened as soon as possible upon receipt and supervisors are verifying applicable coverage requirements.
- On April 18-22, 2016 Illinois OSHA Whistleblower staff member received technical assistance from OSHA Whistleblower staff, which included training on a number of Whistleblower policies and procedures.
- On May 13, 2016 Illinois OSHA created administrative closure letter templates, Enforcement Assistant Managers reviewed procedures with designated Whistleblower staff. Whistleblower intakes/complaints now included documentation that an interview or telephone conversation was conducted with the complainant in accordance with the Illinois Whistleblower Investigations Manual Chapter 3.
- On May 19, 2016 Illinois OSHA created a new PMA form that ensured all PMA requests document interim worker protection during the abatement period.
- August 23-26, 2016 training from Aaron Priddy, OSHA Area Director and Illinois OSHA supervisors and staff took place in Springfield, Illinois. The training covered the following topics:
  - Pre-citation review of case files focused on identifying and ensuring all apparent violations are being addressed through the citation process.
  - How case file violation worksheets should describe the observed hazardous conditions or practices, including all relevant facts to support the citation classifications.
  - The necessary elements needed to be documented to support each violation.
  - Employer abatement verification documentation, including abatement certification, documents, plans, and progress reports are included in the case file.
  - Processing procedures to included appropriate response times and information needed to answer an enquiry from an employer as outlined in the Illinois Field Operations Manual (FOM).

### **Fiscal Processes**

On April 4-8, 2016, OSHA’s Region V office conducted an on-site financial review. The review revealed significant improvement from previous years. There were no materially significant items found but there were seven deficiencies that Illinois OSHA addressed right away.

- Lapsed Funds
- No system or process in place to determine the Administrative Assistants split time activities
- Budget versus actuals were not timely compared, monitored and reconciled.
- Late submission of Federal Financial Reports (FFR)
- Inappropriate drawdowns
- Improper voucher payment
- Posting or listing errors

To address the deficiencies, Illinois OSHA hired a State Plan Coordinator and worked with the IDOL Fiscal Department to create a reconciliation spreadsheet. On a monthly basis the spreadsheet is used to compare, monitor and reconcile budget versus actuals. An expenditure batch process was implemented to rectify the inappropriate drawdowns. Exact amounts for payroll and expenditures are now drawn down approximately four times a month. Additionally, a calendar listing FFR due dates was created and the Administrative Assistant now tracks their time in OIS.

### **Deobligation**

Illinois OSHA deobligated \$623,000. In July 2016, the administration determined that budgeted grant projections would not be met due to the inability to fill vacant positions. OSHA Region V was notified and proper deobligation documents were submitted and approved.