



# OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

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**DIRECTIVE NUMBER:** ADM 02-01-002

**EFFECTIVE DATE:** 11/7/2008

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**SUBJECT:** Update to OSHA Mission and Function Statements

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## ABSTRACT

**Purpose:** This Instruction provides an update to the OSHA Mission and Function Statements.

**Scope:** OSHA-wide.

**References:** OSHA Instruction ADM 01-00-003 (ADM 4-0.3), Redlegation of Authority and Responsibility of the Assistant Secretary for Occupational Safety and Health, March 6, 2003.

**Cancellations:** ADM 02-01-001 (ADM 11-0.6), Update to OSHA Mission and Function Statements, March 4, 2003.

**State Impact:** None.

**Action Offices:** National, Regional, and Area Offices.

**Originating Office:** Office of Management Systems and Organization

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By and Under the Authority of

Edwin G. Foulke, Jr.  
Assistant Secretary

## **Executive Summary**

This Instruction includes changes to the OSHA Mission and Function Statements Instruction that reflect the Agency restructuring in June 2007 and September 2008. These changes are summarized below.

## **Significant Changes**

- The Office of Training and Education is no longer part of the Directorate of Cooperative and State Programs (DCSP); mission and function statements for DCSP and other offices within that directorate remain unchanged.
- The Directorate of Training and Education has been established with the mission and functions of the former Office of Training and Education.
- Offices under the new Directorate of Training and Education maintain the missions and functions of the former divisions of the Office of Training and Education.
- Directorate of Science Technology and Medicine has been renamed and is now Directorate of Technical Support and Emergency Management (DTSEM).
- A new office has been created under DTSEM: Office of Emergency Management and Preparedness.
- Mission and function statements of all directorates and offices have been updated to reflect current Agency practices.

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I. Purpose.

This Instruction provides revised OSHA Mission and Function Statements.

II. Scope.

This Instruction applies OSHA-wide.

III. References.

OSHA Instruction ADM 01-00-003 (ADM 4-0.3), Redlegation of Authority and Responsibility of the Assistant Secretary for Occupational Safety and Health, March 6, 2003.

IV. Cancellation. ADM 02-01-001 (ADM 11-0.6), Update to OSHA Mission and Function Statements, March 4, 2003.

V. Action Offices.

All OSHA National, Regional and Area Offices will implement the new Mission and Function Statements.

VI. Federal Program Change.

This Instruction does not describe a Federal Program Change.

VII. Application.

All OSHA Program Directors and Directors of Free-standing Offices will be assigned duties and responsibilities in accordance with the Mission and Function Statements.

VIII. Significant Changes.

- A. The Office of Training and Education is no longer part of the Directorate of Cooperative and State Programs (DCSP); mission and function statements for DCSP and other offices within that directorate remain unchanged.
- B. The Directorate of Training and Education has been established with the mission and functions of the former Office of Training and Education.
- C. Offices under the new Directorate of Training and Education maintain the missions and functions of the former divisions of the Office of Training and Education.
- D. Directorate of Science Technology and Medicine has been renamed and is now Directorate of Technical Support and Emergency Management (DTSEM).

- E. A new office has been created under DTSEM: Office of Emergency Management and Preparedness.
- F. Mission and function statements of all directorates and offices have been updated to reflect current Agency practices

**A. OFFICE OF THE ASSISTANT SECRETARY FOR OCCUPATIONAL SAFETY AND HEALTH**

**Mission:** To advise and assist the Secretary of Labor on all matters related to the policies and programs that are to assure safe and healthful working conditions for the working men and women of the Nation, and to provide executive direction to the occupational safety and health program.

**Functions:**

1. Advises and assists the Secretary of Labor in formulation and execution of policy and the establishment of national priorities for job safety and health programs.
2. Provides leadership for job safety and health programs in the application of broad policy, program priorities, and emphasis.
3. Provides executive direction to ensure attainment to long-range goals through:
  - A. Development of job safety and health standards.
  - B. Enforcement of these standards.
  - C. Encouragement and assistance offered to States in developing and operating their programs to assure safe and healthful working conditions.
  - D. Conduct of information, consumer affairs, and training programs.
4. Provides executive direction for communications; policy analysis, integration, and evaluation; legislative and inter-Agency affairs; equal employment opportunity (EEO) programs; and regional programs.

**Office of Equal Employment Opportunity**

**Mission:** To advise and assist the Assistant Secretary in planning, establishing, implementing, and maintaining the Occupational Safety and Health Administration (OSHA) Equal Employment Opportunity (EEO) Program; to develop and administer comprehensive diversity, equal opportunity and civil rights programs for OSHA which are consistent with the Department of Labor policies and procedures, as well as Federal laws, regulations and executive orders; and to provide advisory services to managers, employees, and applicants.



## **Functions:**

1. Serves as the focal point and OSHA's principal authority and advisor on matters relating to equal opportunity, diversity, and civil rights which includes counseling employees and management officials on the EEO program, career development planning, EEO complaint and appeals procedures, training and employee development opportunities, in conjunction with the Agency's Office of Human Resources and the Department of Labor's Civil Rights Center.
2. Develops and assists in implementing and monitoring affirmative action plans for achieving equal employment opportunity in the OSHA.
3. Initiates and conducts surveys and studies to determine the effectiveness of the EEO programs as a basis for program evaluation and policy development.
4. Plans and conducts studies of major EEO problem areas and recommends solutions or corrective actions which may involve program or policy changes.
5. Participates in or conducts special analyses or studies involving diversity, civil rights and/or equal opportunity programs, and makes recommendations such as determining adverse impact, under-representation and/or under-utilization of OSHA employees.
6. Participates in the positive recruitment of minority candidates for present and anticipated vacancies by maintaining contacts with universities, colleges, professional and community organizations, and others, often in conjunction with the Agency's Office of Human Resources.
7. Provides senior-level representation for inter-Agency and Departmental programs; i.e., the White House Initiatives on Educational Excellence for Hispanic Americans created by Executive Order 12900, and Historically Black Colleges and Universities created by Executive Order 12876, to ensure cooperative involvement in the recruitment and employment process.
8. Works with the U.S. Office of Personnel Management, the DOL Civil Rights Center, and the OSHA Office of Human Resources to further equal employment opportunity; serves on Departmental special emphasis, cultural awareness and task force assignments to further diversity, civil rights and equal opportunity programs and objectives.

## **Office of Communications**

**Mission:** To serve as the principal advisor to the Assistant Secretary on communications, and in cooperation with the heads of OSHA Directorates, free-standing Offices, Regions, and the Department of Labor's Office of Public Affairs, as the Agency's principal source for developing, managing and implementing its strategic communications programs to ensure that the Agency's media relations program is aligned and synchronized with the Department of Labor's Office of Public Affairs. To manage the Agency's Freedom of Information Act and Privacy Act programs. To ensure the Agency is prepared to effectively communicate during crisis.

### **Functions:**

1. In cooperation with the heads of OSHA Directorates, free-standing Offices, and Regions, develops and implements national strategic communications plans for OSHA, including plans for special Agency initiatives, ensuring that the Agency's total communications program is consistent with the priorities of the Assistant Secretary, the Secretary, and the Department. Ensures that employees, employers, business and trade organizations, labor unions, professional organizations, safety and health professionals and members of the public can obtain current information about the programs, goals and accomplishments of the Agency, and on the value of safety and health in the workplace.
2. Researches and writes speeches, talking points, by-line materials and other messages for the Assistant Secretary and the Secretary to convey policy, goals and accomplishments to a wide range of audiences, stakeholders, customers and the public.
3. Develops and implements communications policies, guidelines, standards and procedures that support Agency operations; and provides advice, guidance and support to Agency officials in the implementation of Agency and departmental communications policies and procedures. Provides advice, guidance and support to Agency officials during crisis. Maintains a position on the Agency's Emergency Management and National Response Team committees.
4. Provides a full range of communications services to support national programs and initiatives of the Agency, including its Directorates, Offices, and Regions, which cover communications planning, development, dissemination and evaluation, of print, audio visual, electronic, web-based and other products.
5. Cooperates with the Directorate of Evaluation and Analysis to evaluate communications strategies to ensure their effectiveness and continuous improvement.

6. Manages the Agency's exhibits program, planning a yearly calendar for exhibit events, designing exhibits and handout materials, making all necessary logistical and transport arrangements, staffing and other operational needs.
7. Serves as a front-line, centralized point of contact for customers, stakeholders and the public to receive information about the Agency, its programs and activities. Responds to telephone, electronic, written and in-person inquiries from all sources regarding the Agency and its activities.
8. Coordinates media relations of the Agency with the Department of Labor's Office of Public Affairs to ensure accuracy, consistency and uniformity in announcements, responses to press inquiries and other communications activities involving interaction with the press.
9. Cooperates with the Directorate of Information Technology in managing OSHA's homepage and selected sub-pages on the Internet, overseeing the look and content of the pages, ensuring compliance with Agency and departmental requirements and maintaining balance and currency of information presented.
10. Operates the Agency's Compressed Digital Video (CDV) conferencing system in the national office, maintaining all equipment, providing necessary support and coordination with the Agency's Training Institute in Des Plaines, Illinois, and other locations.
11. Manages the Agency's Freedom of Information Act and Privacy Act programs, providing coordination and training at the national and regional levels and ensuring that the programs are administered in line with legal, federal and departmental requirements.

### **Division of Communications Services**

**Mission:** In cooperation with the heads of OSHA Directorates, free-standing Offices, and Regions, to serve as a central point within the Agency for specialized and general information on programs, activities, initiatives and accomplishments and to disseminate information to stakeholders regarding Agency policies, programs and services. To provide speech writing and other communications support for the Assistant Secretary's participation in major conferences and events.

### **Functions:**

1. Develops, in cooperation with the heads of OSHA Directorates, free-standing Offices, and Regions, communications strategies, procedures and plans for reaching specialized audiences or achieving targeted objectives in line with the priorities of the Agency and the Assistant Secretary. Advises and assists Agency

and departmental officials on most effective means for making Agency announcements and responding to public and media inquiries. Coordinates with the Department's Office of Public Affairs on media plans and strategies.

2. Ensures that OSHA's communications products and services meet the general and specialized needs of Agency customers, stakeholders and the public. Works with the Directorate of Evaluation and Analysis, through formal and informal research and evaluation, to assure that communications materials are effective, and are upgraded or changed as needed.
3. Ensures that specialized groups, including: employees, employers, business and trade organizations, labor unions, professional organizations, safety and health professionals, and members of the public, are provided and have access to current information about the Agency and the value of safety and health in the workplace.
4. Serves as a centralized point of contact for customers, stakeholders and the public to receive information about the Agency, its programs and activities and produces appropriate materials to disseminate timely and useful updates for various audiences. Responds to telephone, written, electronic and in-person inquiries from all sources regarding the Agency and its activities.
5. Coordinates news releases and other press materials within the Agency and with the Department's Office of Public Affairs, ensuring that Agency policies, programs and services are accurately and effectively announced and are disseminated in line with Departmental procedures.
6. Cooperates with the Directorate of Information Technology in managing OSHA's homepage and selected sub-pages on the Internet as well as selected pages on the Agency's Intranet, overseeing the look and content of the pages; ensuring compliance with Agency, departmental and federal requirements; and maintaining balance and currency of information presented.
7. Manages the Agency's Freedom of Information Act and Privacy Act programs, providing coordination at the national and regional levels and ensuring that the programs are administered in line with legal, federal and departmental requirements. Works in coordination with the Office of the Solicitor and others to meet all obligations and assure timeliness and consistency of policy.
8. Researches and writes speeches, talking points, by-line materials and other messages for the Assistant Secretary and the Secretary to convey policy, goals and accomplishments to a wide range of audiences, stakeholders, customers and the public. Maintains a page on the Agency Intranet site to provide current talking points, speeches, presentation materials and other information for Agency officials and staff to use in preparing speeches and presentations, ensuring consistency and accuracy of Agency messages.

## **Division of Communications Productions**

**Mission:** In cooperation with the heads of OSHA Directorates, free-standing Offices, and Regions, to serve as a focal point for the strategic communications, marketing and branding activities of the Agency, ensuing consistency, cohesiveness and uniformity of Agency message and products. To propose, design and produce high-quality, educational, and creative information products in variety of formats to meet the needs of OSHA's many customers in the private, public and non-profit sectors. To ensure that Agency communications programs are effective in reaching audiences and achieving objectives. To manage the Agency's national exhibit program and National Office studio for Compressed Digital Video support. To provide planning and coordination support for OSHA-sponsored advisory committee meetings, hearings, conferences, and other events.

### **Functions:**

1. Cooperates with the heads of OSHA Directorates, free-standing Offices, and Regions, to develop and implement communications strategies, policies, plans, and procedures to deliver consistently high-quality information products that reflect the state-of-the-art in communications development and production, ensuring coordination and collaboration within the Office of Communications and the Department's Office of Public Affairs, as appropriate.
2. Assists OSHA Directorates, Offices and Regions in reviewing information, communications policy, editorial content, quality and format of all materials intended for the public that are prepared by other offices, or on contract, or in conjunction with partnerships and other alliances, to ensure consistency and uniformity of Agency messages and presentations. Develops marketing and branding projects and programs to ensure that the Agency's information and messages are targeted and disseminated efficiently to the audiences.
3. Ensures availability of a broad array of information products to provide employees, employers, business and trade organizations, labor unions, professional organizations, safety and health professionals and members of the public with information about the Agency and the value of safety and health in the workplace.
4. Researches, develops and produces a full range of print and web-based materials including booklets, fact sheets, flyers, brochures, posters and pamphlets to inform customers, stakeholder and the public of Agency activities and the value of safety and health in the workplace. Materials may be of a technical or non-technical nature based on information being presented and audience needs.
5. Provides art, graphic and designs support for a full range of communication materials including print, exhibits, charts and graphs, video productions, public service announcements, PowerPoint presentations, web-based products, CDs and

other products; provides full-scale support for production of all OSHA communication products, whether developed within the Office of Communications or elsewhere in the Agency, on contract, or in partnership with outside sources.

6. Creates, publishes and disseminates Agency periodicals for the occupational safety and health community including customers, stakeholders and subscribers.
7. Administers and/or coordinates all Agency contracts for audio visual and graphic support in line with departmental and federal requirements. Maintains an audiovisual library for the Agency.
8. Manages the Agency's exhibit program, planning and arranging or coordinating OSHA exhibits to be shown at national conferences and conventions; arranges for shipments and returns; loans to regions; staffing coverage; contractual and budget requirements; and all necessary logistical, travel and support arrangements to ensure an effective exhibit program.
9. Manages and operates the Agency's Compressed Digital Video (CDV) conferencing system in the national office, maintaining all equipment, providing necessary support and coordination with the Agency's Training Institute in Des Plaines, Illinois, and other locations.
10. Provides managerial, administrative and logistical support for OSHA advisory committee meetings and public hearings. Develops and implements policies and/or procedures for management of Agency advisory committee meetings and public hearings to ensure Agency compliance with departmental and federal requirements for sponsorship of such events. Coordinates with Directorates within the Agency and with the Department's Offices of the Solicitor and the Administrative Law Judges to ensure that all necessary and proper arrangements are made in accordance with Federal Advisory Committee Act and other legal/regulatory requirements for such events.

## **B. DIRECTORATE OF ADMINISTRATIVE PROGRAMS**

**Mission:** To provide administrative management support to the Occupational Safety and Health Administration (OSHA) in the areas of human resources management, program budgeting and planning, financial control, administrative management systems, and National Office administrative services.

### **Functions:**

1. Prepares the OSHA chapter of the annual Secretary's Report.
2. Provides a human resources management program, which includes staffing, position classification, and employee development.
3. Provides a financial management program, which includes program budgeting and planning, financial control, and grants management.
4. Conducts a program of administrative management systems studies, analysis, development, implementation, and review to provide advice, guidance, assistance, methods, and procedures in the areas of records and organizational management.
5. Provides for a variety of other administrative services including mail, reproduction, printing, distribution, procurement, space, telephone, and property management.
6. Develops, implements, and monitors the OSHA programs in information and records management (files, reports, directives, forms, and correspondence).
7. Conducts programs of forms analysis and design, staff utilization, productivity improvement, and organizational management.
8. Administers the internal OSHA safety and health program.

### **Office of Human Resources**

**Mission:** To provide for the planning, management, and execution of human resources management programs for the Occupational Safety and Health Administration (OSHA).

### **Functions:**

1. Provide advice and counsel to OSHA's top management officials regarding human resources management program requirements.

2. Plans, develops, issues, and implements human resources standards, policies, procedures, and communications for the efficient conduct of human resources management activities, and to facilitate meeting the needs of OSHA's operating programs.
3. Develops and executes plans which provide for the recruitment, competitive examining, selection, and retention of highly qualified candidates for the OSHA workforce.
4. Plans and carries out a program for position classification and position management including classification maintenance reviews, classification surveys, and other related programs.
5. Advises and assists management on labor management relations issues, including consultations and negotiations with employee unions, and the processing of employee grievances.
6. Advises and assists management on employee relations issues by providing assistance in the handling of disciplinary problems, adverse actions, and performance based actions and a variety of other employee relations subjects.
7. Provides for the competitive examination of candidates through delegated authority from the U.S. Office of Personnel Management, for selection and appointment to the Federal Service in several authorized occupational series.
8. Coordinates the OSHA human resources programs with other OSHA administrative programs and the DOL human resources management program.
9. Provides advice and assistance to OSHA management in meeting their long-range strategic planning responsibilities by providing human resources planning information and assistance in applying human resources planning theories and techniques.
10. Identifies and analyzes OSHA human resources planning data, evaluates the status of Agency human resources, and prepares human resources staffing and attrition projections.
11. Maintains awareness of developments in the theory and practice of strategic and tactical human resources planning and in related fields of management and planning theory in order to assess their impact and potential to affect Agency human resources requirements and plans.



## **Office of Management Systems and Organization**

**Mission:** To provide services to the Occupational Safety and Health Administration (OSHA) National and Regional Office managers and supervisors in the study, analysis, development, implementation, and review of OSHA planning, organizing, and other management systems, administrative programs, and training and development activities.

### **Functions:**

1. Reviews new and current management theories and practices and evaluates the potential of those which appear to have useful applications for OSHA management.
2. Conducts surveys of OSHA administrative management practices to identify those that would become more effective or efficient through the application of new theories and/or improved techniques.
3. Recommends changes in planning, organization, and other management practices to improve OSHA management performance through the development of new or improved management structures, systems, or administrative programs.
4. Implements approved changes in planning organization and other management practices through a program of advice and assistance to the OSHA managers and supervisors.
5. Plans for, coordinates, and monitors a program for human resources planning for OSHA.
6. Develops, implements, and monitors the OSHA programs in information and records management (files, reports, directives, forms, and correspondence).
7. Conducts programs of forms analysis and design, staff utilization, productivity improvement, and organizational management.
8. Plans, develops, and processes specific courses of action, policies, and procedures for providing employee development and training opportunities for OSHA employees.
9. Plans and carries out a program for conducting on-site surveys and review of OSHA field organizations, and advises Regional and National Office Managers, program official, staff specialists, and others on the results and implications of the surveys and review of the various administrative operations audited.
10. Supports the Agency's management conferences by participating in setting conference objectives and developing methods and materials necessary to achieve

desired results.

11. Participates in performance planning by coordinating the development of objectives (Agency, Senior Executive Service (SES), and other), performance standards based on these objectives, and indicators that measure progress toward achieving objectives.
12. Organizes and coordinates semiannual and annual evaluation sessions for the SES members, including collection of performance data, preparation of SES packages and transmittal to the Department with required support documentation.
13. Manages the Agency awards program including OSHA Awards and the nomination process for the Secretary's Honors Awards.

### **Office of Administrative Services**

**Mission:** To plan, direct, coordinate, and implement the Occupational Safety and Health Administration (OSHA) programs for property, real property, space, fleet, mail, telecommunications, procurement, credentials, printing and distribution; and to provide building and support services to all National Office Agency components.

### **Functions:**

1. Establishes Agency requirements and procedures for procurement of supplies; equipment, and services for Small Purchase procurement.
2. Establishes policy and procedures for the OSHA property management system, which includes acquisition, control, accountability, inventory and disposition of Agency property.
3. Provides for many and varied support services for the Agency; coordinates building and custodial services using departmental organizations and counterparts.
4. Implements a system to provide for printing and nationwide distribution of OSHA publications, forms, directives, standards, and Federal Registers to OSHA and the public.
5. Represents the Agency on working groups and committees to plan and develop internal strategies to address administrative operational issues and concerns.
6. Prepares reports, and coordinates other documents to support varied administrative activities.
7. Manages and coordinates National Contact Center call activities for the Agency.

8. Administers administrative support contracts and related activities for the Agency.
9. Provides and coordinates logistical matters involving Assistant Secretary conferences and meetings for the Agency.
10. Plans for, coordinates, and implements OSHA's fleet management program activity for Agency vehicles under the Energy Policy Act and Executive Order 13149, Greening the Government through Federal Fleet and Transportation Efficiency.
11. Participates in the DOL Commodity Strategic Source Management Projects.
12. Provides policy guidance, coordinates and implements an accountable mail management system for the tracking and management of mail expenditures.
13. Reviews, recommends and approves action plans for the assignment and utilization of space for the Agency.
14. Establish policy and procedures for the Agency credential card program and the management of related activities.

### **Office of Program Budgeting, Planning and Financial Management**

**Mission:** To direct and administer the Occupational Safety and Health Administration's (OSHA's) planning and financial management systems including program budgeting, financial control, contract management, and State grants administration; and to service managers at all levels with financial and planning advice and data needed to conduct OSHA's programs.

### **Functions:**

1. Implements planning goals and objectives, resource requirements, operational plans, and review and analysis for OSHA.
2. Directs and coordinates the development and presentation of OSHA's budget to DOL, Office of Management and Budget (OMB), and the Congress.
3. Develops and maintains OSHA's employment ceiling resource levels within the national and regional organizations.
4. Plans, directs, coordinates, and implements the effective control of OSHA financial resources.
5. Plans and coordinates OSHA's contract activity with OSHA managers and

maintains liaison with DOL on matters concerning OSHA's contract activity.

6. Plans, directs, coordinates, and implements OSHA's State grants program and OSHA's State contracts program under Sections 23(g), 24(b) and 7(c) of the Act.
7. Develops, implements and maintains policy and procedure for fulfilling legislative and administrative requirements for debt collection under the Debt Collection and Improvement Act.

### **Division of Budget and Resource Management**

**Mission:** To direct and coordinate the budget preparation for OSHA. To implement comprehensive requirements of DOL management for OSHA to ensure the development of planning goals and objectives, resource requirements, operational plans, and review and analysis; and to conduct additional special analyses of program costs and accomplishments.

### **Functions:**

1. Develops budget requests for regular, supplemental, and reprogramming for all elements of the OSHA's program for submission to DOL, OMB, and the Congress.
2. Coordinates program planning, budgeting, and related activities, as required, to formulate Agency resource requests and budget justifications within the DOL planning cycle, including reprogramming action and appeals.
3. Develops budget instructions and establishes overall parameters for the use of National and Regional Offices personnel engaged in the development of individual budget estimates. Provides training and technical assistance to those employees during the entire project cycle.
4. Participates with the Assistant Secretary in presenting budget requests to DOL, OMB, and the Congress.
5. Develops and implements improved techniques and methods of budget presentation and alternative budget strategies and program funds, as necessary, to carry out new courses of action.
6. Manages exchanges of funds between OSHA and the National Institute of Occupational Safety and Health (NIOSH), FEMA, DOL, and subordinate organizations such as the Solicitor of Labor (SOL).
7. Allocates funds to OSHA National Office and Regional Office managers in accordance with program priorities with the assistance of the financial control

division managers, and controls the obligation and expenditure of all funds; notifies managers of serious deviations from their budgets and participates in abatement procedures.

8. Upon request, represents the Assistant Secretary for OSHA to the budget subgroup of the National Advisory Committee on Occupational Safety and Health (NACOSH), staff representatives of Legislative committees, individual members of Congress, employer/employee associations, and the news media.
9. Maintains control over OSHA's employment ceiling, prepares monthly staffing pattern for OSHA, and notifies OSHA top management of deviations from those levels authorized.
10. Develops and recommends for issuance by the Assistant Secretary for OSHA, top employment ceiling allowances for OSHA managers.
11. During budget formulation, develops and recommends program priorities and resource levels. Prepares strategy papers, program memoranda, and narrative budget justifications.
12. In cooperation with DOL staff, establishes program and budget structure, and identifies appropriate measures of workload and accomplishments.
13. Maintains liaison with the planning staffs of the Assistant Secretary for Policy, the Assistant Secretary for Administration and Management, OMB, and other organizations as necessary on program planning, budgeting, and review matters.
14. Prepares comprehensive briefing material input for use by the Assistant Secretary for OSHA in presentations to departmental review officials, the OMB, and congressional committees.

### **Division of Grants Management**

**Mission:** To plan, develop, direct, coordinate and manage the financial program in support of the OSHA grants-in-aid to States and Federal government agencies under Sections 23(g), 24(b), and 7(c) of the Occupational Safety and Health Act (the Act).

### **Functions:**

1. Plan for the development and implementation of grants-in-aid to State government agencies including operational grants, statistical grants, and enforcement.
2. Develops budget estimates for the grant program as part of the overall OSHA budget.

3. Allocates funds for grants to States in accordance with approved financial plans and grant and contract provisions, and maintains effective controls over allocations.
4. Analyzes grant financial conditions, cost trends, and year-end projections; identifies problems and deficiencies; and recommends program improvements.
5. Provides procedures, instructions, and guidance to Regional Office officials and States concerning grant applications, expenditure reports, closeout notifications, and other financial matters related to grant program management.
6. Provides final Agency review of grant budget requests submitted by State agencies; evaluates fiscal requirements; coordinates discrepancies with Regional and National Offices' organizations; resolves problems; and recommends Agency approval/disapproval of grant requests, supporting financial plans and reports, and closeout documents.
7. Coordinates grant management activities with General Services Administration NIOSH, SOL, BLS, auditing organizations, and State governments.

### **Division of Financial Control and Contract Coordination**

**Mission:** To plan, direct, coordinate, and implement the effective control of OSHA financial resources and the management of OSHA contracts.

### **Functions:**

1. Maintains an effective control over resources allocated to OSHA by cost center and object class.
2. Reviews Regional Office requests, evaluates fiscal requirements, and coordinates the development of annual financial plans.
3. Prepares and presents to OSHA top management staff periodic statements of financial conditions, analyzes trends and year-end projections, identifies problems, and recommends corrective action.
4. Develops and disseminates cost information for operating programs and analyzes cost in conjunction with program accomplishments for purposes of accessing alternative uses of financial resources.
5. Develops cost standards for projected or proposed programs and determines financial implications.

6. Formulates and prescribes guidelines for the development of accrual accounting systems.
7. Analyzes expenditure trends, recommending reprogramming actions and future budgeting instructions to alleviate problems being encountered. Revises financial data to support current budget justification and utilization of funds.
8. Serves as OSHA's liaison with DOL on financial matters and recommends/establishes OSHA policy with regard to matters involving travel and payroll.
9. Provides training to National and Regional Office employees engaged in preparing travel authorization, travel vouchers, maintaining time and attendance documents, and overall fiscal operations. Develops procedures and operating instructions, as required.
10. Coordinates all substantive contract activity involving contracts over \$25,000 including:
  - a. Review of requests for contracts from the different offices.
  - b. Assistance to the appropriate offices on the review of both solicited and unsolicited contract proposals.
  - c. Liaison with the DOL contracting officer on all OSHA contract requests.
  - d. Financial and program monitoring of contract activity progress, providing directions and assistance to the contracting officer technical representatives on the exercise of their contracting responsibilities.
11. Prepares periodic progress reports on the status of OSHA contract activity for OSHA top management.
12. Represents the Agency, as required, at departmental Procurement Review Board to justify requirements and to defend Agency position with respect to specific contract proposals.
13. Coordinates the Agency's efforts in implementing the Debt Collection Improvement Act's requirement as they apply to OSHA.
14. Provides procedures, instructions, and guidance to Regional and Area Office officials and concerning matters related to OSHA's Debt Collection program.

## C. DIRECTORATE OF CONSTRUCTION

**Mission:** To improve construction workplace safety and health through the development of construction safety standards, interpretations, guidance, compliance assistance, enforcement policies, enforcement and outreach programs, and by the provision of engineering support to OSHA Offices, other Federal agencies, the construction industry, and the general public, and by serving as OSHA's principal liaison with the construction industry.

### **Functions:**

1. Develops and promulgates safety standards and regulations (with technical economic analysis services from the Directorate of Evaluation and Analysis and the Solicitor of Labor (SOL)) to ensure safe working conditions for the nation's construction workers, and coordinates with and provides assistance to other regulatory agencies on the implementation and enforcement of requirements relating to construction safety and health.
2. Coordinates with the Directorate of Standards and Guidance, and the Directorate of Enforcement Programs in the development of health standards and their interpretation when applicable to the construction industry.
3. Establishes and maintains a construction compliance guidance and assistance program, including issuing letters of interpretation on construction standards enforcement policy.
4. Provides construction technical services in engineering, safety, and statistical analysis.
5. Coordinates with the Directorate of Cooperative and State Programs and the Directorate of Training and Education on compliance assistance programs for construction training and education, consultation programs, cooperative programs, and outreach.
6. Coordinates with the SOL on the legal implications of compliance decisions, interpretations, enforcement cases, or other litigation action relating to the construction industry.
7. Reviews and provides advice on field enforcement actions in coordination with SOL and the Regional Administrators.
8. Reviews proposed program plans, standards, and procedures developed by other National Office staff that affect construction field operations to ensure that such



documents are appropriately tailored to the construction industry and appropriate for field implementation.

9. Serves as the Agency's principal point of contact for the construction industry. Ensures that stakeholders in the construction industry are kept appropriately informed of Agency activities. Serves as the designated Federal Office exercising oversight to the Advisory Committee of Construction Safety and Health as required by law and regulation, as well as other stakeholder groups affected by the promulgation of proposed rules to encourage their participation in the rule making process and development of training programs.
10. Prepares special reports and analyses on injury and fatality trends, current work practices, control procedures, and abatement methodologies used in the construction industry.
11. Participates and coordinates with the Directorate of Training and Education and the OSHA Training Institute (OTI) in the overall planning and development of curriculum, goals, and objectives for OTI's construction safety and health training, and in providing standards experts to serve as course instructors and facilitators in training partnerships.
12. Evaluates the effectiveness of nationwide construction targeting programs to meet Agency needs.
13. Provides engineering assistance to Agency components and plans and manages a program for investigating structural failures in significant construction incidents. Works with the construction industry on engineering issues to enhance safety and health awareness and to reduce fatalities, injuries, and illnesses.
14. Provides statistical and analytical support in the area of construction to all other organizational components of the Agency to aid in long-term planning and analysis.
15. Coordinates with the Directorate of Cooperative and State Programs to ensure that OSHA's State Plan partners are kept apprised of significant developments in Agency activities regarding construction safety .

### **Office of Construction Standards and Guidance**

**Mission:** To reduce construction injuries and fatalities by providing workplace construction standards and regulations, enforcement and interpretive policies and training/outreach materials.

## **Functions:**

1. Develops and promulgates safety standards and regulations (with economic analysis support from the Directorate of Evaluation and Analysis and legal support from SOL) to ensure safe working conditions for the nation's construction workers.
2. Coordinates with and provides assistance to other regulatory agencies on the implementation and enforcement of major construction safety and health requirements.
3. Coordinates with the Directorates of Standards and Guidance, and the Directorate of Enforcement Programs in the development of health standards and their interpretation when applicable to the construction industry.
4. Provides technical assistance and develops compliance directives, guidelines, interpretations, policies, and clarifications of occupational safety standards relating to the construction industry.
5. Gathers information and performs analyses on recommendations for the development of new and modified construction safety standards.
6. Participates on national consensus and other standards-setting committees and boards as a technical resource and to maintain liaison for the Agency.
7. Provides enforcement and interpretive policy advice to OSHA National Office, OSHA Regional/field officials, and the Office of the Solicitor, on construction investigations and cases, including Significant, Egregious, and other cases.
8. Provides advice to SOL on matters regarding the appeal and settlement of construction cases in litigation.
9. Coordinates office activities with other National Office Directorates and with Regional Administrators. Represents the Agency's construction program interests to other Agency directorates and offices.
10. Ensures that the public is given adequate and appropriate information regarding the Agency's standards development, promulgation, and interpretation activities.
11. Performs technical reviews of variances, petitions, and other documents related to construction safety and health standards.
12. Reviews documentation involving construction industry compliance issues arising in States operating OSHA-approved State plans upon request from the Directorate of Cooperative and State Programs, the Regional Administrators, or the States.

13. Develops realistic and effective OSHA enforcement programs for the construction industry and participates in incorporating these programs into comprehensive programs for inspections and investigations undertaken by field compliance officers. Develops pertinent regulations, procedures, manuals, and instruction, as necessary.
14. Coordinates with SOL on the legal implications of creation, modification, deletion, or addition to compliance policies, abatement methods, interpretations and provisions of standards, policies, and procedures relating to the construction industry.
15. Reviews all proposed program plans, health standards, health interpretations, and procedures developed by the National, Regional, and Area Office staffs which affect construction field operations to ensure that the provisions of the documents are responsive to construction industry needs and capable of field implementation.
16. Provides information to the Advisory Committee on Construction Safety and Health on current Agency activities and receives Committee input on standards regulations, and other matters.
17. Coordinates with the OSHA Directorate of Training and Education to provide information and materials needed for development and/or modification of training programs and educational material relative to proposed and final standards.

### **Office of Engineering Services**

**Mission:** To provide engineering assistance on matters of major significance to all Agency components, and to plan and manage a program for investigating and inspecting significant structural failure construction incidents to determine the cause of such incidents. Works with the construction industry on technical issues to enhance safety and health awareness and reduce fatalities, illnesses, and injuries.

### **Functions:**

1. Acts as technical consultant and advisor on construction engineering issues and the engineering aspects of construction standards policy, compliance, and abatement.
2. Provides engineering expertise to the Regions and field units by investigating and evaluating major and/or unusual construction incidents to determine the cause of such incidents. Provides comprehensive reports containing incident details and causal factors.

3. Provides expert engineering assistance and testimony in support of standards and enforcement litigation.
4. At the request of the involved OSHA Region, provides technical assistance for enforcement or voluntary compliance efforts to OSHA-approved State programs.
5. Coordinates the engineering activities of the office with other National Office Directorates and Offices.
6. Keeps abreast of developments in the construction industry to maintain state-of-the-art expertise in engineering-related construction safety issues.
7. Provides technical engineering information to the OSHA Training Institute in support of training activities and courses in construction safety.
8. Provides analyses, recommendations, and evaluations of the engineering feasibility of proposed abatement methods, and other occupational safety or health studies regarding construction.
9. Provides engineering assistance in support of the Directorate of Technical Support and Emergency Management assessment of variance requests regarding construction standards.
10. Provides liaison with consensus standards groups, professional design, and engineering associations and code-writing bodies regarding engineering issues related to construction safety and health.

### **Office of Construction Services**

**Mission:** To reduce injuries, illness and fatalities in the construction industry by raising the awareness of construction industry employers and employees of construction hazards and the means of protecting employees from those hazards.

### **Functions:**

1. Establishes and maintains contacts at all levels of management and labor in the construction industry to facilitate communication with the Agency and enhance safety and health awareness.
2. Serves as the Directorate's principle liaison with, and as the support team for, the Advisory Committee on Construction Safety and Health.
3. Represents OSHA on and maintains technical liaison with appropriate agencies, consensus standards groups, commissions, Committees, Boards and other

construction organizations, as well as professionals in the construction industry concerning all matters related to construction safety and health.

4. Maintains expertise on current and state-of-the-art (as well as emerging) construction means, methods and materials. Maintains expertise on current, state-of-the-art and emerging techniques and equipment for protecting construction employee safety and health. Evaluates new and emerging construction means, methods and materials for their effect on safety and health and on existing construction standards, priorities, and procedures.
5. Ensures that stakeholder groups affected by OSHA's activities in the construction field are given appropriate information regarding the Agency's activities.
6. Coordinates with the Directorate of Training and Education to provide technical information and materials needed for training programs and educational products suitable for use in the construction field.
7. Develops realistic and effective OSHA construction enforcement initiatives and programs. Develops procedures, manuals and instructions as necessary.
8. Coordinates the development and analysis of construction occupational injury and illness statistics. Reviews internal and external databases to evaluate construction industry data; reviews the construction data maintained in the OSHA inspections database and makes recommendations for information to be modified, added or removed.
9. Maintains liaison with the National Institute for Occupational Safety and Health (NIOSH) and the Bureau of Labor Statistics (BLS) to obtain construction injury and illness data.
10. Coordinates with NIOSH and BLS on specialized surveys using quantitative or statistical methods to facilitate research on specific construction safety and health issues.
11. Develops and coordinates construction enforcement statistics and targeting strategies and evaluates the effectiveness of nationwide construction targeting programs.
12. In coordination with the Directorate of Cooperative and State Programs develops and evaluates candidates for OSHA's voluntary programs.
13. Provides statistical and analytical support to organizational components of the Agency to aid in long-term targeting planning and analysis for construction.

## **D. DIRECTORATE OF COOPERATIVE AND STATE PROGRAMS**

**Mission:** To develop, recommend and implement policies and procedures, and coordinate the efforts that guide and support the Occupational Safety and Health Administration's (OSHA's) State and cooperative efforts, including compliance assistance and outreach, recognition and partnership programs, small business assistance and consultation, as well as State efforts related to the development and enforcement of standards and the development and implementation of cooperative programs.

### **Functions:**

1. Coordinates the development and implementation of the Agency's compliance assistance program with the participation of all National Office executives and designated Regional Office representatives (the Directorate of Enforcement Programs, the Directorate of Technical Support and Emergency Management, the Directorate of Standards and Guidance, the Directorate of Construction, the Office of Communications, the Directorate of Evaluation and Analysis, the Directorate of Training and Education, and designated Regional Office representatives).
2. Develops an Annual Compliance Assistance Plan for the Agency, in coordination with National Office Directorates and Regional Office designees, and oversees its implementation, ensuring appropriate review and revision, as necessary.
3. Reviews all compliance assistance materials for policy, editorial content, format, and consistency with the Annual Compliance Assistance Plan.
4. Administers a program to encourage States to assume the fullest responsibility for their own safety and health programs through the mechanism of OSHA-approved State Plans, including the development, approval, performance analysis, and evaluation of those State occupational safety and health programs; develops and implements policies, procedures, and innovative approaches to ensure that such programs meet the effectiveness criteria set by the OSH Act.
5. Administers a nationwide consultation program, run by the States, which provides on-site support to employers, including the development of policies, procedures, and guidance; the evaluation of the effectiveness and impact of these programs; and the development of innovative approaches and methods.
6. Coordinates an ongoing dialogue between senior level OSHA officials and members of the State Plan and On-site Consultation Program administrators to promote a consistent nationwide approach to the reduction of illnesses, injuries, and fatalities in the workplace.

7. Develops, manages, and coordinates the implementation of opportunities for employers, employees, trade associations, professional groups, educational institutions, and other organizations to work collaboratively with OSHA to reduce injuries and illness in the workplace. Cooperative Programs include: the On-site Consultation Program and its Safety and Health Recognition Program (SHARP), the Voluntary Protection Programs (VPP), OSHA Strategic Partnership Program (OSPP), and the Alliance Program.
8. Provides outreach and compliance assistance services to small businesses and serves as the primary Agency liaison to develop and enhance relationships between OSHA and small businesses.
9. Develops systems to track compliance assistance and cooperative programs, including partnership and recognition programs, small business assistance programs and the Alliance Program activities, and analyzes results and progress in meeting goals. Documents successes and best practices.
10. Develops and maintains Web Pages on cooperative programs including program policies, activities, success stories and best practices.

### **Office of State Programs**

**Mission:** To provide leadership and direction in the Agency's implementation of Section 18 of the Occupational Safety and Health Act (OSH Act) of 1970, by developing and implementing Agency policy and providing guidance regarding the development, approval, review and evaluation of the structure and performance of State Occupational Safety and Health Plans.

### **Functions:**

1. Develops and implements OSHA policies and procedures governing the submission, review and approval of new State Plans, and changes to existing State OSH programs. Leads OSHA's efforts to promulgate Federal regulations governing such activity and plans and coordinates a program of technical assistance through the Regional Administrators for the designated State agencies in the development, submission, approval and modification of State OSH regulatory and cooperative programs.
2. Coordinates with other OSHA national office organizations and advocates within OSHA on behalf of the State Plans to ensure consideration and recognition of the States' role in the development of national policy and efficient and effective development and implementation of policies and procedures to further the State-Federal partnership envisioned by the OSH Act.
3. Coordinates the Agency's communication with the State Plans through

participation by the Assistant Secretary and senior management in regular joint meetings with the Occupational Safety and Health State Plan Association (OSHSPA) and meetings of the OSHSPA Board and the Federal State Plan Steering Committee.

4. Proposes and develops policies and procedures to assure the effectiveness and efficiency in both structure and performance of State OSH programs approved and funded under the OSH Act. This includes creating policies and procedures for the development and submission of results-oriented State strategic plans and performance plans, supporting States' annual funding requests, developing innovative models to implement the Federal/State partnership in providing safe and healthful workplaces throughout the nation, and establishing processes for State OSH program performance measurement and management.
5. Develops measures, methods, tools and procedures for evaluating State OSHA programs. Evaluates State OSH programs' performance and reviews State and Regional reports for consistency and adherence to national policy.
6. Provides guidance to States in the development, approval, performance analysis, and evaluation of State occupational safety and health plans by regularly monitoring State regulations and policy, working to anticipate and address the needs of the States, maintaining open channels of communication, and assisting the States to ensure the successful implementation of the Federal/State partnership.

### **Office of Outreach Services and Alliances**

**Mission:** To fulfill the mission of the Occupational Safety and Health Administration (OSHA) by coordinating the development and implementation of the Agency's compliance assistance program and developing and implementing OSHA policy and procedures to establish and foster relationships between OSHA and employers, employees, trade associations, professional groups, and academic institutions to develop a national program of outreach to increase awareness and implementation of safety and health best practices and participation in cooperative programs.

### **Functions:**

1. Works to expand the Agency's safety and health outreach and assistance by implementing a coordinated outreach program, enhancing outreach opportunities, and expanding a network of contacts with key health and safety organizations and government agencies, including those responsible for outreach coordination or educational programs.
2. Provides at the National Office level, through a one-stop shopping concept, a



point of contact for all special constituencies, such as trade associations and professional groups, for compliance assistance activities.

3. Develops and implements an Agency-wide, Annual Compliance Assistance Plan for OSHA, with participation of relevant OSHA Directorates and Regions. This Annual Plan addresses the Agency's compliance assistance priorities, including materials to be developed, and details the responsibilities for carrying out these priorities.
4. Leads a process to ensure that Agency officials regularly review the compliance assistance plan and activities for the Agency. Ensures participation and input from appropriate Agency offices.
5. Reviews and provides final clearance of all compliance assistance materials and authorizes the posting of compliance assistance information on the OSHA website to ensure consistency with the Agency's Annual Compliance Assistance Plan.
6. Develops and implements OSHA policy and programs and provides guidance to OSHA staff at all levels to establish and promote national and local Alliances between OSHA and employers, employees, trade associations, professional groups, and academic institutions.
7. Coordinates and monitors Alliance Program activities with Compliance Assistance Specialists or designated Regional representatives to continually evaluate and improve the program.
8. Coordinates with other OSHA national office and regional office organizations and advocates within OSHA on behalf of the Agency's Alliance Program and compliance assistance programs to ensure efficient and effective development and implementation of policies and procedures to further the Agency's objectives.
9. Works with the Directorate of Training and Education to conduct programs of instruction in occupational safety and health using a variety of methodologies, techniques, and technologies.
10. Coordinates with the Office of Communications on outreach materials for OSHA exhibits at trade shows and professional association meetings and conferences.

### **Office of Small Business Assistance**

**Mission:** To fulfill the mission of the Occupational Safety and Health Administration (OSHA) by serving as an advocate for small business and by promoting an effective partnership between OSHA and small businesses and related governmental and non-governmental organizations. Provide leadership and direction in the Agency's implementation of the On-site

Consultation Program through the development and implementation of OSHA policy and procedures that establish and foster relationships between OSHA and small businesses.

**Functions:**

1. Develops and implements OSHA policy and provides guidance in promoting effective relationships between small businesses and OSHA.
2. Serves as a liaison and an advocate for small business with trade associations, professional groups, and Small Business Development Centers (SBDCs), and oversees Agency actions to comply with the Small Business Regulatory Enforcement Fairness Act.
3. In coordination with the Office of Communications, increases awareness of the small business program through the enhancement of a coordinated marketing campaign focusing on the small business community.
4. Coordinates with other OSHA national office organizations and advocates within OSHA on behalf of small businesses to ensure efficient and effective development and implementation of policies and procedures to further the Agency's small business initiatives.
5. Serves as Agency liaison with stakeholders to further develop and enhance relationships between the Agency and the small business community.
6. Increases awareness of small business programs through participation in national dialogues, safety and health seminars, conferences, presentations, and associated outreach efforts, and through distribution of materials to trade organizations and small businesses.
7. Serves as point of contact for small businesses, trade associations, and professional groups.
8. Develops strategies, policies, and procedures for implementing and evaluating national policy regarding the On-site Consultation Program performed under Section 21(d) of the Act.
9. Develops policy and establishes procedures for On-site Consultation Program operations in States with approved Plans and in non-State plan States.
10. Analyzes On-site Consultation Project performance reports to recommend program improvements; establishes and maintains a quality control system for assessing consultation services provided to private sector employers; and proposes evaluation strategies for On-site Consultation component activity under Section 18(b) State plan States.

11. Develops and recommends, as necessary, changes in On-site Consultation Program regulations, program design, procedures, agreements, and/or operations, and ensures implementation of approved changes.

### **Office of Partnerships and Recognition**

**Mission:** To fulfill the mission of the Occupational Safety and Health Administration (OSHA) by developing, implementing, promoting, managing and evaluating Agency recognition programs, including the Voluntary Protection Programs (VPP), and partnership programs, including the OSHA Strategic Partnership Program (OSPP).

### **Functions:**

1. Develops and implements policy and provides guidance for existing and new recognition programs, such as VPP and OSPP.
2. Coordinates with other OSHA national office and regional office organizations and advocates within OSHA on behalf of the Agency's recognition and partnership programs to ensure efficient and effective development and implementation of policies and procedures to further the Agency's objectives.
3. Serves as the primary source of information on the Agency's recognition and partnership programs for program participants and partners, the Agency, and the general public; and maintains effective communication processes with the partners via meetings, conference calls, and written communications.
4. Develops, establishes, and promotes new recognition and partnership programs and prepares strategies and policies, as well as provides guidance to support their implementation, impact and continual improvement.
5. Develops, manages and evaluates national partnership agreements.
6. Analyzes recognition and partnership reports, agreements and evaluations and makes recommendations for changes or approval.
7. Tracks recognition and partnership program activities and impact; prepares annual program summaries and reports to promote recognition and partnership programs.
8. Evaluates recognition and partnership programs and develops and recommends, as necessary, changes in the programs' regulations, policy guidance, program designs, procedures, agreements, and operations; ensures implementation of approved changes.

9. In coordination with the Office of Communications, increases awareness of recognition and partnership programs by: participating in national dialogues; safety and health seminars; conferences; presentations; associated outreach efforts; developing, maintaining, and disseminating print and electronic resources on OSHA's recognition and partnership programs.

## **E. DIRECTORATE OF TRAINING AND EDUCATION**

**Mission:** To fulfill the mission of the Occupational Safety and Health Administration (OSHA) by improving the skill and knowledge levels of personnel engaged in work relating to the OSH Act through the development of OSHA policy and the implementation of programs designed to educate and train all Federal and State compliance officers and State consultants, State consultants participating under Section 21(d) of the OSH Act, OSHA professional and technical support personnel, other Federal Agency personnel, employers, employees, organizations representing employers and employees, educators who aid in developing curricula and teaching occupational safety and health courses, and representatives of professional safety and health groups in the recognition, avoidance, and prevention of unsafe and unhealthful working conditions.

### **Functions:**

1. Develops and implements OSHA's national training and education policy and programs.
2. Identifies program requirements and develops program plans and courses of instruction to implement a program of education and training in occupational safety and health for OSHA staff and employers and employees in the recognition, avoidance, and prevention of unsafe and unhealthful working conditions.
3. Identifies the current and future skill and knowledge requirements of those who have responsibilities for implementing the OSH Act and develops and executes training and education programs that meet those needs, including management and systems training.
4. Develops and implements programs to improve employer and employee understanding of their rights and responsibilities under the OSH Act and effective safety and health practices.
5. Researches, designs, develops, reviews, and distributes occupational safety and health outreach and compliance assistance training programs and materials.
6. Conducts programs of instruction in occupational safety and health using a variety of methodologies, techniques, and technologies.
7. Manages a quality control system for assessment of the training and educational services provided and of the resources used to provide these services.
8. Coordinates with other OSHA National Office organizations to identify occupational safety and health knowledge and skill level requirements of those affected by the OSH Act and works to ensure efficient and effective development

and implementation of policies and procedures to further the Agency's mission through developing and coordinating a comprehensive nationwide program of training and assistance to employers and employees.

9. Identifies and describes the types and levels of occupational safety and health training and education problems and services required by Federal and State personnel, employers, employees, and organizations representing employers and employees, as prescribed in sections 21(b) and 21(c) of the OSH Act.
10. Develops and maintains a quality control system for assessing training and education services provided to Federal and State occupational safety and health personnel, and to employers and employees and their representatives, and for assessing the resources used to provide these services.

### **Office of Training and Educational Programs**

**Mission:** To develop occupational safety and health training program plans and the implementation of the Agency's outreach training programs.

### **Functions:**

1. Establishes priorities among unmet training and education requirements and identifies resources needed to provide this training.
2. Identifies, describes, and determines resources needed for occupational safety and health training and education. Identifies and assesses the capabilities of national training resources to accommodate occupational safety and health training requirements.
3. Recommends approaches for course development, conduct of training, and evaluation of training and education programs.
4. Manages the Agency's discretionary training grants program that emphasizes providing training to employers and employees in industries with high hazard and fatality rates, hard-to-reach employees, and small business employers and employees.
5. Develops policy and provides procedural guidance to the OSHA Training Institute in scheduling of resident courses.
6. Directs the OSHA Training Institute Education Center program which provides occupational safety and health training nationwide to private sector and federal personnel from agencies outside OSHA.

7. Administers the Outreach Training Program, involving various Train-the-Trainer programs that provide outreach training to participants including small business employers and employees.
8. Establishes and maintains technical documentation to serve the information needs of office staff and students. Concurrently, maintains and operates an educational resource center of training and audiovisual materials for use by office staff, students, and safety and health professionals.
9. Operates and coordinates the Directorate's Record Management Program including the record retention/disposition schedules. Provides technical assistance in policy and processes to management and staff.
10. Operates and maintains a system for responding to Freedom of Information Act, Privacy Act, Directive Clearances, and other information requests made to the Directorate. Compiles and prepares responses to the information requests.

### **Office of Training and Educational Development**

**Mission:** To provide research, design, and development of training and educational products in the fields of occupational safety and health to support improving the knowledge and skills of Compliance Safety and Health Officers; Compliance Assistance Specialists; OSHA consultation staff; outreach and OSHA Training Institute Education Center attendees.

### **Functions:**

1. Establishes policy and procedures for the development of new training and educational systems, programs, and materials.
2. Analyzes instructional requirements and course needs.
3. Designs curricula that leverage the advantages of the selected media and mode of delivery.
4. Provides training and educational development guidance to the National Office, the OSHA Training Institute, OTI Education Centers, Regional Administrators and their staffs, designated State agencies, Federal departments and agencies, and employers and employees and their representatives.
5. Analyzes, proposes, develops and maintains training interventions that support professional competencies for Compliance Safety and Health Officers, Compliance Assistance Specialists, whistleblower investigators and OSHA consultation staff.

6. Develops and reviews OSHA training requirements in standards, guidelines, and directives; and designs and creates programs in support of these requirements.
7. Partners with other agencies and organizations, both private and public, to coordinate training and educational approaches and materials, ensuring less duplication of resources and an improvement in the effectiveness of occupational safety and health training and educational activities.

### **Occupational Safety and Health Administration Training Institute**

**Mission:** To provide basic, intermediate, and advanced training and education in occupational safety and health for Federal and State compliance officers, consultants provided by the State participating under Section 21(d) of the OSH Act, OSHA professional and technical support personnel, other Federal Agency personnel, employers, employees, organizations representing employers and employees, educators who aid in developing curricula and teaching occupational safety and health courses, and representatives of professional safety and health groups.

### **Functions:**

1. Assists in the development and implementation of OSHA policy for accomplishment of training and education goals in occupational safety and health.
2. Provides assistance in the maintenance of curriculum development systems to ensure that all training materials utilized by the Institute reflect current OSHA policy and enforcement procedures, current court decisions, and published workplace standards, and to address special purpose needs.
3. Assists in the development and implementation of the Occupational Safety and Health Training Institute's (the Institute's) total evaluation system (curriculum, instruction, and improved student knowledge) to ensure quality training and educational opportunities for the Institute's students.
4. Provides instruction at the Institute in basic, intermediate, and advanced courses in occupational safety and health.
5. Plans, develops, arranges, schedules, and conducts the Institute's programs of instruction at off-site locations.
6. Establishes, maintains, and operates laboratory facilities for hands-on safety and health training in hazard recognition.
7. Determines the need and arranges for specific outside technical expertise in workplace safety and health from a variety of public and private sources that



supplements the Institute's instructional capability.

8. Participates in training and educational research conducted through facilities and resources other than the Institute (e.g., other federal agencies, public and private institutions of higher learning, or organizations representing employees and employers).
9. Determines course prerequisite criteria and student course scheduling.
10. Provides guidance for the Education Center and Outreach Trainer programs.

### **Office of Administration and Training Information**

**Mission:** To provide administrative services and informational programs for the Directorate of Training and Education.

#### **Functions:**

1. Plans, develops, and administers the Directorate of Training and Education's annual budget for conducting programs that implement OSHA's national training policy.
2. Develops and administers the budgeting, financial, personnel, procurement, safety/health training material reproduction, and property management systems for the Directorate of Training and Education. Trains office staff in the efficient use of these administrative procedures.
3. Establishes and maintains student admission and registration procedures for the Institute. Following Office of Management and Budget policy, prepares OSHA tuition guidelines, determines appropriate course fees, and manages the billing and collection process.
4. Establishes, maintains, and manages the student course recordkeeping and course credit system. Confirms student earned credits and issues transcript letters of Continuing Education Units, ABIH points, and transferable college credit hours.
5. Manages the Directorate of Training and Education's physical facility that includes the Institute with its classrooms and laboratories. Provides building and equipment maintenance, repairs, and security services after determining appropriate resources and coordinating their procurement with the U.S. General Services Administration and the Office of the Assistant Secretary for Administration and Management.
6. Establishes and coordinates the Directorate's information outreach program that

disseminates training information to personnel with duties related to the OSH Act.

7. Conducts reviews and analyses of Directorate administrative and information systems and processes and prepares comprehensive analytical reports of findings and recommendations.

## **F. DIRECTORATE OF ENFORCEMENT PROGRAMS**

**Mission:** To provide a balanced enforcement program for the Occupational Safety and Health Administration; to provide compliance guidance and assistance regarding Agency enforcement initiatives, and to establish and maintain whistleblower protection programs.

### **Functions:**

1. Develops and administers a program to implement and support a balanced, nationwide, occupational safety and health enforcement effort.
2. Develops and provides compliance guidance and assistance to OSHA field offices regarding Agency enforcement initiatives. Guidance provides direction for OSHA enforcement efforts and also provides clarification to the public, in the form of compliance documents developed in the areas of general industry and maritime, health in construction, health, and specializations.
3. Oversees and evaluates the occupational safety and health programs of Federal agencies, provides guidance and assistance to the agencies in fulfilling their obligations to provide safe and healthful working conditions for their employees, and submits evaluations and a summary report of the status of these programs to the President.
4. Administers the conduct of business of the Federal Advisory Committee on Occupational Safety and Health.
5. Develops and administers OSHA's Whistleblower Protection Program, which enforces the employee protection provisions of 17 statutes, including section 11(c) of the OSH Act.
6. Serves as the source of Agency expertise for all issues regarding the requirements of the OSH Act, develops and reviews policies and procedures for implementing those requirements, advises the Assistant Secretary on enforcement-related issues, including preparing testimony and briefing books, and responds to congressional inquiries.
7. Establishes and maintains effective, independent working relationships with officials in OSHA, Office of the Solicitor (SOL), and other Executive Branch agencies to assure the coordination and comprehensiveness of analyses of enforcement related issues, as well as the appropriateness of other actions under the OSH Act.

8. Acts as the national office contact for field staff, providing advice and answers to questions about enforcement policies and procedures, and coordinates all jurisdictional issues that arise for the Agency.
9. Conducts the cargo gear accreditation program in accordance with the provisions of 29 CFR 1919.

### **Office of General Industry Enforcement**

**Mission:** To develop and execute a comprehensive safety compliance program for general industries through safety guidance development and safety abatement assistance.

### **Functions:**

1. Develops a comprehensive program for occupational safety inspections and investigations in the general industry category undertaken by compliance officers, including those for scheduled inspection, as well as for investigations of complaints, deaths and catastrophes.
2. Develops and maintains an operating Field Inspection Reference Manual/Field Operations Manual and develops other general industry interpretations, procedures and instructions.
3. Provides guidance for the administration of corporate wide settlement agreements by OSHA.
4. Develops and updates General Industry Standard Alleged Violation Elements.
5. Provides technical compliance assistance to the field organizations of the Agency.
6. Provides standards interpretations to the field organizations.
7. Provides responses to and coordinates legal implications of decisions and provisions of documents with the Office of the Solicitor.
8. Develops replies to technical inquiries pertaining to general industry activities with the Directorate of Evaluation and Analysis.
9. Coordinates variance requests with the Directorate of Technical Support and Emergency Management and participates in the development of plans and inspection schedules.

10. Reviews documentation involving General Industry compliance issues submitted by State governments upon request from the Directorate of Cooperative and State Programs.
11. Coordinates questions involving jurisdiction with the Directorate of Evaluation and Analysis and participates in the development of memoranda of understanding and other documentation.
12. Provides technical compliance assistance including the development of compliance practices and techniques, and interpretations and clarifications of occupational safety standards involving General Industry programs.
13. Recommends the development of new or revised guidelines.
14. Reviews case files for technical accuracy, adequacy, and legal sufficiency.
15. Coordinates activities with the Regional Administrators and the Regional staffs, as necessary.
16. Coordinates with the Directorate of Cooperative and State Programs and the Office of Federal Agency Programs on issues involving compliance practices and techniques.
17. Develops and implements National Emphasis Programs.
18. In cases of National Emphasis Programs, special projects or studies, or as required, reviews case files for technical accuracy, adequacy, and in coordination with SOL, for legal sufficiency.
19. In cases of complex technical interpretations, determines the need for and develops as necessary, directives, special projects, field studies, review of company trade secret information or other process and control data to provide necessary guidance to the field, and in coordination with SOL, for legal sufficiency.
20. Provides technical assistance, interpretations and clarifications concerning the field application of construction industry safety standards and Maritime Safety Standards, in coordination with the Directorate of Construction and the Office of Maritime Enforcement.
21. Coordinates decisions concerning legal appeals of safety compliance issues with SOL and recommends litigation strategies to the Directorate and Agency managers.

22. Coordinates with the Directorate of Evaluation and Analysis, the Environmental Protection Agency, the Chemical Safety Board, the Department of Transportation, and other regulatory agencies on the implementation and enforcement of major environmental and occupational laws and standards.
23. Coordinates the review of significant enforcement cases, including instance-by-instance penalty cases (“egregious cases”), for general industry inspections with the Regional Offices, the SOL, and the Office of the Assistant Secretary.
24. Provides assistance to the Office of Communications with regard to writing speeches, updating fact sheets, and by providing speakers and educators for conferences, and training at the OSHA Training Institute, and on CDVs.

### **Office of Health Enforcement**

**Mission:** To provide the Occupational Safety and Health Administration with a comprehensive strategic and well-planned program to address occupational health compliance, including occupational health program direction, industrial hygiene policies and procedures, technical and compliance assistance, enforcement policies and procedures, and information dissemination.

### **Functions:**

1. Develops a strategic program for occupational health inspection investigation activities to be undertaken by health compliance officers, including scheduling of inspections, as well as the development of Special or National Emphasis Programs, as necessary, to address the nation’s occupational health issues in general industry, maritime, and construction.
2. Develops and maintains policies, procedures, instructions, and directives for the Agency's occupational health and industrial hygiene programs.
3. Develops interpretive guidance to the public in the form of formal letters of interpretation on all OSHA health standards and issues. Ensures guidance reports current Agency policy and is legally sufficient.
4. Provide leadership in the local, regional, and national occupational health arenas by participating in national conferences, meetings and training events to explain the Agency’s occupational health enforcement policies and procedures.
5. Provides technical assistance to the field organizations of the Agency through the development of compliance practices, techniques, interpretations, and clarifications of occupational health standards and issues.

6. Provides technical assistance, interpretations and clarifications concerning the field application of construction and maritime industry health standards in coordination with the Directorate of Construction and Office of Maritime Enforcement.
7. Conducts original literature research, evaluates special reports, and analyzes statistical data in order to develop unique responses to highly technical inquiries pertaining to health compliance activities and operations.
8. Evaluates and assists in coordinating variance requests with the Directorate of Technical Support and Emergency Management (DTSEM).
9. Coordinates compliance assistance issues with the Directorate of Technical Support and Emergency Management, including issues related to a coordinated federal response to national emergencies, determination of the requirements and specifications for technical equipment, measuring and sampling devices, and personal protective equipment used by Agency compliance officers.
10. Coordinates the resolution of health compliance issues involved in enforcement programs developed by State Plan States with the Directorate of Cooperative and State Programs.
11. As necessary, develops, National Emphasis Programs, special projects or studies as required by current Agency direction. Reviews case files for technical accuracy, adequacy, and in coordination with the Solicitor of Labor (SOL) for legal sufficiency, to sustain the Agency occupational health enforcement agenda.
12. Coordinates with the Office of the Solicitor on the legal implications of compliance policy, compliance interpretive guidance, and procedural recommendations.
13. Provides broad national level direction and guidance to Federal agencies in coordination with the Office of Federal Agency Programs to assist them in implementing effective occupational health programs.
14. Coordinates jurisdiction issues regarding compliance with health issues with the Directorate of Evaluation and Analysis and participates in the development of Memorandums of Understanding and other documents.
15. Coordinates with the NIOSH, MSHA, FDA, the EPA, and other relevant regulatory agencies on the implementation and enforcement of major environmental and occupational laws and standards (e.g., superfund regulations, AHERA, CERCLA, Asbestos Hazard Communication, Hazardous Waste, and Bloodborne Pathogens).

16. Coordinates decisions concerning legal appeals of health compliance issues with the Solicitor of Labor and recommends litigation strategies to the Directorate and Agency managers.
17. Develops and updates Standard Alleged Violation Elements (SAVE's) for the use of the Agency's health compliance staff when citing occupational health violations.

### **Office of Maritime Enforcement**

**Mission:** To provide the Occupational Safety and Health Administration (OSHA) with a strategic and well-planned program to address occupational safety and health enforcement for the maritime industries, including comprehensive program guidelines, policies, procedures, technical assistance, and information dissemination. The maritime industries encompass Shipyard Employment (29 CFR Part 1915), Marine Terminals (29 CFR Part 1917), Longshoring Operations ((29 CFR Part 1918) and Gear Certification (29 CFR Part 1919).

### **Functions:**

1. Develops a strategic program and policy recommendations to be undertaken by compliance officers in the maritime industry, including those for targeted industries/hazards and scheduled inspection programs, and investigations of imminent danger situation, fatalities, catastrophes, complaints, referrals, and follow-up inspections.
2. Develops a realistic and effective OSHA enforcement program for the maritime industry, and participates in incorporating these programs into a comprehensive program for inspections and investigations undertaken by field compliance officers by developing or revising program guidelines, national emphasis programs (NEPs), regulations, procedures, manuals, and instructions, as necessary.
3. Develops and updates Standard Alleged Violation Elements (SAVE's) for occupational safety violations affecting the maritime industry.
4. Provides technical assistance to Agency field organizations including the development of compliance practices and techniques, and interpretations and clarifications of occupational safety and health standards involving the maritime industry.
5. Coordinates with the SOL on the legal implications of compliance policy and procedural recommendations involving the maritime industry; develops litigation strategy recommendations for the Directorate of Enforcement Programs and the



Agency; reviews field office inspection case files for technical accuracy, adequacy, and legal sufficiency.

6. Replies to technical inquiries and requests for interpretations/clarifications of occupational safety and health standards pertaining to the maritime industry; conducts original literature research, evaluates technical reports/information and analyzes statistical data, in order to ensure accurate responses.
7. Coordinates the activities of the Agency's Maritime Steering Committee (MSC) which is comprised of National Office and Field Office representatives, for developing recommendations for OSHA policy, procedures and product support; provides management, technical and administrative staff support for implementing MSC recommended initiatives that are acted upon by the Agency.
8. Evaluates and assists in coordinating variance requests from the maritime industry with the Directorate of Technical Support and Emergency Management. .
9. Coordinates maritime industry activities with other National Office Directorates and, through the Directorate of Enforcement Programs, with Regional Administrators and their staff; provides policy, procedural, and technical support for the review and/or development of maritime information and products.
10. Conducts liaison with other National Office Directorates, other Federal and State agencies, and pertinent private sector groups regarding maritime industry issues and initiatives.
11. Provides advice and develops responses regarding maritime industry jurisdiction and preemption involving both Federal and State agencies, and international conventions/agreements; participates in the development of memoranda of understanding and other documentation.
12. Conducts the cargo gear accreditation program in accordance with the provision of 29 CFR 1919 and provides management direction for this program and administrative support for associated program documentation.

### **Office of the Whistleblower Protection Program**

**Mission:** To ensure effective administration of the whistleblower or anti-discrimination provisions of the statutes listed below, all of which generally provide that employers may not discharge or discriminate against an employee because the employee has filed a complaint or otherwise exercised any rights provided to the employee by the various acts.

- Occupational Safety and Health Act of 1970 (OSHA)
- Surface Transportation Assistance Act of 1982 (STAA), as amended by the 9/11 Act

of 2007

- Asbestos Hazard Emergency Response Act of 1986 (AHERA)
- International Safe Container Act of 1977 (ISCA)
- Safe Drinking Water Act of 1974 (SDWA)
- Federal Water Pollution Control Act of 1972 (FWPCA)
- Toxic Substances Control Act of 1976 (TSCA)
- Solid Waste Disposal Act of 1976 (SWDA)
- Clean Air Act of 1977 (CAA)
- Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)
- Energy Reorganization Act of 1974 (ERA)
- Wendell H. Ford Aviation Investment and Reform Act for the 21<sup>st</sup> Century (AIR21)
- Corporate and Criminal Fraud Accountability Act of 2002/Sarbanes-Oxley Act (SOX)
- Pipeline Safety Improvement Act of 2002 (PSIA)
- Federal Rail Safety Act of 1970 (FRSA), as amended by the 9/11 Act of 2007
- National Transit Systems Security Act of 2007 (NTSSA), as established by the 9/11 Act of 2007
- Consumer Product Safety Improvement Act of 2008 (CPSIA)

**Functions:**

1. Develops national-level policy regarding the conduct of whistleblower investigations in the field.
2. Monitors the conduct of field investigations of complaints filed under the various acts through case file reviews and on-site audits.
3. Provides technical training in investigative techniques and program issues to the field staff and presents an annual federal-state whistleblower investigators' conference.
4. Provides technical assistance to the whistleblower field staff on complex and/or controversial technical issues.
5. Maintains liaison with the appropriate Agency officials concerning other safety, health, and environmental ramifications of whistleblower complaints; coordinates legal proceedings with the OSHA Regional and National Office legal staffs and assists in litigation proceedings; and coordinates whistleblower investigations with other federal and state agencies.
6. Reviews cases on appeal under the provisions of Section 11(c) of the Occupational Safety and Health Act of 1970.

7. Maintains appropriate research and information materials related to whistleblower case law and investigative techniques, such as case law libraries, web sites, newsletters, etc.
8. Informs the Assistant Secretary through periodic and special reports of the achievements and significant problems of the whistleblower programs.

### **Office of Federal Agency Programs**

**Mission:** To ensure that each Federal Agency is provided with the guidance necessary to implement an effective occupational safety and health program within the Agency, and to inform the President on the progress being made through detailed evaluations, reports and studies of agencies' occupational safety and health programs.

### **Functions:**

1. Provides leadership and guidance to the heads of Federal agencies to assist them in implementing effective occupational safety and health programs.
2. Develops policies, regulations, program plans and procedures for Federal Agency evaluation, training, consultation, standards review, inspection and field council programs.
3. Provides policy guidance to OSHA Regional Administrators on Federal consultations; targeted, complaint or other inspections; evaluations; training; and Field Council operations.
4. Evaluates Federal Agency occupational safety and health programs and recommends to agency heads improvements needed to make programs more effective in providing safe and healthful working conditions for Federal employees. Prepares reports of agency evaluations and agency responses for submission by the Secretary to the President.
5. Establishes Federal Agency enforcement policies and monitors the effectiveness of the enforcement activities of OSHA field offices.
6. Establishes requirements for Agency Certified Safety and Health Committees. Reviews Agency submissions, recommends certification where agencies meet established criteria and monitors committee operations.
7. Provides support to Federal agencies in the correction of hazardous working conditions and provides assistance and guidance to agencies in the use and interpretation of OSHA safety and health standards. Develops policies and

procedures for consideration of Agency requests for alternate and/or supplementary standards and for the resolution of standards conflicts.

8. Establishes priorities for, and provides guidance to Federal agencies and the OSHA Training Institute in the provision of occupational safety and health training for Federal Agency personnel.
9. Develops and maintains a recordkeeping and reporting system for Federal Agency programs, prepares and publishes an annual statistical summary. Develops and maintains requirements for the Federal Integrated Management Information System based on data from a variety of sources.
10. Analyzes statistical data to determine government wide and/or Agency trends in injury or illness causes, nature, costs, etc., and publishes periodic reports of such analyses.
11. Serves as the executive secretariat to the Federal Advisory Council on Occupational Safety and Health to assist and guide it in fulfilling its role of advising the Secretary of Labor on governmental safety and health matters.
12. Sponsors and provides leadership to Field Federal Safety and Health Councils to make them effective partners with OSHA in the dissemination of information and services, including the sponsorship of training courses and other mutual assistance efforts.
13. Prepares and submits to the President an annual formal report on the occupational safety and health program in the Federal Government, subject to Office of Management and Budget review and clearance.

### **Division of Enforcement and Technical Guidance**

**Mission:** To provide Federal agencies and OSHA field staff with technical and program guidance concerning OSHA standards, enforcement procedures, injury/illness data, and training.

### **Functions:**

1. Provides guidance to Federal departments and agencies with regard to program design and implementation. Provides technical advice on the correction of unsafe or unhealthful working conditions.
2. Develops policies and procedures for, and coordinates the review of, agency alternate standards for consistency with OSHA standards, and notifies agencies of findings and provides technical assistance when needed.

3. Develops and maintains a system for the collection and analysis of occupational safety statistics for the Federal Government. Publishes an annual statistical summary of the causes, costs, and trends of Federal sector injuries and illnesses.
4. Develops and maintains Federal agency requirements for the Integrated Management Information System. Provides data on activities conducted by OSHA field personnel with Federal agencies.
5. Develops policies, procedures, and criteria for Federal agency targeted inspections. Identifies individual and high hazard agency installations, develops targeting lists, and distributes these lists to OSHA Regional Offices.
6. Responds to Federal employee reports of hazards received directly or referred by members of Congress.
7. Maintains liaison with other agencies and organizations to obtain assistance when needed in investigating accidents, or inspecting as a result of reports of unsafe or unhealthful conditions.
8. Processes and monitors reprisal complaints received at the National Office.
9. Resolves failure-to-abate cases forwarded by Regional Administrators to the National Office for resolution with agency headquarters.
10. Interprets OSHA standards in response to requests from Federal Agency Occupational Safety and Health personnel and employee representatives.
11. Develops and updates portions of the OSHA Field Operations Manual pertaining to Federal agency compliance policies and procedures. Interprets the OFOM for OSHA field staff and personnel from other Federal agencies.
12. Serves as liaison to the Directorate of Training and Education with regard to the need for Federal agency training courses. Provides assistance and advice in the development of course materials that include Federal agency program requirements.
13. Develops and maintains statistical data in support of Government injury/illness reduction incentive programs.

### **Division of Federal Program Direction and Evaluation**

**Mission:** To promote improvement in Federal Agency occupational safety and health programs through comprehensive program evaluations, interagency coordination, and Government-wide incentive programs.

## **Functions:**

1. Develops policies, procedures, and guidelines for the conduct of Federal agency occupational safety and health program evaluations.
2. Plans, conducts, coordinates, and reports on comprehensive evaluations of Federal agency occupational safety and health programs. Reports findings and recommendations to the President and the evaluated agencies.
3. Performs special studies of Federal agency occupational safety and health programs.
4. Develops and maintains policies, procedures, and requirements for the establishment of Agency Certified Safety and Health Committees.
5. Develops and maintains Department of Labor regulations, Part 29 CFR 1960, which the heads of agencies must follow in operating their occupational safety and health programs.
6. Provides national direction and guidance to Federal agencies by initiating Presidential policies and directives.
7. Coordinates multi-Agency efforts to address safety and health problems common to many Federal agencies.
8. Provides policy guidance and administrative and technical assistance to the Federal Advisory Council on Occupational Safety and Health and its ad hoc and standing committees.
9. Develops policies, criteria, objectives, and plans for the Field Federal Safety and Health Council program. Encourages agency heads to participate in the field council program, and provides guidance to OSHA Regional Offices in establishing and implementing effective field safety and health council programs. Reviews applications for councils, issues and revokes charters, monitors council activities, and reviews annual council activities and annual council reports.
10. Plans, organizes, and administers the annual President's Safety and Health Award Program and Field Council Awards Program.
11. Plans, organizes, and develops national safety and health campaigns for use by Federal agencies and Federal Safety and Health Councils. Prepares Presidential

policy papers, technical program materials, and guidelines for agency Federal Safety Council use in implementing the campaigns.

12. Plans, organizes, and administers Federal safety and health conferences.
13. Develops and distributes publications, newsletters, and safety and health regulations to Federal agencies and field councils.
14. Develops guidelines for preparation of agency annual reports to the Secretary of Labor. On the basis of annual reports and other information, prepares annual report to the President on the status of the occupational safety and health of Federal employees, identifying program deficiencies and recommending improvements.
15. Serves as liaison to the Directorate of Evaluation and Analysis regarding memoranda of understanding, Congressional testimony, Federal agency-related briefings, and other policy issues as needed.

## **G. DIRECTORATE OF EVALUATION AND ANALYSIS**

**Mission:** To provide Agency-wide evaluation and analytic leadership and services in support of the Occupational Safety and Health Administration's (OSHA's) program, legislative, regulatory, statistical and policy development activities, and based upon such evaluations, analyses and studies, to provide advice and recommendations relating to OSHA's legislative, regulatory, program planning, program development and program operations activities to the Assistant Secretary for Occupational Safety and Health and OSHA program directors.

### **Functions:**

1. Designs, develops and implements the Agency's plans, programs and activities to conduct evaluation and analytic studies and activities in support of the Agency's operations and its legislative, regulatory, statistical and management plans and priorities.
2. Plans and conducts specific evaluation, analytic and research studies related to Agency strategic and operational plans, including studies of the economic feasibility and impact of alternative programs or activities under consideration.
3. Plans and conducts specific evaluation, analytic and research studies pertaining to the development and issuance of Federal Regulations related to OSHA, including those related to OSHA's paperwork requirements.
4. Plans and conducts specific evaluation, analytic and research studies related to the development of the Agency's legislative priorities, and in response to extra-OSHA legislative initiatives, in coordination with appropriate Department of Labor and other officials and offices.
5. Plans and conducts specific evaluation, analytic and research studies and activities to maintain the Agency's statistical program and provides liaison with the Bureau of Labor Statistics and other entities with interests in OSHA statistics and recordkeeping activities.
6. Plans and conducts specific evaluation, analytic and research studies and surveys of external OSHA stakeholders to measure customer satisfaction with Agency performance and to develop improvement strategies.
7. Responsible for central control of the Agency internal and external written correspondence and its attendant records management including recording, tracking and handling activities. Manages the Agency programs and activities in support of e-correspondence dissemination, tracking and responses.



8. Designs comprehensive systems and develops audit reports for the national review of Regional Office and Area Office audits, and establishes overall requirements and procedures for audit programs to be carried out by Regional Office staff.

### **Office of Statistical Analysis**

**Mission:** To plan, develop, direct and maintain the occupational injury and illness data required to support OSHA in fulfilling its mandate under the Occupational Safety and Health Act of 1970; to meet the statistical needs of the Agency by providing research and analysis of existing data sources and by developing new sources of statistical information; and to provide a focal point for communications within the Agency on statistical matters and data.

### **Functions:**

1. Analyzes trends and identifies areas of interest defined by the types of cases measured by the annual Survey of Occupational Injuries and Illnesses; also maintains a consistent recordkeeping system for one million employers as required by the Occupational Safety and Health Act.
2. Supports OSHA compliance efforts nationwide by providing letters of interpretation, statistical and technical review of recordkeeping citations and screening of egregious recordkeeping cases prior to citation. Provides litigation support and serves as the Department's expert witness in litigation on recordkeeping.
3. Develops and implements protocols for annual OSHA Data Initiative (ODI) collection, processing and compiling of establishment level data to support inspection targeting programs in general industry and construction. Works with OSHA components to ascertain the data needs of OSHA programs, and plans and develops statistical systems necessary to meet those needs; designs and maintains a quality management program for these OSHA data systems.
4. Provides a performance measurement function by supporting the measuring and reporting on the objectives of the Department's Strategic Plan, toward accomplishing the occupational fatality, injury and illness reduction targets established by the agency's approved performance indicators. To accomplish this, Office of Statistical Analysis identifies areas of emphasis and specific industries in which to focus its resources for greatest impact; and, the Office will compile, review and analyze performance data on a quarterly basis to track and monitor progress toward meeting its agency-wide goals.
5. Provides inspection scheduling support to field offices by maintaining websites designed to provide establishment lists for enforcement under Site Specific Targeting (SST), Enhanced Enforcement Program (EEP), and Construction

Targeting directives. Provides lists of employers to support local and national emphasis programs.

### **Office of Evaluations and Audit Analysis**

**Mission:** To analyze, develop, and recommend policy and program options with respect to the mission and programs of the Occupational Safety and Health Administration (OSHA); to integrate and coordinate policy analysis and decision-making to advise the Assistant Secretary for OSHA on policy, long-term planning, research and evaluation matters, and the considerations relating to overall national OSHA planning and programming.

### **Functions:**

1. Designs, develops and implements the Agency's plans, programs and activities to conduct evaluation and analytic studies and activities in support of the Agency's planning, operations, and management priorities.
2. In coordination with OSHA's program offices, develops long-range goals, objectives, plans, and priorities to modify, improve, or extend overall occupational safety and health programs and recommends methods for their implementation.
3. Designs experiments and pilot projects to assess the feasibility of new or innovative programs in the Agency.
4. Designs and conducts evaluations to measure the success of the overall OSHA program or specific segments of programs. Using mathematical, statistical, econometric, and other scientific methods, conducts research on a variety of diverse factors that affect national OSHA programs, and determines the best mix and use of quantitative decision processes to develop programs that will result in improved safety and health at the workplace.
5. Conducts lookback studies of regulations as required by and in accordance with the Regulatory Flexibility Act.
6. Designs comprehensive systems for the national review of Regional Office and Area Office audits, and establishes overall requirements and procedures for audit programs to be carried out by Regional Office staff. Conducts on-site reviews of Regional Offices and selected Area Offices and assesses field operating effectiveness. Participates on-site review of functions of selected Area Offices and OSHA programs conducted by Regional Offices to assess the effectiveness of the Regional Office Audit Program. Develops audit reports to present findings, including strengths, deficiencies, and trends in performance.

7. Develops recommendations for improvements in field operations and national and regional policies, procedures, and changes in operating programs including management and administration, Federal/State operations, technical support, training and education, and cooperates with the Directorate of Enforcement Programs with respect to Federal Agency programs.
8. Provides ad hoc and special studies and reports, as needed, in support of Agency initiatives, including advice and assistance to senior Agency management on needed changes in OSHA's program delivery. This is accomplished by providing assistance to the Agency on management consulting, problem solving, union-management partnership activities, performance measurement, and performance driven process improvement, and the development of experimental or innovative prototype program approaches.
9. Manages the Agency's programs and activities in support of e-correspondence and other correspondence management and control activities.
10. Plans and conducts specific evaluation, analytic and research studies and surveys of external OSHA stakeholders to measure customer satisfaction with Agency performance and to develop improvement strategies.

### **Office of Program Review**

**Mission:** To conduct analyses, studies and related activities to ensure that the Occupational Safety and Health Administration (OSHA) is fully responsive to Congressional interest in issues relating to OSHA's policies and program requirements, to assess legislative proposals relating to the Agency and the Agency's legislative priorities, both in terms of proposed Congressional actions and the DOL legislative program; to develop and coordinate OSHA's response to other Government agencies' regulatory actions affecting occupational safety and health.

### **Functions:**

1. Serves as the principal support staff to the Assistant Secretary with respect to legislative and Congressional activities; coordinates with the Department's Office of Congressional and Intergovernmental Affairs (OCIA) on all OSHA activities of interest to the Congress; serves as OSHA's focal point for contact on matters of Congressional interest; advises the OSHA executive staff, as appropriate, on all legislative proposals affecting OSHA; analyzes and assesses the impact of proposed legislation; prepares the Assistant Secretary and Agency management for Congressional testimony; coordinates and integrates responses to Government Accountability Office investigations and reports; reviews all reports and correspondence to the Congress.
2. Assesses, with technical input from program offices, relevant proposed legislation

and/or regulations of other agencies; monitors Agency intergovernmental agreements and memoranda of understanding; and provides the Assistant Secretary with support with regard to international affairs.

3. Maintains, in conjunction with DOL's OCIA, an effective liaison with the Congress on Agency activities of interest to the Congress, and, as necessary, maintains liaison with Congressional and other Government agencies and public and private groups having an interest in legislative matters affecting safety and health.
4. Directs analyses and assesses impact of current or proposed legislation affecting OSHA. Monitors the implementation by other agencies of legislation that affects OSHA.
5. In conjunction with the OCIA, assists the Assistant Secretary and other senior executives in the development and implementation of plans and strategies for OSHA's legislative program and specific legislation initiatives.
6. Develops suggested State and local legislative proposals, working closely with the Directorate of Enforcement Programs, the Directorate of Cooperative and State Programs, and the OCIA, using input provided by other Agency components.
7. Provides current information to assist the staff of the Directorate of Administrative Programs, in coordination with the Office of the Assistant Secretary for Administration and Management, and the OCIA, on program issues arising during the appropriations process.

### **Office of Regulatory Analysis**

**Mission:** To determine the feasibility, costs, benefits, and other impacts of OSHA standards, regulations, and other activities. To develop, identify, and evaluate alternative provisions for proposed occupational safety and health regulations that will achieve worker protection in a cost-effective and environmentally acceptable manner, with appropriate consideration for their effects on small businesses, as required by the Regulatory Flexibility Act of 1980 and the Small Business Regulatory Enforcement and Fairness Act (SBREFA) of 1996. To determine the environmental impacts of OSHA regulations. To provide economic analyses of the costs and benefits of OSHA regulations that comply with statutory requirements and with OMB executive orders and guidelines.

### **Functions:**

1. Researches and evaluates the economic and technological feasibility and the potential impacts of alternative standards provisions, considering such factors as the risks addressed and the effectiveness of various risk reduction approaches.

2. Conducts studies to estimate the costs of complying with alternative standards provisions and evaluates the economic impact of those costs on affected sectors and the economy as a whole, including potential impacts specifically on small businesses. Conducts analyses of the benefits, such as prevented fatalities and injuries and the associated reduced medical costs and increased productivity, of proposed and final rules and other Agency actions.
3. Prepares economic impact analyses as required under Executive Order 12866 and the Regulatory Flexibility Act of 1980, as amended.
4. Furnishes advice and guidance on the technological, economic, environmental, and risk reduction consequences of OSHA rules and rulemaking-related policies, legislation, and other potential actions, including effects on small businesses.
5. Assesses the environmental impact of alternative standards provisions and prepares environmental impact statements required under the National Environmental Policy Act of 1969.
6. Prepares analyses to support regulatory and non-regulatory alternatives that address significant risks in a technically feasible, cost-effective manner, create the least adverse economic and environmental impact, give appropriate consideration to the circumstances of small businesses, and consider the appropriate market failure concepts.
7. Maintains effective relationships with labor, industry, the Small Business Administration, other Federal agencies, State agencies, and national consensus and other standards-setting committees and boards to obtain information, provide advice and technical assistance, and explain economic and regulatory flexibility analyses prepared in support of new and modified standards and regulations.
8. Provides expert advice and assistance to other teams in the Directorate and other Agency field and headquarters organizations on the preparation of economic and regulatory flexibility analyses of new and modified standards and regulations and other Agency activities.
9. Develops economic materials, analyses and data needed for SBREFA Panels and to comply with the Unfunded Mandates Reform Act and Executive Orders related to costs to State and local governments.

## **H. DIRECTORATE OF INFORMATION TECHNOLOGY**

**Mission:** To provide a comprehensive, integrated management information, data collection and analysis, networked communications program, enterprise architecture and security infrastructure, and Internet/Intranet/Extranet services that support the goals of the Occupational Safety and Health Administration (OSHA) and the Department of Labor (DOL) missions and meets all federal mandates.

### **Functions:**

1. Serves as primary point of contact and interface for official computer-related communications relating to projects with DOL and other agencies within the Department.
2. Serves as Chairperson of OSHA's Information Technology Executive Steering Committee, member of DOL Technical Review Board and represents OSHA on all other DOL committees as required.
3. Serves as the Information Resource Manager (IRM) Manager for OSHA.
4. Responsible for the fiscal responsibility of OSHA's information technology (IT) assets and contracts.
5. Responsible for ensuring all of OSHA's IT assets are protected from security threats and attacks.
6. Establishes, implements and maintains a collaborative process to determine a consistent vision of information technology.
7. Provides a consistent enterprise architecture (EA) that delivers information reliably and supports the DOL EA.
8. Provides efficient, cost-effective information systems and networking services.
9. Provides new computing technologies with innovative application to OSHA and DOL.
10. Provides data centers, disaster recovery and contingency plans to support OSHA's EA.
11. Develops, administers and manages OSHA systems and provides consulting services to other OSHA offices and DOL.
12. Provides a centralized infrastructure based on technical standards, reliable

architecture and high-levels of customer support.

13. Establishes and implements information technology capital planning for all of IT assets.
14. Manages systems for the electronic transmission of occupational safety and health information to OSHA staff, partners and customers, including the provision of OSHA services on the Internet.
15. Responsible for IT planning, security, documentation, communication, policy, budget, acquisition of IT resources and assets, quality control, configuration management, EA, disaster recovery and contingency plans.
16. Establishes and maintains a Project Advisory Committee comprised of project representatives from all of DIT's Divisions in order to review and assess new projects that affect DIT's resources. This committee will serve as the approval body for new project initiations within the guidelines of DIT's Configuration Management Policy.

### **Office of Management Data Systems**

**Mission:** To provide the management, design, programming and operation of OSHA information processing systems; the performance of OSHA automated data processing resources management activities; and the review and evaluation of OSHA's information processing and telecommunications requirements.

### **Functions:**

1. Design ADP systems to support OSHA's information requirements.
2. Provide the OSHA information resources management, policy formulation, planning and operational support in the area of ADP.
3. Manage the OSHA information and data processing operations.
4. Coordinate ADP-related information resources and technology issues with other Federal agencies, DOL offices, Bureau of Labor Statistics (BLS), OSHA offices, and State programs.
5. Maintain the OSHA program system library.
6. Obtain and process data for the development of safety and health standards and compliance procedures.

7. Manage the OSHA telecommunications system design, acquisition, and operation.
8. Approve ADP information and telecommunications system design and acquisition of required equipment and operational capabilities.
9. Coordinate ADP and other related actions with congressional and Federal agencies, DOL, OSHA offices, and State programs.
10. Provide executive direction to the Office of Management Data Systems (OMDS) divisions and branches to accomplish the OMDS mission.

### **Branch of National Systems Development**

**Mission:** To provide for the analysis, design, programming, testing, and maintenance of all OSHA central processor information systems; administration of OSHA databases; the performance of ADP information resources management activities; and coordination with DOL, OSHA offices, and State programs.

### **Functions:**

1. Design, develop, program, test, and maintain all OSHA central computer information processing systems.
2. Administer the OSHA databases and ensure the quality, accuracy, and integrity of OSHA databases.
3. Perform ADP-related information resources management activities, including the development of annual and five-year systems development and equipment acquisitions plans.
4. Manage the design and operation of national telecommunications systems that interface with the central computer information systems.
5. Coordinate information processing systems design activities with DOL, OSHA, OMDS offices, and State programs.

### **Branch of Information Processing**

**Mission:** To provide for the installation and operation of all OSHA ADP systems, the operation of host level telecommunications systems and computer on-line services, and coordination with DOL, OSHA offices, and State programs, and provide responses and reports to FOIA and Congressional requests.



### **Functions:**

1. Manage the OSHA central processor computer services and ensure a high level of on-line response.
2. Test, install, and accept for production computer information systems central processing.
3. Establish physical and electronic security safeguards.
4. Supervise data entry, edit, and audit activities for central processing of ADP information systems.
5. Provide data retrieval services.
6. Supports a Micro-to-Host reporting system available to all field offices in which parameters entered in the field trigger the return of desired summary or detailed reports.
7. Develops and maintains programs systems associated with the centralized OSHA data base on the host mainframe.
8. Provides data and reports based on FOIA, eFOIA and Congressional requests.

### **Branch of Field Systems Development**

**Mission:** To provide for the analysis, design, programming, and testing of mini/microcomputer systems and electronic mail and field telecommunications systems, performance of ADP-related information resources management activities, and coordination with DOL, OSHA offices, and State programs.

### **Functions:**

1. Design, program, and test mini/microcomputer systems, including the database design and specification of database management systems.
2. Design, install, and manage the electronic mail and OSHA telecommunication networks.
3. Participate in ADP-related information resources management activities.
4. Coordinate with OSHA offices, OMDS, and State programs on mini/microcomputer technology applications to integrated management information systems.

5. Perform ADP-related information resources management activities including annual and five-year systems development and equipment acquisition plans.

### **Branch of Field Systems Support**

**Mission:** To provide for the design and installation of mini/microcomputer operation training procedures and documentation; installation and operating assistance for OSHA, Regional and Area Offices, and State programs; performance of ADP-related information resources activities and the coordination with OSHA offices and State programs.

### **Functions:**

1. Provide first-level support to National and Field Offices for all applications, network, hardware, software, and training.
2. Coordinate hardware and network acquisitions, installations and repairs.
3. Distribute licensed software, and reference materials for licensed software.
4. Process all applications for DIT services (e.g. dial-up server userids, printing, CD replication).
5. Assist with the installation of hardware and software that is not distributed via the OSHANET, as needed.
6. Support the National, Regional, Area Office, State Plan States and Consultation Projects offices for IT related services specific to their requirements.
7. Perform problem recording, assignment, tracking and resolution and follow-up for all client-initiated problem reports.
8. Cooperate and supports other units in the operation of remote help desks (e.g. non-OSHANET State sites, etc).
9. Perform the identification, training and support of local user-support coordinators outside of DIT; development and support of user-support groups.
10. Provide computer user support on all applications developed or maintained by DIT.
11. Develop and maintains an overall information systems and technology training plan offered to the OSHA family, including the support of centralized training facility (e.g. OTE) and coordination of special request computing courses.

12. Develop and provide training to Federal and State OSHA Enforcement Office managers, compliance officers and State Consultation staff, other staff and IMIS Micro computer system operators.
13. Develop training programs for local system-support expertise, and development and maintenance of an overall training plan for OSHA staff and States partners.
14. Maintain the OSHA Help Desk Web pages.
15. Determine areas of support, communication and development that can be improved, by means of surveys of customers and stakeholders.
16. Maintain communication with customers/users and elicits feedback about quality of services and their IT needs.
17. Develop and maintain technical libraries and full systems documentation relating to technical details of all systems.
18. Develop user and system documentation in support of DIT's deployments.
19. Provide configuration management to oversee and assist in the development of CM change control requirements, documents and processes.

### **OSHA Security Program**

**Mission:** To implement an Agency-wide computer security program fully compliant with Federal and DOL requirements to lower the likelihood of unintended or deliberate corruption of OSHA data, denial of service to Agency assets, theft of Agency assets, and loss of the public trust in OSHA's integrity and credibility.

### **Functions:**

1. Provide uniform policies, procedures, and standards to protect and control Information Technology (IT) resources.
2. Ensure Certification and Accreditation (Authority to Operate) for major systems, applications, and general support systems.
3. Ensure Security Plans for major applications and general support systems, updated on a regular schedule.

4. Ensure appropriate IT security awareness and training for all staff levels that will provide an understanding of roles and responsibilities and increase the practice of behaviors for proper use and protection of Agency assets.
5. Implement and ensure periodic (but regular) testing and evaluation of information management, operational and technical security controls and techniques.
6. Provide Incident Response and Reporting capability.
7. Ensure Contingency Planning and Testing.
8. Provide regular tracking and reporting of Agency progress to the White House (Office of Management and Budget), the Congress, and to the Department's Chief Information Officer.
9. Participate on Federal and DOL workgroups to establish and implement federal and DOL policies and procedures.
10. Implement the inventory of software licenses tracking and oversight OSHA-wide using the GASP product. This implementation will fulfill the federal and OIG requirements to maintain current inventories and compliance to copyright and licenses laws.

### **OSHA Network Services (OSHANET)**

**Mission:** To provide the information technology infrastructure required to meet OSHA's information processing, storage and communication needs in compliance with DOL and federal mandates.

### **Functions:**

1. Provide connectivity and availability at least 99% availability between the various OSHA facilities, including the National Office (NO), Technical Centers, Regional Offices, and Field Offices.
2. Provide access to selected OSHA information resources from approximately 40 State Plan and Consultation offices.
3. Provide access to the Internet and Intranet resources for OSHA employees.
4. Provide connectivity between the OSHA National Office and SunGard (location of OSHA legacy IMIS mainframe system).
5. Provide access to OSHA information resources for telecommuting and traveling employees.

6. Provide access to OSHA resources and services for general public through the Internet.
7. Provide email services for all OSHA employees.
8. Provide remote access services to all approved OSHA employees and State employees.
9. Provide Blackberry services to OSHA Executives.
10. Provide electronic file storage and backup services to meet all federal requirements.
11. Provide printing services.
12. Maintain, and enhance systems security features: virus protection, local area network user access (passwords), firewall protection, intrusion detection, and E-mail security audits 100% of the time. All security incidents are reported immediately and appropriate action taken to prevent vulnerability to OSHANET.
13. Provide second-level support to National and Field Offices for network, user accounts maintenance, hardware, software, and training.

### **OSHA Web Services**

**Mission:** To provide management, operations, and maintenance support for the OSHA Public Web Site, the OSHA Intranet Web site, and the OSHA Extranet Web site.

### **Functions:**

1. Provide the OSHA Public Web Site for public access to more than 3.2 million inspection records, 400,000 pages of Agency information, and numerous interactive online services.
2. Provide the OSHA Intranet as a shared communications portal for Agency administrators, managers, and staff who are part of OSHA's wide area network (OSHANet).
3. Provide the OSHA Extranet as remote access to the OSHA Intranet for Agency administrators, managers and staff working in flexiplace, traveling, or on inspections. The Extranet also provides access to OSHA's state OSH program partners, who are not part of the OSHANet. Maintain the secure registration application and account approval process in order to prevent unauthorized access.

4. Provide hosting of Agency Web servers, disaster recovery for OSHANet, and hosting of internal Web applications.
5. Provide web coordination and oversight within the Agency, DOL, other government agencies, and International partners.
6. Provide planning, management, policy development, and extensive technical expertise for the maintenance of the websites.
7. Ensure security of Agency Web systems.
8. Ensures at least 99% availability of Agency services, 24 hours/day.
9. Provides online services on Agency Web Sites, including enhanced site search, usage statistics, e-correspondence, online OSHA-7 worker complaint form
10. Maintain and update Agency document collections, including Agency Standards, Interpretations, News Releases, Fact Sheets, Speeches, Testimony, Unified Agenda, etc.

## **I. DIRECTORATE OF TECHNICAL SUPPORT AND EMERGENCY MANAGEMENT**

**Mission:** To provide expertise in the areas of emergency preparedness, response and recovery, safety engineering, industrial hygiene, ergonomics, occupational medicine and nursing, and related disciplines -- not only through scientific and technical assistance and support to all other National and Regional Office components of the agency in the course of protecting the nation's workers at their day-to-day worksites but also, as needs arise, by fulfilling OSHA's designated roles under the January 2008 Homeland Security National Response Framework, the National Response Team, and the National Emergency Preparedness, Response, and Recovery objectives as set forth in the Homeland Security Presidential Directives HSPD-5 and HSPD-8. To serve as the principal source of Agency expertise with respect to scientific, engineering, and medical issues involved in the overall occupational safety and health field and to provide technical assistance and support to all other National Office and Regional Office organizations of the Agency.

### **Functions:**

1. Keeps abreast of changes in the state-of-the-art and technological developments in the workplace to carry out the Agency engineering feasibility program.
2. Manages a centralized program to provide technical interpretations and clarifications of the Occupational Safety and Health Administration (OSHA) standards, rulemaking, and related matters.
3. At the request of the regions, provides technical assistance to State government agencies.
4. Provides for a national review of complex abatement plans and agreements.
5. Provides for the administrative and technical processing of variances from OSHA Standards.
6. Provides chemical analyses and instrument calibration and repair for the Agency.
7. Provides for a National Technical Data Center to serve as a clearinghouse for occupational safety and health data, including toxicological data for chemicals.
8. Plans, develops, coordinates, and executes an international technology exchange program.
9. Purchases field equipment for use by the Regional and Area Offices.

10. Provides medical support to the National Office and Regional Office organizations of the Agency.

### **Office of Emergency Management and Preparedness**

**Mission:** To ensure that OSHA has the capabilities and technical expertise to fulfill its mission as the leader for protecting workers in emergency response and recovery operations. To provide leadership within the response community for the integration of worker safety and health into emergency preparedness and response activities.

### **Functions:**

1. Develops policies, plans and procedures to support OSHA's role in emergency response (Interagency Agreements, National/Regional Emergency Management Plans, etc.)
2. Develops resources to assist emergency management professionals in incorporating worker safety and health in disaster planning and response.
3. Develops training and resources assisting to ensure OSHA staff are prepared and equipped to respond.
4. Coordinates the preparedness and implementation of the Worker Safety and Health Support Annex under the National Response Framework.
5. Represents the Department and OSHA in policy-level interagency emergency preparedness committees to elevate response and recovery worker issues during national policy-making processes.
6. Presents policy-level issues to OSHA's Emergency Preparedness Executive Steering Committee (EPESC) and the Assistant Secretary for resolution.
7. Coordinates OSHA participation in emergency response exercises.
8. Deploys staff to operational coordination centers during incidents and exercises.
9. Manages OSHA's Continuity of Operations Plan (COOP) program.

### **Office of Occupational Medicine**

**Mission:** To provide medical, toxicological and epidemiological expertise to the Assistant Secretary, OSHA National Office and Regional personnel, and others as appropriate. In addition, to serve as the Agency's representative in activities such as academic and scientific gatherings,



health-related conferences, legal proceedings/hearings, and other functions requiring occupational and/or/ preventative medicine expertise in matters concerning work-related illnesses and injuries.

**Functions:**

1. Provides medical expertise to the Assistant Secretary and Agency concerning existing or proposed regulatory activities or action. Includes recommendations for new regulations, removal or updating of existing regulations, developing or assisting in the development of the medical surveillance section of proposed regulations, amending sections of an existing regulations or providing decision-making tools based on the most current medical data available, as to the Agency policy on identified health or suspected health hazards.
2. Prepares or provides assistance in the development, review and analysis of policies, guidelines, compliance procedures, and other documents requiring medical expertise. This may include preparing or assisting in preparing Safety and Health Information Bulletins on specific hazards or toxins.
3. Provides medical expertise in accessing employee medical information, including assisting in on and/or off-site analysis of medical information, and developing and preparing Medical Access Orders (MAOs), and other related correspondence.
4. Serves as the Agency's occupational medicine resource for other federal agencies, academia, professional organizations, industry, employees and others as appropriate. The activity may result in assisting the Agency in forming Alliances with organizations that share similar goals and initiatives.
5. Provides medical expertise on issues concerning homeland security to the Assistant Secretary, Agency, and others as appropriate. Includes training activities, developing/preparing documents and other related material, and consultation services.
6. Provides medical expertise in the Agency's training, consultation and other outreach activities and services, including advising as to program and curriculum development and analysis, and providing instructional and advisory services.
7. Administers the Agency's CSHO Medical Surveillance Program. Includes developing program requirements, coordinating medical examinations, rendering qualification determinations, and performing other technical (health monitoring) and administrative (budget) tasks associated with the daily operation and maintenance of a medical surveillance program.
8. Administers the Agency's Occupational Medicine Residency Elective rotation. Designed to give physicians training in occupational or preventive medicine specialties an opportunity to see how occupational health policy is developed and

applied at the national level and to enhance their knowledge of workplace safety and health programs. Includes initiating Agreements with academic institutions in accordance with Agency policy and procedures, and performing other related tasks (training agenda, budget, space, supplies, and equipment) associated with maintaining an annual medical residency program.

9. Maintains a close working relationship with SOL, especially on issues involving the confidentiality of medical information, medical testimonies, depositions, and conflict of interest.
10. Represents the Agency at hearings and other legal proceedings that may require medical expertise concerning occupationally related illnesses and injuries.
11. Represents the Agency at inter and/or intra-agency, academic and professional meetings, conferences, and other functions as appropriate.

### **Office of Science and Technology Assessment**

**Mission:** To provide analyses, evaluations and recommendations of the engineering and scientific aspects of emerging issues and technologies; and their practical application in occupational safety or health.

### **Functions:**

1. Evaluates emerging issues and technological advances in occupational safety and health program areas.
2. Serves as an expert resource for technical aspects of standards-setting, compliance, consultation, training, education, and State programs in the National Office and the regions.
3. Evaluates workplace technological developments involving industry practices and specific work processes in order to advise OSHA program offices of their impact on existing OSHA standards, priorities, and procedures.
4. Maintains technical liaison with appropriate agencies, consensus standards groups, and other professionals in industry, labor, and academia on advanced technologies involved in occupational safety and health programs in order to evaluate and recommend those which are most effective and efficient for OSHA application. Provides information and advice on the scientific and technological aspects of the projects and programs of these entities.

5. Develops guidance documents including Safety and Health Information Bulletins (SHIBS), Quick Cards and worker protection Best Practices to address and communicate hazards causing significant injury or illness.
6. Develops hazard and operation specific technical information to assist OSHA field staff and other internal and external stakeholders in recognizing and abating hazards.
7. Maintains, revises and updates OSHA's Technical Manual.
8. Supports the Directorate Training and Education by providing technical and scientific instruction and information.
9. Works with field advisory committees and the Cincinnati Technical Center to evaluate and purchase equipment for field staff. Supports the Salt Lake City Technical Center in analytical methods.
10. Provides scientific, technical and operational support to OSHA emergency management efforts, as necessary

### **Office of Technical Programs and Coordination Activities**

**Mission:** To analyze applications submitted by employers and groups of employers seeking variances from occupational safety and health standards, and make appropriate recommendations to grant or deny variance requests in accordance with Section 6 of the Occupational Safety and Health Act (the Act) and detailed in 29 CFR 1905; to review and analyze State occupational safety and health plans and programs as to the effectiveness of their variance procedures relative to Federal procedures; to plan, coordinate, and implement the Agency's work plan for transition activities from the Department of Energy (DOE) to OSHA for safety and health enforcement responsibilities at congressionally selected DOE facilities; to administer a national program to recognize laboratories for their capabilities to test and certify products in accordance with 29 CFR 1910.7 (Nationally Recognized Testing Laboratory (NRTL) Program), to provide logistical support on worker safety and health issues related to emergency preparedness.

### **Functions:**

1. Manages a system for processing applications submitted by employers for variances from specific OSHA safety and health standards through all the stages of the process, from receipt to resolution, including recommendations on applicability to decisions on conditions and restrictions whenever interim orders or grants of variance are issued.
2. Maintains close working relationships with Directorates that might be involved in various steps of the variance application process, *i.e.*, the Directorates of

Standards and Guidance, Cooperative and State Programs, Enforcement Programs, and Construction, as well as with other offices within the Directorate of Science, Technology and Medicine and with the Office of the Solicitor. Works with the State Plan states whenever they may be affected by proposed variances.

3. Creates and maintains a database enabling the tracking of all applications for variance, including a historical file of the disposition of applications that were either resolved by other means or withdrawn from consideration.
4. Maintains information on variances on the Internet at the OSHA Public Home Page. The information includes an overview, a section on how to apply for a variance, references and links to all relevant statutes and rules, and a list of all variances in effect.
5. Establishes and maintains a national system, including policies and procedures, for the evaluation and recognition of independent national and international laboratories to ensure that the requirements for NRTLs under 29 CFR 1910.7 are met.
6. Develops and maintains NRTL policies and procedures that provide for a quality, efficient program that effectively protects the American worker while adapting to changing business practices that do not adversely affect product safety.
7. Evaluates NRTL applicants through review of submitted information and on-site inspections of NRTLs to determine continued adherence to program requirements under 29 CFR 1910.7.
8. Maintains program information on the Internet, and undertakes activities necessary for billing and collection of fees from NRTLs and applicants.
9. Maintains a close working relationship with the Office of the Solicitor (SOL) during the review of the NRTL applications, policies, and other activities involves in the recognition of organizations under 19 CFR 1910.7 as necessary.
10. Serves as the lead technical advisor on DOE transition activities.
11. Prepares documents such as MOUs and IAGs between OSHA and DOE and NRC, notices for publication in the *Federal Register* on DOE issues, and other key reports and briefings for the Assistant Secretary and Congressional staff.
12. Develops policies and procedures for DOE transition activities.
13. Tracks and monitors DOE finance appropriations and DOE related contracts and work products.

14. Maintains information on DOE transition activities on the OSHA Public Home Page. The information includes an overview of DOE activities, key documents relating to transition and links to all relevant DOE Internet sites.
15. Provides a variety of technical occupational safety and health expertise on issues affecting national and regional compliance assistance activities.
16. Coordinates safety and health administrative projects and issues with cross inter-organizational lines.
17. Serves as the Logistics Coordinator for OSHA's National Office during significant agency responses to emergencies.

### **Technical Data Center**

**Mission:** To provide timely, comprehensive, and current technical information to meet the requirements of the Occupational Safety and Health Administration (OSHA) program activities in the National Office and the Regions.

### **Functions:**

1. Liaison to the Environmental Protection Agency and the Federal Docket Management System. Develops and maintains a regulatory information file consisting of all public docket information relating to the promulgation of each standard (including *Federal Register* notice of intent, all invited comments with supporting technical information, environmental and economic impact statements, technical feasibility studies, verbatim public hearing transcripts, post-hearing comments, and final standards).
2. Serves as a national resource for accumulation and dissemination of scientific and technical documentation. Plans, develops, and maintains an integrated automated information and data storage and retrieval system to collect, process, store, retrieve, and disseminate technical information from worldwide sources of scientific and technical report and journal literature, in order to provide direct rapid response to OSHA users.
3. Maintains an identification and requisition program covering worldwide sources for technical information required to support the development of safety and health standards.
4. Establishes and maintains an effective interface with national and international occupational safety and health information systems and sources.

5. Provides representation concerning technical information requirements to occupational safety and health related interagency committees.
6. Develops and maintains an OSHA mission oriented research library and maintains a reading area adequate to users' needs with emphasis on immediate user support.
7. Coordinates the acquisitions of all the OSHA technical information materials in order to minimize duplication of orders while providing adequate access and distribution for users.

### **Office of Ergonomic Support**

**Mission:** To serve as the principal source for the development, coordination, and evaluation of an ergonomics program for the Agency, and to provide technical assistance and support to other National Office and field programs.

### **Functions:**

1. Identifies, collects, and disseminates relevant scientific information in the area of ergonomics available through journals, reports, textbooks, and other studies.
2. Provides technical interpretations and clarification of OSHA standards, rulemaking, and related matters.
3. Serves as a source of expertise for litigation of compliance investigations, and provides outside expert witnesses and service, as required.
4. Performs and manages studies designed to develop recognition, evaluation, and control methodologies.
5. Provides for a national review of field investigation case files, complex abatement plans and agreements, and other direct support to the field. This may include providing detailed reviews and analyses of video tapes, and recommending control strategies.
6. Assists and promotes the development of internal and external ergonomic training programs.
7. Coordinates with the National Institute for Occupational Safety and Health to ensure a unified approach toward the documentation and design of new control alternatives.

8. Meets with key associations and corresponds with American tool and equipment manufacturing companies to promote the development of ergonomically designed products.
9. Gathers and prepares information for use in the OSHA Technical Manual on selected ergonomic issues to support the technical needs of compliance officers. Prepares field directives and industry guidelines on ergonomics.

### **Office of Occupational Health Nursing**

**Mission:** The Office of Occupational Health Nursing in OSHA's principal source of occupational health nursing expertise in compliance activities, standards development, outreach and partnerships. Using the foundations of occupational health nursing, including epidemiology, communication, worker advocacy, occupational health risk assessment, critical thinking, and education and training, the Office provides consultation, initiates projects and develops programs to prevent work-related illnesses and injury.

### **Functions:**

1. Participates in the development, review, and analysis of policies, guidelines, standards, and compliance activities (e.g., directives, instructions, interpretations, clarifications, locating expert witnesses).
2. Provides guidance on the appropriate use of qualified occupational health care professional to Agency staff and employers through outreach, standard-setting and enforcement activities.
3. Contributes to conferences, hearings, and workgroups to represent the Agency and enhance relationships with health professional groups (i.g., nurses, dental workers, nurse practitioners, physician assistants, clinical laboratory workers); academia; industry associations; other federal agencies; and employee representatives.
4. Designs, manages, and administers the Agency's Nurse Intern Program.
5. Designs and manages the Agency's outreach to young workers.
6. Analyzes, evaluates, and makes recommendations regarding workplace occupational health and safety programs, ensuring that they are appropriate, effective, efficient, and accessible to the population served, based upon worksite assessment, demographics, occupational health risks analyses, and program reviews.
7. Provides occupational health nursing expertise in complex investigations, particularly those involving occupational health care. This may involve

analyzing, evaluating and making recommendations about the effectiveness of employers' screening/surveillance activities, identifying hazards and patterns of illness/injury (e.g., reviews of the OSHA records, employee medical records, health unit statistics, symptom surveys).

8. Reviews, analyzes, and prepares documentation of studies related to occupational health nursing in OSHA activities and communicate the findings appropriately.
9. Develops and reviews OSHA outreach materials (e.g., publications, e-tools, web-based learning materials) to ensure that they are technically accurate, use adult learning principles, and are appropriately targeted.
10. Demonstrates and promotes an interdisciplinary collaboration between occupational health nurses and other occupational safety and health professionals, (e.g., physicians, safety professionals, and industrial hygienists).

### **Salt Lake Technical Center**

**Mission:** To Provide Integrated Resources and Solutions to the Agency. To conduct extensive analyses, test, and studies of workplaces to evaluate compliance with OSHA regulations and/or the existence of hazards. To develop and manage the OSHA Technical Links to Safety and Health Topics for the agency and other users. To provide emergency field response to Regional and Area Offices. To serve as the Agency experts and provide technical support in the areas listed above to all customers, as appropriate. To provide integrated solutions to Agency problems using personnel well-versed in chemistry, engineering, computer science, and industrial hygiene.

### **Functions:**

1. Develops and adapts sampling and analytical methods and procedures and specifies those to be used by the agency.
2. Performs extensive analyses, tests, and studies of substances to evaluate compliance and to determine the existence of hazards.
3. Assures the validity of the analytical methods and results through the development and maintenance of quality control programs.
4. Tests and evaluates field sampling methods and portable testing devices for possible use by OSHA.
5. Develops and manages the OSHA Technical Links, OSHA eTools, and other electronic compliance assistance tools.



6. Provides multifaceted assistance to OSHA staff, other federal and state agencies and the private sector. Assistance includes industrial hygiene, engineering, chemistry, and computer science applications.
7. Provides expert witnesses to support OSHA cases in litigation and in the standard setting process.
8. Provides emergency, on site response to evaluate selected accidents and catastrophes. Provide internal analytical and materials science testing to assist these investigations.
9. Provides training regarding technical links, laboratory services, and selected industrial hygiene topics in conjunction with the OSHA Training and Education (OTE) and presentations at conferences.
10. Provides integrated solutions to other specified Agency problems using personnel well-versed in chemistry, engineering, computer science, and industrial hygiene.

### **Analytical Services MEO**

**Mission:** To conduct extensive analyses and evaluate methods relating to samples collected in workplaces throughout the country and to serve as the agency source of chemical and physical measurement expertise.

### **Functions:**

1. Performs qualitative and quantitative analyses, tests and studies of substances and physical evidence to evaluate compliance and to determine the existence of hazards.
2. Adapts, and specifies sampling and analytical methods and procedures of analysis.
3. Assures the validity of the analytical methods and results by participating in quality assurance programs.
4. Provides technical advice and training to OSHA personnel, other federal agencies, state governments, and private sector employers concerning sampling, physical measurement, and analytical methodologies.
5. Provides expert witnesses to support OSHA cases in litigation, or in the standards setting process.
6. Maintain and assure lab accreditation, including SLTC quality assurance programs including reference samples, internal audits and documentation.

### **Analytical Services MEO – Inorganic Team**

**Mission:** To use inorganic, analytical, materials science, and physical measurements techniques to conduct extensive analyses involving samples collected in workplaces throughout the country. To serve as the agency source of expertise in these areas.

#### **Functions:**

1. Performs quantitative and qualitative analysis of inorganic samples for analysis of metals and other toxic substances, tests to determine the explosive properties of industrial materials, analyses of particulate samples using microscopy techniques, especially the quantitative analysis of asbestos, and tests and measurements to classify soils.
2. Develops and adapts methods and procedures for analyses of toxic substances and for the identification and quantification of particulate matter, and the classification of soils.
3. Provides technical advice to OSHA personnel, other Federal agencies, State governments, and private sector employers concerning sampling and analytical methods.
4. Provides training in conjunction with the OSHA Training Institute in use of laboratory services, or field sampling procedures.
5. Provides testimony as needed in contested cases, or for the standards setting process.

### **Analytical Services MEO – Organic Team**

**Mission:** To use organic analysis techniques to conduct extensive analyses involving samples collected in workplaces throughout the country. To serve as the agency source of chemical and physical measurements which involve organic analysis techniques.

#### **Functions:**

1. Performs quantitative and qualitative analyses of industrial hygiene samples using chromatographic and other associated techniques. Provides mass spectral analyses of unknown compounds for fatality/catastrophe investigations, and confirmation for routine exposure monitoring.

2. Modifies and adapts existing methods and conducts stopgap methods development to fulfill short term laboratory needs.
3. Provides technical industrial hygiene and safety assistance to OSHA staff, to other federal and state agencies, and to private sector professionals concerning sampling and analytical methodology.
4. Provides expert witnesses to support selected OSHA cases in litigation, or in the standards setting process.
5. Provides training in sampling and analytical methods, laboratory procedures, and selected industrial hygiene topics in conjunction with the OSHA Training Institute.

### **Industrial Hygiene Chemistry Division (Methods and Investigations)**

**Mission:** To evaluate and develop sampling and analytical methodology relating to toxic inorganic and organic substances used in workplaces throughout the country. To serve as the agency source for research, development, and evaluation for field sampling and laboratory measurement of chemically-related exposures. To use materials science and physical measurements to conduct extensive analyses involving samples collected in workplaces throughout the country. To serve as the agency source for physical measurements and materials science techniques. To provide technical assistance in the areas of field industrial hygiene chemistry and applied procedures to OSHA's National, Regional, and Area Offices in support of Agency objectives.

### **Functions:**

1. Develops and adapts methods and procedures for analysis of toxic substances.
2. Validates analytical methods by quantifying errors and determining other parameters associated with the methods.
3. Provides technical industrial hygiene and safety assistance to OSHA staff, to other federal and state agencies, and to private sector professionals concerning sampling and analytical methodology.
4. Provides expert witnesses to support selected OSHA cases in litigation, or in the standards setting process.
5. Provides other support to the Analytical Services MEO as needed.
6. Provides training in sampling and analytical methods, laboratory procedures, and

selected industrial hygiene topics in conjunction with the OSHA Training Institute.

### **Technical Services Division**

**Mission:** To provide hardware and software support for SLTC technical needs; to develop and manage agency-wide technical databases and platforms; to provide Center information services, and provide Technical Links maintenance.

### **Functions:**

1. Provide internal and external software and hardware computer and data systems support for production and dissemination of occupational safety and health-related technical information.
2. Provide outreach support including OSHA Training Institute training materials and presentations.
3. Develop and implement programs, procedures and data bases to assist field and National Office personnel in accessing technical information.
4. Administers SLTC ADP support contracts.
5. Develop and maintain Technical links and other DTSEM information products on the inter/intranet.
6. Coordinate SLTC activities with the Information Technology Directorate.
7. Provide technical information services for the Center.

### **Division of Program Support**

**Mission:** To provide technical assistance in the areas of industrial hygiene, specialized engineering, and field industrial hygiene to OSHA's National, Regional, and Area Offices in support of Agency objectives.

### **Functions:**

1. Provide field and program-related support to assist a variety of occupationally-related emergencies, investigations, and standard-setting procedures.

2. Maintain awareness and technical expertise on national and international occupationally-related technical advances, standards and regulations, and industry practices.
3. Provide expertise in litigation and in outreach activities.
4. Provide technical expertise in recognizing and evaluating health and safety hazards associated with a wide range of complex industrial operations, including the recommending appropriate engineering controls.
5. Provide training in conjunction with the OSHA Training Institute and presentations at conferences.
6. Provides industrial hygiene and field expertise in selecting technical equipment and instrumentation for use in field investigations. Performs field test evaluations of equipment in coordination with OSHA's Cincinnati Technical Center (CTC).
7. Develops protocols describing the use of technical equipment and IH procedures for field investigations and performs development and evaluation of field sampling/analytical methods to assist in compliance/consultation activities.

### **Cincinnati Technical Center**

**Mission:** To provide technical and operational support services for the Agency's hazard measurement instrumentation and equipment and field expendable supplies including the procurement, loan, and evaluation of technical equipment. To support the Directorate of Administrative Programs in managing OSHA's reportable property inventory.

### **Functions:**

1. Plans, directs, coordinates and operates the Agency instrumentation and equipment calibration, repair, and servicing programs, including operating instructions for field use.
2. Evaluates new instrumentation and equipment.
3. Develops calibration systems and procedures for the Agency's instrumentation and equipment.
4. Provides technical services to OSHA and other Federal and State agencies in their hazard measurement instrumentation and equipment programs as well as other safety and health-related agencies or programs.

5. Operates the Agency Expendable Supplies Program (AESP).
6. Provides equipment acquisition support to the field by developing and providing technical/operational information and specifications and procuring new field technical instrumentation and equipment through the Agency Technical Equipment Procurement Program (ATEPP).
7. Provides the field offices with extra, unique, and costly instrumentation and equipment through the Agency Loan Equipment Program (ALEP).
8. Operates the Agency Excess Equipment Program (AEEP) to allow field offices to excess and exchange their equipment .
9. Manages OSHA's reportable property inventory through the use of the Department of Labor's (DOL) E-Property system for tracking and conducting annual inventories.
10. Supports OSHA's Emergency Response/Preparedness activities by coordinating the Agency's GETS program and maintaining caches of and providing needed equipment and supplies in support of preparedness and response activities.

### **Engineering Support**

**Mission:** To provide the Agency with technical engineering support for the maintenance, calibration, repair, and testing of equipment and instrumentation used to detect and measure hazardous substances and conditions. To develop methods and techniques to evaluate and make recommendations about technical equipment for use by Agency compliance personnel. To provide technical information on, and assistance with, technical equipment and instrumentation.

### **Functions:**

1. Develops calibration systems and procedures for instrumentation and equipment that measure hazardous substances and conditions, including but not limited to developing calibration and maintenance schedules and maintaining laboratory standards.
2. Performs and/or coordinates servicing of equipment used by the field compliance officers and Center operations, including but not limited to calibrations and repairs.
3. Develops and operates systems necessary for the servicing instrumentation and equipment used by the field and Cincinnati Technical Center.

4. Develops, as needed, standard operating instructions for the use of hazard measurement instrumentation and equipment.
5. Evaluates new and existing instrumentation and equipment to determine if it meets OSHA's needs.
6. Works with manufacturers to modify hazard measurement instrumentation and equipment to meet OSHA's needs.
7. Provides technical information and advice concerning instrumentation and equipment to Agency staff as well as other safety and health-related agencies or programs.
8. Provides and coordinates priority support for technical equipment used for Emergency Response/Preparedness.
9. Provides and assists the Directorate of Training and Education in providing training to field personnel on the theory of operation, care and handling, and use of technical equipment.
10. Maintains an adequate inventory of repair parts, as determined by the Center, to support the servicing and repair of technical equipment.

### **Program Support**

**Mission:** To provide for the procurement, disposition, and loan of technical equipment for the field and internal needs for day to day operations, the supply of expendables for field inspection and internal Center use, the managing and tracking of property inventory, the provisioning of OSHA's emergency response/preparedness activities, the operation of a shipping and receiving functions to support the Center's activities, and the administrative management functions necessary to operate the Center on an ongoing basis.

### **Functions:**

1. Conducts studies, analyses and make recommendations to ensure effective and efficient operations of the Center's various administrative, management, and field support functions and programs.
2. Provides input to and monitor the implementation of the Center's strategic plan and major commitments, and develop methodologies for tracking and assessing accountability for achieving established goals.
3. Acquires technical equipment and supplies for the daily operations of the Center and to meet the operational needs of the Agency including, the Agency Technical

Equipment Procurement Program (ATEPP) and Expendable Supplies Program (AESP) as well as emergency preparedness and response.

4. Operates the Agency Loan Equipment Program (ALEP) and the Agency Excess Equipment Program (AEEP).
5. Provides support to OSHA staff responsible for managing and tracking OSHA reportable property through liaison with Department of Labor's (DOL) E-Property system and by providing guidance and training on property management activities.
6. Performs shipping/receiving activities to support the various field programs servicing the OSHA field offices.
7. Performs all necessary administrative functions and activities necessary for operation of the Center.
8. Administers the personnel support contracts for the Center's subcontractor support.
9. Assists in OSHA's Emergency Response/Preparedness activities by providing the needed equipment and supplies to the affected areas.



## **J. DIRECTORATE OF STANDARDS AND GUIDANCE**

**Mission:** To contribute to assuring safe and healthful working conditions in covered workplaces through development of workplace standards, regulations and guidance which address significant workplace risks, are feasible, appropriately consider the effect of these rules on the economy, affected industries, paperwork burden, and small businesses, as required by the OSH Act, applicable executive orders, and other laws such as the Paperwork Reduction Act, Regulatory Flexibility Act, and the Small Business Regulatory Enforcement Fairness Act (SBREFA).

### **Functions:**

1. Participates with the Assistant Secretary for Occupational Safety and Health in developing, evaluating, and determining policy direction and priorities for occupational safety and health standards and guidance activities. Plans, organizes, and directs the Agency's safety and health standards program and coordinates program activities with the work of other units in the Occupational Safety and Health Administration (OSHA), the Department of Labor (DOL), the Office of the Solicitor of Labor (SOL), Office of Management and Budget (OMB), and other regulatory agencies and organizations.
2. Develops regulatory packages including Federal Register documents, paperwork analyses, correction notices, and briefing memos in coordination with SOL.
3. In coordination with the Directorate of Evaluation and Analysis determines the need for and designs and conducts studies to evaluate the technological, economic, and environmental consequences of proposed and final occupational safety and health standards and regulations. Provides input for the preparation and issuance of environmental impact statements and regulatory impact and regulatory flexibility analyses.
4. Develops guidance, criteria, examples and other outreach materials for assisting employers, employees, and others in complying with standards and for promoting the development of uniform standards application procedures.
5. Establishes policy for the utilization and coordination of national consensus standards and others; reviews national consensus standards, Federal standards, and others; and makes evaluations and determinations as to whether such standards are appropriate for use by OSHA.
6. Gathers relevant information and analyzes and evaluates workplace standards and regulations to ensure compliance with the Paperwork Reduction Act of 1995. Performs surveys, studies, and analyses to obtain economic and other data for use in preparing Information Collection Requests (ICR)-the supporting documentation

- describing and justifying the need/benefit and the burden (both in time and costs) of collection of information (paperwork) requirements in the standards.
7. Obtains and evaluates current information (data on the accidents caused by safety hazards, and data on the health effects resulting from exposure to toxic substances, harmful physical agents, and harmful biological agents; engineering control technologies, personal protective equipment) related to occupational safety and health standards. Performs surveys, studies, and analyses in order to recommend priorities to the Assistant Secretary regarding to the development, promulgation, modification, and revocation of occupational safety and health standards and guidance.
  8. Participates in discussions with labor, industry, other agencies, State, local/municipal and tribal governments, voluntary consensus standards organizations, national and international organizations and other stakeholders on matters related to safety and health standards.
  9. Consults with the Small Business Administration through Small Business Regulatory Enforcement Fairness Act (SBREFA) Panels and other means, on matters relating to standards and regulations, small entity compliance guides, and other compliance assistance materials, to obtain information and comments about the application of proposed and final rules to small businesses.
  10. Works with DOL, SOL and the Office of Information and Regulatory Affairs, OMB, on the semi-annual Regulatory Agenda, SBREFA Panels, information collection approvals, and E.O. 12866 reviews of major or policy-significant safety and health rules.
  11. Determines the need for and recommends the establishment of standards advisory committees to assist in standards development. Represents the Assistant Secretary in the activities of the National Advisory Committee on Occupational Safety and Health (NACOSH) and advisory committees on safety and health standards-related issues.
  12. Through technical and scientific reviews, provides advice and assistance to other Directorates and Offices in the development of informational materials and guidance to assist employers, employees, States, and others in complying with standards and regulations and for promoting the development of uniform application of standards.
  13. Maintains liaison and develops policies, procedures, and plans for cooperation with the National Institute for Occupational Safety and Health (NIOSH), the Environmental Protection Agency, the Mine Safety and Health Administration, the Department of Energy, the Food and Drug Administration, the Department of Health and Human Services and other groups concerning Agency needs and priorities for research on safety and health standards development.

14. Provides advice and assistance to appropriate National Office Directorates and Offices and contributes to the development of directives and interpretations relating to OSHA safety and health standards having nationwide application and in the evaluation of petitions and variances for issues relating to occupational safety and health standards.
15. Provides engineering and scientific advice and information to SOL for use in the preparation of legal documents regarding standards issues in enforcement proceedings and litigation.
16. Provides advice and assistance to other Directorates and Offices on safety and health standards proposed by States to ensure that such standards are at least as effective as OSHA safety and health standards. Provides advice on the content of proposed training and consultation programs for implementing standards.

### **Paperwork Reduction Staff**

**Mission:** To analyze and evaluate workplace standards and regulations to ensure compliance with the Paperwork Reduction Act of 1995, to perform surveys and studies to obtain data and information needed to close gaps in the rulemaking record identified during or subsequent to hearings, and to assess and manage collection of information requirements imposed by Agency rules and regulations.

### **Functions:**

1. Formulate and execute policy and plans to carry out the provisions of the Paperwork Reduction Act (PRA) of 1995 and OMB rules and regulations implementing the PRA.
2. Gathers relevant information and performs surveys, studies, and analyses to obtain economic and other data for use in preparing Information Collection Requests (ICR) and the supporting documentation describing and justifying the need/benefit and the burden (both in time and costs) of collection of information (paperwork) requirements in the standards.
3. Analyzes rulemaking records and prepares reports and regulatory documents pertaining to collection of information requirements.
4. Provides technical assistance to other OSHA Directorates, advisory committees and others on newly identified regulatory issues and on methods to manage related collection of information requirements to bring about a reduction or the elimination of burdens associated with Agency paperwork requirements.

5. Manage OSHA's approved ICRs, providing technical assistance to OSHA directorates in obtaining OMB renewals and latest OMB/DOL PRA interpretations and ensuring timely submission of ICRs.
6. Serves as a liaison with the Department of Labor's Information Clearance Officer to process paperwork packages (supporting statements/justifications) for collection of information requirements in Agency rules, regulations, directives, instructions, and similar documents. Coordinates the preparation of Agency responses to the Department concerning collection of information (paperwork) requirements in Agency rules, regulations, directives, instructions, and similar documents.
7. Ensures the publication and display in the Federal Register of OMB control numbers assigned to collection of information (paperwork) requirements.
8. Tracks and reports on burden hours and costs associated with the Agency's collection of information (paperwork) requirements. Prepares OSHA's annual Information Collection Budget for use in reporting to OMB and the Congress.
9. Provides guidance and assistance to other Directorates in OSHA to ensure that collection of information requirements in proposed and final rules and regulations developed by other Directorates are properly cleared.
10. Furnishes advice, guidance and technical assistance to other OSHA Directorates on requirements of the Office of Federal Register to ensure regulations and legal notices follow Federal Register Requirements and guidelines.
11. Serves as a liaison with the Federal Register to process legal notices and regulations ensuring uniformity and compliance with all Federal Register notices.

### **Office of Physical Hazards & Others**

**Mission:** To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards and guidance addressing exposures to harmful physical hazards, e.g., non-ionizing and ionizing radiations, noise, ergonomics risk factors (vibration force, awkward posture, etc.), temperature extremes, pressure extremes, etc., as well as the development of workplace standards and guidance addressing exposures to other designated health hazards and issues.

### **Functions:**

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for controlling occupational

exposure to physical and other designated health hazards.

2. Gathers, monitors and reviews relevant scientific information regarding new developments related to the health effects of employee exposures to physical and other designated health hazards which exist in the work environment and performs analyses to develop and promulgate new and modified health standards, regulations and guidance related to these identified health hazards.
3. Based upon a critical evaluation of epidemiological, toxicological, other literature and studies as well as the latest scientific methodology, prepares assessments of the estimated risks associated with employee exposures to hazardous substances, and develops information and techniques that may be useful for Occupational Safety and Health Administration (OSHA) risk determinations.
4. Identifies needs for research, demonstrations, and experiments to be accomplished by NIOSH, other Federal agencies, or other groups as necessary to support revision of specific physical and other designated health hazards and the development of guidance materials to address such hazards.
5. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful physical and other designated health-related agents.
6. Provides technical assistance to advisory committees appointed to review and make recommendations regarding physical and other designated health-related hazards and related issues. Provides advice and technical assistance to labor, industry, the Small Business Administration, other Federal agencies, State agencies and national consensus and other standards-setting committees and boards in the development and review of new and modified standards, regulations, and guidance in the area of these hazards.
7. Performs technical review of variances, petitions, national interpretations, and other documents in coordination with the other units in OSHA.
8. Provides support regarding risk analysis, health effects, and related topics to SOL in preparation for the hearing process and in cases of judicial review of final standards and enforcement litigation.
9. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.

## **Office of Chemical Hazards (Metals)**

**Mission:** To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing exposures to harmful chemical (metal) agents and effective hazard communications.

### **Functions:**

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for controlling occupational exposure to chemical (metal) hazards.
2. Gathers, monitors and reviews relevant scientific information regarding new developments related to the health effects of employee exposures to chemical (metal) hazards which exist in the work environment and performs analyses to develop and promulgate new and modified health standards, regulations and guidance related to these identified hazards.
3. Based upon a critical evaluation of epidemiological, toxicological, other literature and studies as well as the latest scientific methodology, prepares assessments of the estimated risks associated with employee exposures to hazardous substances, and develops information and techniques that may be useful for Occupational Safety and Health Administration (OSHA) risk determinations.
4. Identifies needs for research, demonstrations, and experiments to be accomplished by NIOSH, other Federal agencies, or other groups as necessary to support revision of specific chemical (metal) hazards and the Hazard Communications Standard.
5. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful chemical (metal) agents.
6. Provides technical assistance to advisory committees appointed to review and make recommendations regarding chemical (metal) hazards, effective hazard communications and related issues. Provides advice and technical assistance to labor, industry, the Small Business Administration, other Federal agencies, State agencies and national consensus and other standards-setting committees and boards in the development and review of new and modified standards, regulations, and guidance in the area of chemical (metal) hazards.
7. Performs technical review of variances, petitions, national interpretations, and other documents in coordination with the other units in OSHA.
8. Provides support regarding risk analysis, health effects, and related topics to SOL

in preparation for the hearing process and in cases of judicial review of final standards and enforcement litigation.

9. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.

### **Office of Chemical Hazards (Non-Metals)**

**Mission:** To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing exposures to harmful chemical (non-metal) agents.

### **Functions:**

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for controlling occupational exposure to chemical (non-metal) hazards.
2. Gathers, monitors and reviews relevant scientific information regarding new developments related to the health effects of employee exposures to chemical (non-metal) hazards which exist in the work environment and performs analyses to develop and promulgate new and modified health standards, regulations and guidance related to these identified hazards.
3. Based upon a critical evaluation of epidemiological, toxicological, other literature and studies as well as the latest scientific methodology, prepares assessments of the estimated risks associated with employee exposures to hazardous substances, and develops information and techniques that may be useful for Occupational Safety and Health Administration (OSHA) risk determinations.
4. Identifies needs for research, demonstrations, and experiments to be accomplished by NIOSH, other Federal agencies, or other groups as necessary to support revision of specific chemical (non-metal) hazards.
5. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful chemical (non-metal) agents.
6. Provides technical assistance to advisory committees appointed to review and make recommendations regarding chemical (non-metal) hazards and related issues. Provides advice and technical assistance to labor, industry, the Small Business Administration, other Federal agencies, State agencies and national consensus and other standards-setting committees and boards in the development and review of new and modified standards, regulations, and guidance in the area

of chemical (non-metal) hazards.

7. Performs technical review of variances, petitions, national interpretations, and other documents in coordination with the other units in OSHA.
8. Provides support regarding risk analysis, health effects, and related topics to SOL in preparation for the hearing process and in cases of judicial review of final standards and enforcement litigation.
9. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.

### **Office of Biological Hazards**

**Mission:** To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing exposures to harmful biological agents.

### **Functions:**

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for controlling occupational exposure to biological hazards.
2. Gathers, monitors and reviews relevant scientific information regarding new developments related to employee health effects resulting from occupational exposures to biohazards which exist in the work environment and performs analyses to develop and promulgate new and modified health standards, regulations and guidance related to these identified biohazards.
3. Based upon a critical evaluation of epidemiological, toxicological, other literature and studies as well as the latest scientific methodology, prepares assessments of the estimated risks associated with employee exposures to hazardous substances, and develops information and techniques that may be useful for Occupational Safety and Health Administration (OSHA) risk determinations.
4. Identifies needs for research and site visits and laboratory experiments to be accomplished by Federal agencies, such as NIOSH or other groups as necessary to support standards and guidance related to biohazards.
5. Coordinates with the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful biological agents.



6. Provides technical assistance to advisory committees appointed to review and make recommendations regarding biological hazards and related issues. Provides advice and technical assistance to labor, industry, the Small Business Administration, Federal agencies, State agencies and national consensus and other standards-setting committees and boards in the development and review of new and modified standards, regulations, and guidance in the area of biological hazards.
7. Performs technical review of compliance letters, variances, petitions, compliance directives and letters of interpretation, and other documents in coordination with the other units in OSHA.
8. Provides support regarding risk analysis, health effects, and related topics to SOL in preparation for the hearing process and in cases of judicial review of final standards and enforcement litigation.
9. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.

### **Office of Maritime**

**Mission:** To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations, and guidance materials addressing the occupational risks in the maritime industry.

### **Functions:**

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for the development of maritime safety and health standards and guidance.
2. Gathers relevant information and performs analyses to develop and promulgate new and modified maritime safety standards and regulations as well as develop guidance materials on issues affecting the maritime industry.
3. In coordination with the Directorate of Technical Support and Emergency Management, provides consultation on the maritime safety standards, national consensus, and other standards-setting committees or boards.
4. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful chemical (metal) agents.
5. Provides technical assistance to standards advisory committees appointed to

review and make recommendations on proposed maritime industry safety and health standards.

6. Performs technical reviews of variances, petitions, national interpretations, and other documents in coordination with the other units in OSHA.
7. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.
8. Cooperates with and assists other offices in the Directorate of Standards and Guidance as well as with other OSHA Directorates and SOL in developing and promulgating standards and regulations as well as guidance in related areas.

### **Office of Safety Systems**

**Mission:** To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing safety systems.

### **Functions:**

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for a variety of safety systems standards, regulations and guidance.
2. Gathers relevant information and performs analyses to develop and promulgate new and modified safety systems standards and regulations and guidance.
3. In coordination with other Directorates in OSHA, provides consultation on safety systems standards, national consensus and other standards-setting committees and boards.
4. Provides technical assistance to standards advisory committees appointed to review and make recommendations on proposed safety systems standards.
5. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to inadequate safety systems.
6. Performs technical review of variances, petitions, regulatory interpretations, and other documents related to safety systems standards in coordination with the other units in the Occupational Safety and Health Administration (OSHA).
7. Advises on whether the technical content of standards and regulations proposed

by States is at least as effective as OSHA requirements.

8. Cooperates with and assists other offices in the Directorate of Standards and Guidance as well as with other OSHA Directorates and SOL in developing and promulgating standards and regulations as well as guidance in related areas.

### **Office of Engineering Safety**

**Mission:** To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing engineering safety areas.

### **Functions:**

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for engineering safety standards and guidance.
2. Gathers relevant information and performs analyses to develop and promulgate new and modified engineering safety standards and regulations as well as guidance affecting general industry.
3. In coordination with the Directorate of Technical Support and Emergency Management, provides consultation on the engineering safety standards field and on national consensus and other standards-setting committees and boards.
4. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to inadequate engineering safety systems.
5. Provides technical assistance to standards advisory committees appointed to review and make recommendations on proposed engineering safety standards.
6. Performs technical review of variances, petitions, national interpretations, and other documents in coordination with the other units in the Occupational Safety and Health Administration (OSHA).
7. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.
8. Cooperates with and assists other offices in the Directorate of Standards and Guidance as well as with other OSHA Directorates and SOL in developing and promulgating standards and regulations as well as guidance in related areas.

## **K. REGIONAL ADMINISTRATORS, OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**

**Mission:** To plan, direct, and administer a comprehensive occupational safety and health program throughout the Regions.

### **Functions:**

1. Plans regional goals and objectives; participates in the establishment of National Office goals, objectives, plans, and programs; and evaluates program accomplishments in the Regions.
2. Directs the execution of an integrated Federal compliance and inspection program in the Regions.
3. Encourages State governments in the Regions to assume responsibility for carrying out effective occupational safety and health programs; reviews and recommends Agency action to approve or reject proposed State plans; and affords States the opportunity for hearings before rejecting their plans.
4. Makes a continuing evaluation, on the basis of reports and inspections, of the manner in which approved plans are being carried out; and prepares notifications that will inform States of changes in the status of plans and agreements. Tracks States' plan changes and developmental goals.
5. Provides consultative services and technical assistance to regional compliance personnel, to employers and employees and their associations and representatives and to State government agencies.
6. Directs the execution of the region-wide training, education, and consultation programs.
7. Directs the execution of the region-wide Federal Agency occupational safety and health program.
8. Conducts a continuing region-wide public education program aimed at achieving maximum voluntary compliance through education and understanding, to the Occupational Safety and Health Act for those affected by the Act.
9. Maintains relationships with Federal agencies in the Region to resolve jurisdictional problems.
10. Promotes coordination of regional activities with the Office of the Regional

Solicitor, through the Field Operations Coordinator, and all components of the National Office, the National Institute for Occupational Safety and Health, and the Small Business Administration.

11. Maintains active liaison with ranking executive and legislative officials and State governments, employers, and organizations, safety and health groups, educational institutions, and public interest groups.
12. Maintains liaison with the Regional Administration and Management Office to coordinate all administrative and management services provided to Area Offices in the Regions.
13. Establishes and maintains direct communications with employees and their representatives to advise, consult, and assist them concerning occupational safety and health programs and problems.
14. Directs the execution of whistleblower investigation programs in the Region

**Locations:**

Region I - Boston; Region II - New York; Region III - Philadelphia; Region IV - Atlanta; Region V - Chicago; Region VI - Dallas; Region VII - Kansas City; Region VIII- Denver; Region IX - San Francisco; Region X - Seattle

**Assistant Regional Administrator For Federal And State Programs**

**Mission:** To advise and assist the Regional Administrator in ensuring that an effective integrated Federal and State occupational safety and health compliance program is carried out in the Region.

**Functions:**

1. Recommends regional policy and develops procedures, instructions, and formats to ensure an effective Federal compliance and State program in the Region.
2. Analyzes and evaluates Area Office Federal compliance activity ensuring region-wide consistency in scheduling investigations, citing alleged violations, proposing penalties and establishing abatement requirements.
3. Participates in negotiations and monitors the administration of contracts with State agencies providing inspection services under Section 7(c) (1) of the Occupational Safety and Health Act (the Act).
4. Provides technical assistance to Area Office directors and staff.

5. Coordinates contested cases with the Regional Solicitor; ensuring that background information, standards, interpretations, and testimony is available to the Solicitor.
6. Coordinates jurisdictional questions with other Federal agencies in the Region and with appropriate National Office staff.
7. Comments on National Office proposals for operator's manuals, enforcement systems, and technical directives regarding Federal compliance and State programs.
8. Analyzes management information data and advises the Regional Administrator and Area Directors on trends and anticipated or known problems, recommending appropriate corrective action.
6. Encourages and assists States to submit plans and changes to State plans for State assumption of occupational safety and health responsibilities.
7. Reviews State plans submitted under provisions of Section 18 of the Act, coordinates changes with the State designee, and recommends Agency action with respect to approval.
8. Analyzes and evaluates selected Portions of State plan activities and tracks State plan changes and developmental goals.
9. Exercises responsibility for developing periodic state evaluation reports.
10. Coordinates the evaluation of State occupational safety and health programs with other Regional Office components; external organizations such as the National Institute for Occupational Safety and Health, the Bureau of Labor Statistics, the United States Civil Service Commission, and the National Office.
11. Manages the Regional complaints against State program activities (CASPA) program.
12. Recommends Agency action on operational status changes.
13. Serves on behalf of the Regional Administrator as point of Agency contact with the State designee.
14. Evaluates Area Office monitoring operations.
15. Participates in the Regional voluntary compliance and public information programs through speaking engagements, seminars, and similar activities.

## **Assistant Regional Administrator For Training, Education, Consultation, and Federal Agency Programs**

**Mission:** To assist the Regional Administrator (RA-OSHA), in planning, directing, coordinating, and implementing region-wide training, education, consultation, voluntary compliance, and Federal Agency programs.

### **Functions:**

1. Plans and implements programs which will provide adequate and effective occupational safety and health training and education to (a) Occupational Safety and Health Administration (OSHA) personnel; (b) safety and health personnel assigned to other Federal agencies; (c) staff of designated State agencies; (d) representatives of employer and employee organizations; and (e) employers and employees in the private sector.
2. Determines the need for and provides for specialized training and education courses appropriate to the Region including course outlines and detailed lesson plans as required.
3. Establishes procedures for the review, evaluation and recording of training and education provided by the region.
4. Monitors training, education, and consultation services activities in the Region carried out under negotiated contracts.
5. Provides for consultation services to employers, employees, and their representatives to assist in the development and implementation of effective measures to facilitate compliance with safety and health standards and the identification and correction of unsafe and unhealthful working conditions.
6. Through speeches, seminars, exhibitions, and articles for publications acts as principal assistant to the (RA-OSHA) in managing the consultation and voluntary compliance programs.
7. Provides technical assistance to the Assistant Regional Administrator for Federal and State operations in the development of training, education, consultation services, and voluntary compliance programs of State agencies operating under the OSHA plans.
8. As appropriate provides teaching, recording and scheduling support to the OSHA Training Institute.
9. Maintains liaison with universities, colleges, and other institutions under contract

or with which contracts may be made to provide training and education services in the Region.

10. Promotes, in the Region, Federal Agency compliance with Section 19(q) of the Occupational Safety and Health Act (the Act), Executive Order 11807, and 29 CFR 1960.
11. Consults and works with Federal agencies in the Region to develop plans, policies, programs, procedures, and operating systems necessary to establish an effective and comprehensive occupational safety and health program.
12. Through Area Directors, arranges and provides for the accomplishment of occupational safety and health investigations Federal Agency operations in the Region, including the investigation of fatalities, catastrophes, employee complaints, and the General Accounting Office inspection support.
13. Evaluates the occupational safety and health operations and activities of the Federal agencies in the Region for compliance with provisions of the Act, Executive Orders relating thereto, and the governing occupational safety and health programs issued by higher authority within the individual department or Agency being evaluated. Recommends actions needed to improve Agency safety and health programs.
14. Represents the RA-OSHA on Field Federal Safety and Health Councils, Federal Executive Boards, and related groups in the areas of planning programs, promoting interest in council operations, establishing new councils, encouraging employee participation, and improving liaison between Federal agencies and the occupational safety and health community in the Region.

### **Assistant Regional Administrator for Technical Support**

**Mission:** To plan, coordinate, and implement a region-wide technical support program.

### **Functions:**

1. Serves as an expert consultant to the RA on the application of engineering and scientific principles to problems involving occupational safety and health issues.
2. Provides technical interpretations and clarifications of safety and health standards as they apply to specific work processes and work place environments.
3. Comments on proposed occupational safety and health standards and variances. Conducts fact finding investigations of workplaces to report on occupational problems, hazards, and abatement activities for use as inputs to standards



development and economic and environmental impact statements.

4. Arranges for training for compliance officers on the application of new standards, use of specialized equipment, hazards in specialized industry, and similar matters.
5. Reviews technical aspects of requests for small business loans.
6. Provides technical assistance to the Assistant Regional Administrator for Federal and State Programs in the development of State technical assistance programs such as the establishment and operation of State standards-setting and variance programs, comparison of State standards and codes to determine if they are at least as effective as Federal standards, State small business loan programs, State technical equipment programs, and standards interpretation and clarification programs.
9. Establishes and maintains a regional technical library and technical equipment inventory.
10. Participates in Federal compliance investigations and informal conferences when a high degree of technical expertise is required.
11. Works closely with the Regional Solicitor on contested cases requiring complex interpretations of standards, expert testimony, or other engineering and scientific requirements.
12. As requested, provides expert technical assistance to employee/employer organizations, State and Federal occupational safety and health managers, the National Institute for Occupational Safety and Health, organized safety and health groups in the Region, and other parties having an interest in the Federal occupational safety and health program.

### **Management Office**

**Mission:** To plan, direct, coordinate, and implement a region-wide management support program to assist the Regional Administrator in accomplishing the mission assigned to the Regional Office; to provide technical assistance to States with respect to financial grants and fiscal management; to monitor, analyze, evaluate, and report on State activities involving financial accountability, property utilization, organization and management, and personnel management.

### **Functions:**

1. Plans, develops, and executes the regional operational budget. Develops budget estimates, executes budget, maintains accounts, conducts cost studies, develops

financial plans, and takes reprogramming actions as required.

2. Provides technical assistance to financial managers of State government agencies in developing financial grant package.
3. Reviews grants and recommends approval/ disapproval of the grant or with specific items in the grant.
4. Monitors, analyzes, and evaluates State Agency financial management activities including accounting systems and procedures, procurement of technical equipment, and maintenance of property records.
5. Assists the regional staff in personnel and management activities including the development of position descriptions, preparation of personnel action requests and merit staffing announcements, and coordinating regional personnel programs with Regional and National Office personnel services. Provides advice to the Regional Administrator on laboratory management relations problems, adverse, personnel structure, and recruitment.
6. Monitors State Agency personnel practices; analyzes and evaluates personnel qualifications of State occupational safety and health staff, job specifications, and pay rates; and analyzes affirmative action programs and activities.
7. Plans, develops, and implements the regional management analysis program and serves as the principal adviser to the Regional Administrator on management problems, manpower utilization, and organizational structuring. Provides for the development of regional planning documents, documentation to support the establishment of area and implements regional directives and procedures. Carries out a regional records management program.
8. Determines needs for and develops plans and requests for Regional Office services, including space acquisition and management, requisition of utilities, procurement of technical equipment, property accountability, requisition of supplies, mail and files, reproduction services, publications, lease of General Services Administration, cars, and similar matters.
9. Maintains contacts with Regional Administration and Management personnel, financial, procurement, and management officials; National Office counterparts and commercial vendors to coordinate functions assigned to the Management Office.

#### **Area Office - Federal Enforcement**

**Mission:** To ensure safe and healthful workplaces in a specified geographic area through a federally conducted occupational safety and health program.

**Functions:**

1. Conducts occupational safety and health investigations in business enterprises engaged in interstate commerce. Investigations include catastrophes, fatalities, complaints, and randomly selected workplaces.
2. Identifies safety and health hazards; classifies alleged violations into appropriate categories (imminent danger, serious, non-serious, willful, and repeated); and citations indicating specific standards violated; proposes penalties and prescribes abatement dates. Conducts follow-up inspections as required.
3. Holds informal conferences with representatives of business enterprises to discuss and/or reconsider citations issued, and to provide explanations of procedures to be followed in contesting citations issued.
4. Participates with the Regional Solicitor in developing testimony and providing detailed background information to be used in contested cases.
5. Supports the voluntary compliance program in the area by furnishing instructors for seminars and speakers for meetings.
6. Participates in regional training programs by furnishing instructors and making arrangements for area personnel to attend Agency sponsored courses.
7. Upon request of the regional Federal Agency program office, furnishes technical personnel to participate in investigations and in the evaluation of the effectiveness of Federal Agency occupational safety and health programs.
8. Directs resources made available under Sect. 7(c)(1) of the Act to accomplish compliance activities.
9. Confers with Field Federal Safety and Health Councils and Federal agencies to share information on joint efforts with respect to occupational safety and health and jurisdictional problems.
10. Responds to inquiries from the public concerning the Occupational Safety and Health Administration's services by providing appropriate services such as complaint investigations or referring inquiries to the Regional or National Office as appropriate concerning other services.
11. Conducts investigations of possible discrimination and/or criminal activities related to the Occupational Safety and Health Act and other legislation. (Optional)

## **Area Office - State Programs**

**Mission:** To ensure safe and healthful work places in a specified geographical area through federally sponsored State occupational safety and health programs.

### **Functions:**

1. Analyzes and evaluates State occupational safety and health program operations by means of case file reviews, on-the-job evaluations of State compliance offices, reinspections, and investigations of complaints against State program activities.
2. Develops periodic reports to provide detailed analysis of State operations, to outline program strengths and weaknesses, and to recommend action required to correct deficiencies and improve operations which will ensure a State Occupational safety and health program at least as protective as the Federal program.
3. Keeps apprized of the status of State activities with respect to the attainment of developmental goals specified with the State plan.
4. Recommends Agency actions with respect to the approval, continuation or cancellation of operational agreements and with respect to Section 18(e) determinations of the Occupational Safety and Health Act (withdrawal of Federal enforcement activity).
5. Periodically meets with the State designee and staff and principal regional officials to provide advice on program activities, problems, and procedural requirements and to explain the results of Area Office (AO) analyses and evaluations of State program activities.
6. Confers with State designees and with other Federal agencies over jurisdictional problems.
7. Participates in regional training programs by furnishing instructors and making arrangements for AO personnel to attend Agency sponsored courses.
8. Provides comments for Agency and regional programming, planning, and procedural documents including proposed standards and requests for petitions and variances; operations manual; and reports on workplace practices and industry characteristics.
9. Carries out all functions of AO Federal operations for occupational safety and health issues excluded from coverage under State jurisdiction.

NOTE: Nearly all AOs are either predominantly engaged in the operations of a Federal program or predominantly engaged in the evaluation of a State program. However, a mix may occur when; (1) a State chooses not to cover one or more issues; (2) an AO services more than one State; or (3) maritime enforcement is required.