



OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: FAP 01-00-007

EFFECTIVE DATE: 05/11/2017

SUBJECT: Federal Agency Targeting Inspection Program

ABSTRACT

- Purpose:** The Occupational Safety and Health Administration (OSHA) *Federal Agency Targeting Inspection Program* (FEDTARG) focuses on inspecting specific federal agency service/operating locations reporting high numbers of lost time cases (LTCs).
- Scope:** OSHA-wide.
- References:** [Occupational Safety and Health Act of 1970, Section 19](#); [Executive Order 12196](#), February 26, 1980; [29 CFR Part 1952](#), Approved State Plans for Enforcement of State Standards; [29 CFR Part 1960](#), Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters; OSHA Instruction [ADM 03-01-005](#), OSHA Compliance Records, August 3, 1998; OSHA Instruction [CPL 02-00-025](#), Scheduling System for Programmed Inspections, January 4, 1995; OSHA Instruction [CPL 02-00-135](#), Recordkeeping Policies and Procedures Manual, December 30, 2004; OSHA Instruction [CPL 02-00-160](#), Field Operations Manual, August 2, 2016; OSHA Instruction [CPL 02-02-072](#), Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records, August 22, 2007; and OSHA Instruction [CSP 03-01-003](#), Voluntary Protection Programs (VPP): Policies and Procedures Manual, April 18, 2008.
- Cancellations:** Not Applicable.
- Expiration Date:** This directive does not expire, unless replaced by a new directive.
- State Plan Impact:** This directive applies solely to federal agency service/operating locations. It does not impact State Plan programs.
- Action Offices:** National, Regional, and Area Offices
- Originating Office:** Directorate of Enforcement Programs

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By and Under the Authority of

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Executive Summary

This directive describes the Occupational Safety and Health Administration (OSHA) *Federal Agency Targeting Inspection Program* (FEDTARG), which is directed toward federal agency establishments experiencing high numbers of Lost Time Injury Cases (LTCs). The Office of Federal Agency Programs (OFAP) obtains establishment-specific lost time claims data from the U.S. Department of Labor's Office of Workers' Compensation Programs (OWCP). In this directive, OWCP's LTC data is used to develop the primary and, if requested by a Region(s), secondary inspection lists. The inspection lists include the agency name, number of claims and fatalities, and limited establishment location information. The FEDTARG program's targeting process assumes that an adequate number of establishments are available for inclusion on the Regional primary inspection lists. However, because of the reported OWCP data and the randomization process, some Regions may have few or no establishments for inspection on either a primary and/or secondary inspection lists. This directive does not expire, unless replaced by a new directive. The Regional Offices will continue to receive the inspection lists every fiscal year (FY) from the National Office. Additionally, the National Office encourages the Regional Offices to develop regional emphasis programs (REPs). Appendix A contains 29 CFR 1960 citable program elements. Appendix B contains FEDTARG abbreviations and acronyms used in this directive.

Significant Changes:

Unlike previous directives, this directive does not expire until further notice. Appendix A, containing 29 CFR 1960 citable program elements has been added.

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- I. Purpose. The Occupational Safety and Health Administration (OSHA) Federal Agency Targeting Inspection Program (FEDTARG), programmed inspection program focuses on specific federal agency service/operating locations experiencing a high number of lost time cases (LTCs) as reported through the U.S. Department of Labor, Office of Workers' Compensation Programs (OWCP).
- II. Scope. This directive applies OSHA-wide.
- III. References.
 - A. [Title 29 United States Code 651](#), Occupational Safety and Health Act of 1970, [Section 19](#), *Federal Agency Safety Programs and Responsibilities*.
 - B. [Executive Order 12196](#), *Occupational Safety and Health Programs for Federal Employees*, February 26, 1980.
 - C. [29 CFR Part 1904](#), *Recording and Reporting Occupational Injuries and Illnesses*, 66 FR 5916-6135, January 19, 2001, and as amended.
 - D. [29 CFR Part 1952](#), *Approved State Plans for Enforcement of State Standards*.
 - E. [29 CFR Part 1960](#), *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*, October 21, 1980, and as amended.
 - F. Directives.
 - [ADM 03-01-005](#), *OSHA Compliance Records*, OSHA Instruction, August 3, 1998.
 - [CPL 02-00-025](#), *Scheduling System for Programmed Inspections*, OSHA Instruction, January 4, 1995.
 - [CPL 02-00-135](#), *Recordkeeping Policies and Procedures Manual*, OSHA Instruction, December 30, 2004.
 - [CPL-02-00-160](#), *Field Operations Manual (FOM)*, August 2, 2016.
 - [CPL 02-02-072](#), *Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records*, OSHA Instruction, August 22, 2007.
 - [CSP 03-01-003](#), *Voluntary Protection Programs (VPP): Policies and Procedures Manual*, OSHA Instruction, April 18, 2008.

- IV. Cancellations. Not Applicable.
- V. Expiration Date. This directive does not expire until further notice and/or is replaced by a new directive.
- VI. Federal Program Change. This directive applies solely to the inspection of federal establishments' service/operating locations. It does not impact State Plan programs.
- VII. Background.

[Executive Order 12196](#), *Occupational Safety and Health Programs for Federal Employees*, paragraph 1-401(i) requires Federal OSHA to conduct unannounced inspections of agency workplaces when the Secretary determines necessary if an agency does not have certified safety and health [committees](#); or in response to [reports](#) of unsafe or unhealthful working conditions, upon request of occupational safety and health committees under Section 1-3; or, in the case of a report of an imminent danger, when such a committee has not responded to an employee who has alleged to it that the agency has not adequately responded to a report as required in 1-201(h). When the Secretary or his designee performs an inspection and discovers unsafe or unhealthy conditions, a violation of any provisions of this order, or any safety or health standards adopted by an agency pursuant to this order, or any program element approved by the Secretary, he shall promptly issue a report to the head of the agency and to the appropriate occupational safety and health committee, if any. The report shall describe the nature of the findings and may make recommendations for correcting the violation.

In addition, 29 CFR 1960.31, *Inspections by OSHA*, requires the Secretary or the Secretary's representatives to conduct, when the Secretary deems necessary, announced or unannounced inspections in the following situations: (1) Where an agency has not established occupational safety and health committees or where committees no longer operate in conformance to the requirements of subpart F of this part; (2) In response to a request from half the membership of record of any certified safety and health committee; and (3) In response to an employee's report on an imminent danger situation, where there is a certified committee, but where the Secretary determines that neither the agency nor the committee has responded to the employee.

- VIII. Significant Changes.

This directive does not expire until further notice. The Regional Offices will continue to receive the inspection lists every fiscal year (FY) from the National Office. Additionally, the National Office encourages the Regional Offices to develop regional emphasis programs (REPs).

IX. Action Offices.

A. Responsible Office.

The Office of Federal Agency Programs (OFAP) under the Directorate of Enforcement Programs (DEP) is responsible in the development of the FEDTARG. It is also responsible in day to day management of the overall Program. DEP advises the Assistant Secretary of Labor for OSHA, concerning FEDTARG issues.

B. Area Offices.

All Area Offices involved in the implementation of this inspection targeting program must adhere to this directive.

C. Regional Offices.

Regional offices are encouraged to initiate their own Regional Emphasis Programs (REPs) involving the programmed inspections of the Federal agencies. They should notify OFAP of their intent, at least 90 days prior to initiating the REP.

D. Other Offices.

The OSHA Training Institute Managers, Voluntary Protection Programs Managers and Coordinators, OSHA Strategic Partnership Program Coordinators, Compliance Assistance Coordinators, Compliance Assistance Specialists, Federal Agency Program Officers, and Regional Severe Violators Enforcement Program Coordinators must be aware of the requirements of the FEDTARG.

E. OMSO/OIS Office.

The Office of Management Systems and Organization (OMSO)/OSHA Information System (OIS) Office under the Directorate of Administrative Programs will be responsible for generating a drop down OIS code for FEDTARG (to read as "FEDTARG").

X. Definitions.

A. Alternate Standard. Consistent with the *Field Operations Manual* (FOM), Chapter 13, paragraph III.F., Alternate and Supplementary Standards, the term "[alternate standard](#)" refers to the federal agency equivalent of a private sector variance from OSHA standards. An agency may apply for an alternate using application procedures found at 29 CFR 1960.17, Alternate Standards. A current listing of approved alternate standards is provided in paragraph XIV.B., *Use of Alternate and Supplementary Standards*, in this directive; and on the [OFAP](#) web page.

B. Certified Safety and Health Committee (CSHC). For the purposes of this directive, the term "certified safety and health committee" refers to a federal

agency safety and health committee meeting the provisions of section 1-3 of *Executive Order 12196*, and of *29 CFR Part 1960, Subpart F*, as listed and attested to by the head of each agency, in writing to the Secretary of Labor.

- C. *Comprehensive Inspection*. Consistent with the *Field Operations Manual* (FOM), Chapter 3, paragraph III.A., Comprehensive, the term “comprehensive inspection” refers to a:

[S]ubstantially complete inspection of the potentially high hazard areas of an establishment. An inspection may be deemed comprehensive even though, as a result of the exercise of professional judgment, not all potentially hazardous conditions, operations, and practices within those areas are inspected.

- D. *Deferral*. For purposes of this directive, the term “deferral” refers to a delay of an inspection of a specific federal agency’s service/operating location due to its participation in or application to the Voluntary Protection Programs. A deferred federal establishment will be inspected at the end of the agency’s deferral period. Further guidance may be found in [CPL 02-00-160](#), Chapter 2, VI.H. - Inspection Scheduling and Interface with Cooperative Program Participants, and Chapter 3, V.D. - Review of Voluntary Compliance Programs; and [CSP 03-01-003](#), Chapter II, VII.A. – Inspection Deferrals.

- E. *Establishment*. Consistent with 29 CFR 1960.2(h), [Definitions](#), and as applied to federal agencies, the term “establishment” refers to a:

[S]ingle physical location where business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each activity will be treated as a separate establishment and inspection. Typically, an establishment refers to a federal agency’s field activity, physical location with a line of command (such as a park or a forest), regional office, area office, installation, or facility.

- F. *Federal Agency*. For the purposes of this directive, the term “federal agency” refers to an Executive Department, as identified in *U.S. Code Title 5, Part 1, Chapter 1, §101*, or any employing unit, or authority of the Executive Branch of the Government. For the purposes of this directive, it does not include the United States Postal Service.

- G. *Lost-Time Case (LTC)*. For purposes of this directive, the acronym “LTC” is defined as a federal employee’s compensation case reported to the [Office of Workers’ Compensation Programs](#) wherein the federal employee loses time from work beyond the date of the injury.

- H. Office of Workers' Compensation Programs (OWCP) Data. The U.S. Department of Labor - OWCP administers the [Federal Employees' Compensation Program](#), as defined under the [Federal Employees' Compensation Act](#). OWCP administers four (4) major disability compensation programs that provide wage replacement benefits, medical treatment, vocational rehabilitation, and other benefits to certain workers or their dependents who experience work-related injury or occupational disease. The data generated from the previous FY through the OWCP claims process, specifically the number of LTCs experienced by federal agencies, is used to generate the FEDTARG inspection lists (primary and secondary).
- I. Partial Inspection. Consistent with the *Field Operations Manual* (FOM), Chapter 3, paragraph III.B. Partial, the term "partial inspection" refers to an inspection "...whose focus is limited to certain potentially hazardous areas, operations, conditions, or practices at the establishment." The Compliance Safety and Health Officer (CSHO), in consultation with the Area Director (AD), must use professional judgment to determine the necessity for expanding the inspection's scope. Minimally, this decision should be based on information gathered during the records/program review and walkaround inspection. [CSP 03-02-003](#), paragraph XIV.B.4. refers to this type of inspection as a *programmed inspection with a limited scope* for OSHA Strategic Partnership Program for Worker Safety and Health participants.
- J. Supplementary Standards. Consistent with the *Field Operations Manual* (FOM), Chapter 13, paragraph III.F., Alternate and Supplementary Standards, refers to an occupational safety and health standard developed and implemented by a federal agency, when no OSHA standard applies to a given workplace condition. An agency head shall adopt such emergency temporary and permanent supplementary standards as necessary and appropriate for application to working conditions of agency employees for which there exists no appropriate OSHA standards. An agency may apply for a Supplementary Standard using application procedures found at 29 CFR 1960.18, Supplementary Standards.

A current listing of approved Supplementary Standards is provided in paragraph XIV.B., *Use of Alternate and Supplementary Standards*, in this directive and on the [OFAP](#) web page.

XI. Federal Establishment-Specific Targeting Program Planning.

- A. General. At present, FEDTARG is directed toward federal agency establishments experiencing high numbers of LTCs. OFAP obtains establishment-specific lost time claims data from OWCP. This data is used to develop the primary and, if requested by a Region(s), secondary inspection lists. The inspection lists include the agency name, number of claims and fatalities, and limited establishment location information.

- B. Completion of Inspection Lists. Once opened, all establishments on an inspection list (primary or secondary) must be inspected, unless deferred or deleted from inspection by the Regional Administrator (RA) or AD, in accordance with the *Field Operations Manual* (FOM), and paragraph XII.D. *FEDTARG Inspection Deferrals: Interface with Cooperative Program Participants*, or paragraph XII.E., *FEDTARG Inspection Deletions*, of this directive.
- C. Types of FEDTARG Inspection Lists.
1. Primary Inspection List.
 - a. OFAP develops a primary inspection list (also referred to as an “inspection cycle” in this directive) based on the OWCP data list (see paragraph X.H., *Office of Workers’ Compensation Programs Data*, in this directive). Federal establishments are randomly selected from the OWCP data list.
 - b. The primary inspection list includes: 100% of the establishments reporting 100 or more LTCs, 50% of the establishments reporting 50 to 99 LTCs, and 10% of the establishments reporting 20 to 49 LTCs. Once developed, OFAP separates the entire list by OSHA Regions. These “*Regional primary inspection lists*” are then distributed to each Region for implementation.
 - c. This targeting process assumes that an adequate number of establishments are available for inclusion on the Regional primary inspection lists. However, because of the reported OWCP data and the randomization process, some Regions may have few or no establishments for inspection on either a primary and/or secondary inspection lists.
 - d. OFAP maintains the original randomized OWCP data list of remaining establishments from the current FEDTARG in case the Regional federal agency program officer (FAPO) requests secondary inspection lists.
 2. Secondary Inspection List.
 - a. The National Office (NO) recognizes that resources available for conducting FEDTARG inspections will vary widely among the Regional Offices (RO) and Area Offices (AO). Those offices that have resources conduct FEDTARG inspections in addition to those provided for by their primary inspection lists may request secondary inspection lists.

- b. Upon request, OFAP develops and provides the FAPO a secondary inspection list based on the remaining establishments found in the randomized OWCP data list. In turn, the FAPO will develop separate lists for the requesting AOs, as necessary.
 - c. The secondary inspection list is composed of the number of establishments requested by the RO, to include 60% of the remaining establishments reporting 50 to 99 LTCs, and 40% of the remaining establishments reporting 20 to 49 LTCs. If fewer than the requested number of establishments from the OWCP data list remain, the secondary inspection list will include all remaining establishments, thereby exhausting the OWCP data list of potential federal agencies for inspection.
3. Retention of FEDTARG Inspection Lists.
 - a. In accordance with CPL 02-00-025, paragraph B.1.b.(1)(c)3, the AO must maintain all inspection lists, cycles, and documentation for a period of three (3) years after completing all inspections conducted under the current FEDTARG directive. [ADM 03-01-005](#), Appendix D, *Compliance Records Disposition Schedule*, should be consulted for an acceptable disposition schedule.

XII. FEDTARG Planning and Scheduling.

- A. General. The NO will provide each OSHA RO with a list of establishments within its coverage area meeting the criteria for the primary inspection list (see paragraph XI.C.1., *Primary Inspection List*, in this directive). OFAP will handle requests for a secondary inspection in accordance with paragraph XI.C.2., *Secondary Inspection List*, in this directive.
 1. In instances when the physical address of an establishment's location is uncertain, the AO should attempt to identify the exact location of the establishment's service/operating location to be inspected.
 2. An AO must complete the inspection of the establishments on the primary inspection list prior to initiating inspection cycles from the secondary inspection list.
 3. If needed, a secondary inspection cycle may be opened before completion of the primary inspection list to:
 - a. Improve the efficiency of the AO, or

- b. Continue federal agency inspection activity if inspections at some of the primary service/operating locations have been deferred/deleted.
4. Once any inspection cycle (primary or secondary) is opened, it must be completed.

B. Personal Security Clearance and Advanced Notice.

1. Under most circumstances, a CSHO will not need a security clearance prior to entering a federal establishment to conduct a FEDTARG inspection. If a federal establishment requires a security clearance, the CSHO should follow the procedures found in [CPL 02-00-160](#), *Field Operations Manual* (FOM), Chapter 3, paragraph II.F., *Personal Security Clearance*.
2. The CSHO should follow the establishment's procedures for obtaining a specific personal security clearance.

C. Inspection Priority.

1. An AO's first inspection priority is to conduct un-programmed inspections as outlined in [CPL 02-00-160](#) (FOM), Chapter 2, IV.B., *Inspection Priority Criteria*.
2. An AO will follow the inspection priorities as described in [CPL 02-00-160](#), with the following additional guidance.
 - a. Under normal circumstances, the inspection list must be completed before beginning a new inspection cycle.
 - b. Inspections carried over to the new cycle will be handled in accordance with paragraph B.1.b(1)(e), *Inspection Scheduling*, found in [CPL 02-00-025](#), *Scheduling System for Programmed Inspections*, and as outlined in paragraph XII., *FEDTARG Planning and Scheduling*, in this directive.

All establishments on a FEDTARG inspection list must be inspected once started. If a secondary inspection cycle has begun, all establishments on the inspection list must be inspected prior to initiating establishment inspections under a successive FEDTARG.

The goals of the RO/AO will dictate other programmed inspections captured under National Emphasis Program (NEP) or Local Emphasis Program (LEP) initiatives.

D. FEDTARG Inspection Deferrals: Interface with Cooperative Program Participants.

1. Voluntary Protection Programs (VPP) Applicant.

- a. If an establishment is in the process of applying for OSHA VPP status, the AD, upon receiving notification from the VPP Manager that a VPP on-site review has been scheduled, will defer the establishment from any programmed inspection.
- b. If an establishment is a VPP applicant, and a VPP on-site review is scheduled within the next 75 calendar days, programmed inspections will be deferred. Check the VPP website for a current listing of federal agencies participating in VPP.
- c. For other VPP site inspection guidance, see CSP 03-01-003.

E. FEDTARG Inspection Deletions

1. Upon approval from the RA, an AD may delete a FEDTARG inspection for the current FY. The rationale for such actions include, but are not limited to, resource limitations or involvement in National catastrophe/emergency response efforts. Deletions should be consistent with CPL 02-00-025, *Scheduling System for Programmed Inspections*. The RA/AD should document the rationale for the deletion in accordance with paragraph XVI, *Case File Documentation*, in this directive.
2. The AD is responsible for making appropriate deletions from the inspection list as indicated below.
 - a. Previous Inspections. Only establishments that received a comprehensive safety inspection within the 24 months prior to the creation of the current inspection cycle will be deleted from the inspection list. This timeframe will be calculated using the previous inspection's opening conference date.

Voluntary Protection Programs. If the establishment is an approved VPP participant, it should be deleted from the inspection list in accordance with CSP 03-01-003. Refer to the OSHA VPP website at www.osha.gov/dcsp/vpp/index.html, under Participant Information for a current listing of all VPP locations, public and private. Refer to CPL 02-00-160, Chapter 2, for further guidance.

XIII. FEDTARG Inspections: Relationship to Other Programs.

- A. Un-programmed Inspections. Un-programmed inspections will be conducted according to the FOM and/or other applicable OSHA policies and procedures. If a need for an un-programmed inspection arises, such as a complaint or fatality, for an establishment that is also on a current FEDTARG inspection list (primary or secondary), the two inspections may be conducted either concurrently or separately. See also paragraph XVII.B. of this directive.
- B. Inspections under Both FEDTARG and NEP/LEP. Some establishments may be selected for inspection under the current FEDTARG and also under other OSHA initiatives, such as a national emphasis program (NEP) or a local emphasis program (LEP). Programs based on particular hazards, such as amputations, combustible dust, etc., or on a particular industry, such as the Nursing industry, petroleum refineries, etc., may be run concurrently with the current FEDTARG. If an establishment is scheduled for inspection under both FEDTARG and an NEP/LEP, the CSHO may conduct an inspection limited in scope to the safety and health issues targeted by the NEP/LEP program. This decision should be based on a review of the OSHA-300 logs and a determination of whether the particular NEP/LEP addresses the serious hazards associated with the establishment. Justification for the limited scope inspection must be documented in the case file. Regional Offices can initiate their own local emphasis programs (LEP) similar to FEDTARG. The CSHO should apply all applicable OIS codes to the inspection. See paragraph XVII.C. of this directive for further guidance.

XIV. FEDTARG Specific Inspection Procedures.

Scope. FEDTARG inspections will be comprehensive safety inspections. Health inspections (comprehensive or partial) will be limited to CSHO referrals and AD discretion based on industry experience or the establishment's safety and health history. CSHOs should be familiar with the 29 CFR 1960 requirements. Ergonomic hazards should be addressed in consultation with the Regional ergonomics coordinator.

- A. Use of Alternate, Supplementary Standards. Several federal agencies have alternate and/or supplementary standards. Agencies with alternate standards include:
- Federal Aviation Administration (FAA), [The Alternate Standard for Fire Safety in Airport Traffic Control Towers](#), May 6, 1998, and as amended.
 - National Aeronautics and Space Administration (NASA), [Standard for Lifting Devices and Equipment](#), May 9, 2002, and as amended.

- U.S. General Services Administration (GSA), [Standard on Special-Purpose Ladders Used in Federal Archives and Records Centers](#), December 9, 1983, and as amended.
- U.S. Navy, [Naval Facilities Engineering Command Management of Weight Handling Equipment](#), June 2003, and as amended.
- U.S. Navy (USN), *Gas Free Engineering Manual*, and as amended.
- National Oceanic and Atmospheric Administration (NOAA), *Alternate Diving Standards*, September 2014, and as amended.

Agencies with supplementary standards include:

- U.S. Department of Agriculture – Forest Service, *Forest Service Supplementary Standard for Containers and Portable Tanks Transport*, March 29, 2012.
- NASA, [Safety Standard for Explosives, Propellants and Pyrotechnics](#), August 1993.

The CSHO should be familiar with any applicable alternate and/or supplementary standards relevant to the federal establishment being inspected. (Current alternate and supplementary standards are provided above.) Refer to the [OFAP](#) Intranet page for approved alternate and supplementary standards.

- B. FEDTARG Health Inspection. The AD must document the rationale for the inspection in accordance with paragraph XVI. *Case File Documentation*, in this directive.
1. If an AD authorizes a health inspection of an establishment based on experience or industry knowledge, similar health inspections must also be considered at all other establishments within that industry classification that are on the AO's FEDTARG inspection list (primary or secondary).
 2. The AD has the discretion to initiate a health inspection based solely on individual establishment criteria or history.
 3. Inspections will be conducted in accordance with the procedures described in [CPL 02-00-160](#) and other guidance documents.

C. Federal Agencies with Private Sector Employees On Site.

1. At service/operating locations where the CSHO observes contractors performing other work, such as construction or maintenance activity that is not being supervised by the site's federal agency personnel, the CSHO may open another inspection via a referral if he/she observes serious hazards, or if the activity is consistent with any NEP or LEP currently in effect. The inspection may be expanded to include resident contractors providing services, such as security, food service, or housekeeping only when the CSHO observes obvious serious hazards that need to be addressed. Refer to Chapter 3, paragraph VII.J., *Multi-employer worksites*, in [CPL 02-00-160](#), for further guidance.
2. State Plan Jurisdiction on Federal Property. Refer to [CPL 02-00-160](#), Chapter 13, II.D.a, for further guidance on State Plan jurisdiction on federal property. Coverage is set out in various documents including operational status agreements and final approval decisions which are codified at [29 CFR Part 1952](#). The RA must refer to the appropriate state, subject to 29 CFR Part 1952, and supporting documents to determine jurisdiction.
3. The CSHO should refer to [CPL 02-00-160](#), Chapter 13, II.D., for guidance regarding Government-Owned Contractor-Operated Facilities (GOCOs), Department of Energy sites, and private sector employees and other agencies' jurisdictions.

D. Establishments with Multiple Services/Operations. A federal establishment may provide multiple services/operations at a single physical location. A federal establishment may also perform activities outside of the physical location being inspected. These activities may be governed by written occupational safety and health protocols. For example, the United States Department of Agriculture – Forest Service performs trail clearing activities in forested areas under its jurisdiction. Likewise, the Department of the Interior - Bureau of Land Management performs logging operations in areas under its jurisdiction. In such cases, the CSHO may consider opening an inspection for activities under the establishment's jurisdiction but performed outside of the physical location being inspected under a FEDTARG inspection cycle. The CSHO should review and analyze these programs for possible inspection activity. The CSHO must be aware of jurisdictional boundaries; a referral inspection may be necessary.

1. When a CSHO arrives at an establishment and observes multiple services/operations present at the single physical location, the CSHO will review the OSHA 300 log(s) or the agency's equivalent injury and illness log(s) from the previous year(s) to identify the establishment's services/operating locations with higher LTCs. CSHOs should note that

one injury and illness log maintained for multiple services/operations at the single physical location meets the recordkeeping requirements.

2. The CSHO will consult with the AD. The AD will determine the appropriate number and location of on-site inspections necessary to adequately address the safety and health issues present at the establishment.
3. If the AD determines that more than one (1) service/operating location needs to be inspected, the service/operating locations may be randomly chosen or the decision may be based on the service/operating locations experiencing the highest number of LTCs. For each distinct service/operating location selected, the CSHO will open a separate FEDTARG inspection.

E. Office-only Operating Locations. The intent of FEDTARG is to focus on establishment service/operating locations having high LTCs, not on establishments that are solely office environments. However, if the office environment is experiencing a high number of LTCs, the office service/operating location will be inspected.

1. If a CSHO arrives at an establishment that is solely an office environment, has reason to believe that the establishment is the “clearinghouse” for OWCP reporting purposes, or the establishment address does not reflect the location where LTCs are occurring, the CSHO must determine if other service/operating locations were included as part of the OWCP identified “establishment.” For example, a human resources office may be identified with a large number of LTCs, when in actuality the LTCs are associated with smaller but potentially more hazardous establishment service/operating locations.
2. In the preceding situation, the CSHO in consultation with the AD will review the injury and illness logs to identify the locations with the highest LTCs.
3. The AD will determine the appropriate number and location of on-site inspections necessary to adequately address the safety and health issues present in the establishment. At least one service/operating location must be inspected. If the AD determines that more than one location needs to be inspected, the site may be randomly chosen, or the decision may be based on the highest number of LTCs. For each location selected, the CSHO will open a separate FEDTARG inspection.

F. Health FEDTARG Inspections.

When the AD authorizes a health inspection in conjunction with a FEDTARG safety inspection, the safety and health inspections may be conducted as a “joint inspection”, conducted by both a safety CSHO and a health CSHO. The inspections will be documented on two separate inspection reports and the two CSHOs may hold joint or separate opening conferences. Therefore, there may be one opening date for the safety inspection and a different opening date for the health inspection for the same employer under the same FEDTARG inspection plan. If the inspection is conducted by a cross-trained CSHO, there will be one inspection report and one opening conference date.

G. Inspection of DoD Establishments. Any inspection at a DoD establishment should be coordinated with the installation commander. See [Memorandum of Understanding Concerning Army GOCO Ammunition Plants Between the Department of Labor and the Department of the Army Acting for the Department of Defense](#) and [Department of Defense Instruction, Number 6055.01](#) for further guidance.

H. Voluntary Protection Programs (VPP) Sites.

1. If the CSHO discovers that the establishment is a Voluntary Protection Programs (VPP) Merit or Star site, the CSHO should exit the site without conducting an inspection. These sites must be deleted from the inspection list. See [CPL 02-00-160](#), and paragraph XII.E.2. of this directive for further guidance.
2. If an establishment is a VPP applicant, and a VPP on-site review is scheduled within the next 75 calendar days, programmed inspections will be deferred. See paragraph XII.D.2. of this directive.

I. Whistleblower Protection

1. Federal Employees

The CSHO should notify employees that they may seek redress for retaliation, based on their right of reporting unsafe and unhealthful working conditions to appropriate officials, by filing a complaint with the Office of Special Counsel.

2. Private Sector Employees

The CSHO should notify employees that they may seek redress for retaliation, based on their right of reporting unsafe and unhealthful working conditions or violations of the more than 20 whistleblower

statutes enforced by OSHA to appropriate officials, by filing a complaint with OSHA's Whistleblower Protection Program.

XV. Notice of Violations.

- A. Notice of Unsafe or Unhealthful Working Conditions. Notices to federal establishments will be issued as required by [29 CFR 1960.31\(d\)](#), and in accordance with [29 CFR 1960.26\(c\)](#) and [CPL 02-00-160](#), Chapter 4, *Violations*.
1. For violations of the general duty requirements, Notice of Violations must be issued under [29 CFR 1960.8](#), *Agency responsibilities*.
 2. CSHOs must verify the federal agency establishment being inspected is in compliance with the 29 CFR 1960 requirements and an OSHA Notice of Violations must be issued for any violations of these requirements. Although agencies must comply with all §1960 regulations, only some sections are designated as citable (to be cited in any issued Notices). See Appendix A (which is also Table 13-1 of [CPL 02-00-160](#), *Field Operations Manual*) of this directive for guidance on citable program elements.
 3. Under FEDTARG, an OSHA Notice may be issued for violations of an agency's alternate standard and/or supplementary standard. In these cases, the OSHA Notice will be developed and issued in accordance with [CPL 02-00-160](#), *Field Operations Manual*. The federal agency adjustments will be followed when issuing the OSHA Notice for violations of an agency's alternate and/or supplementary standards.
 - a. For violations of a requirement in 29 CFR 1910 or 1926 that are not addressed in an alternate standard, the CSHO should cite the violated OSHA standard, and enter "As required by 29 CFR 1960.8(b)" to the SAVEs standard language section.
 - b. For violations of an alternate standard where requirements are also addressed in OSHA standards, the CSHO should: (a) cite the OSHA standard; (b) enter "As required by 29 CFR 1960.8(b)" in the SAVEs standard language section; and (c) reference the unmet provision of the alternate standard in the Alleged Violation Description.
 - c. For violations of a provision of an alternate standard that are not a requirement in 29 CFR 1910 or 1926, the CSHO should cite 29 CFR 1960.8(a), and reference the violated paragraph of the alternate standard.

- d. For violations of a provision of a supplementary standard, the CSHO should cite 29 CFR 1960.8(a) and reference the violated paragraph of the supplementary standard.
- B. Recordkeeping Violations. Whenever a CSHO identifies an OSHA recordkeeping violation, the CSHO will propose the appropriate notices and provide supporting documentation, in accordance with the policies and procedures found in [CPL 02-00-135](#); [CPL 02-00-160](#), Chapter 3, VI.C., *Recordkeeping Deficiencies*, or successors.
- C. Violations Regarding Access to Medical Records. Whenever a CSHO identifies violations of employer compliance with medical recordkeeping requirements, the CSHO will propose the appropriate notices and provide supporting documentation, in accordance with the policies and procedures found in [CPL 02-02-072](#), Chapter XV, *Citation Guidelines*.

XVI. Case File Documentation.

- A. The AD is responsible for maintaining case file documentation to demonstrate that the FEDTARG inspection lists (primary and secondary) have been used in accordance with the requirements of this directive. Documentation should include a rationale for all deletions, deferrals, or other modifications to the original inspection lists, such as a reason for expanding specific inspection(s) to cover health hazards, based on either experience or industry knowledge.

XVII. Recording and Tracking.

- A. FEDTARG-Only Inspections. The inspection must be marked as “Programmed Planned” as the initiating type in the Inspection Type subtab. The CSHO will then select “FEDTARG” from the National Emphasis Program drop-down menu. Similarly, health inspections conducted in accordance with this directive are to be coded as “FEDTARG” inspections as the Primary Emphasis Program.
- B. FEDTARG-Combined with Un-programmed Inspections. For all un-programmed inspections conducted in conjunction with FEDTARG inspection, “un-programmed” will be entered as the “Initiating Type” in the “Inspection Type” subtab. The CSHO will also select “FEDTARG” from the National Emphasis Program drop-down menu.
- C. FEDTARG-Combined with NEP or LEP Inspections. For all programmed inspections, such as NEPs and LEPs, conducted with a FEDTARG inspection, enter “programmed planned” as indicated in XVII.A above. In addition, select “FEDTARG” from the National Emphasis Program drop-down menu, along with all NEP and LEP codes applicable to the inspection.

D. FEDTARG-Combined with Un-programmed and Other Programmed Inspections.
 If a FEDTARG inspection is combined with an un-programmed inspection, such as an inspection generated through a complaint, and a programmed inspection, such as an NEP or LEP, enter “un-programmed” in the “Initiating Type” subtab.

E. OSHA Information System (OIS).

1. Enter Agency Code

Under the Establishment Information, ensure you select an “Ownership Type” of “Federal Government”. Once this is chosen the “Federal Agency Code” box will become enabled and requires an entry to save the establishment information. The code can be searched for using the box by typing three letters of the agency’s name in the box. After typing the three letters, a list will appear with all names matching the three letters entered. Select the appropriate agency or try to search again with a different combination of letters.

2. Enter Inspection Emphasis Program

Inspection Emphasis Program: NEP = For example, enter ‘FEDTARG’.

3. Enter all applicable NEP/LEP program codes

4. Enter Inspection Type

For:	Enter:
<i>FEDTARG-Only Inspections</i>	Programmed Planned
<i>FEDTARG-Combined with Un-programmed Inspections</i>	Un-programmed
<i>FEDTARG-Combined with LEP Inspections</i>	Programmed Planned
<i>FEDTARG-Combined with Un-programmed and Other Programmed</i>	Un-programmed

APPENDIX A

29 CFR Part 1960 Citable Program Elements

Program Element	Explanation
§1960.8(a)	The “general duty clause” element that will replace the Executive Order 201(a) for enforcing serious hazards that are not covered by a standard.
§1960.8(b)	Requires all agencies to comply with applicable OSHA standards.
§1960.8(c)	Requires all agencies to develop, implement, and evaluate an occupational safety and health program.
§1960.8(d)	Requires all agencies to acquire, maintain, and mandate employee use of approved personal protective equipment (PPE) and other safety equipment.
§1960.11	Establishes accountability of managers and supervisors and can apply equally to all agencies.
§1960.12(c)	Requires all agencies to post an agency occupational safety and health poster informing employees of the agency safety and health program.
§1960.25(a)	The last sentence stipulating that necessary equipment to conduct inspections must be provided can be enforced in all agencies; the first part of the paragraph may not apply.
§1960.25(c)	The first sentence requires each agency to inspect each workplace annually. The remaining part of the element may not apply to all agencies.
§1960.26(b)(5)	The first sentence provides the CSHO with specific imminent danger instructions that can apply uniformly. The rest of the paragraph may not apply at all locations.
§1960.26(c)(1-4)	Specifies how agencies should handle agency inspection reports and notices of unsafe or unhealthful conditions.
§1960.27(a)	The first sentence specifies that the safety and health inspector is in charge of an agency inspection. The rest of the paragraph is general instruction that would be difficult to enforce.
§1960.28(d)(3)	Specifies time frames for an agency to inspect employee reports of hazards.
§1960.29(b)	Requires all agencies to investigate incidents resulting in a fatality or hospitalization of three or more employees. (See the note in §1960.70 in this table.)
§1960.29(d)	Requires agencies to include specific information on all investigative reports of incidents and specifies the report be made available to the Secretary or an authorized representative of the Secretary of Labor.
§1960.30(a-e)	Specifies abatement directions that apply to all agencies.
1960.31(d)	OSHA inspections shall follow the general format set forth for agency inspections in other applicable parts of this subpart.
§1960.34(a-d)	Provides specific directions to General Services Administration (GSA) and other agencies that affect the safety and health programs of agencies in federally owned or leased buildings.

§1960.37(b)	Requires equal representation of management and non-management employees for those agencies that choose to have a Certified Safety and Health Committee.
§1960.37(d)	Requires the chair position of the safety and health committee to alternate between management and non-management; this element applies as well to those agencies that choose to have a Certified Safety and Health Committee.
§1960.37(e)	Requires safety and health committees to meet on a regular schedule and applies to all agencies that choose to have a Certified Safety and Health Committee.
§1960.55(a)	Requires agencies to train all supervisory employees on the Act, E.O. 12196, the agency safety and health program, etc.
§1960.56(a)	Provides specific directions for training agency safety and health specialists.
§1960.57	Requires agencies to train safety and health inspectors.
§1960.58	Requires agencies to train collateral duty safety and health personnel and committee members.
§1960.59(a-b)	Requires agencies to train employees and employee representatives in safety and health appropriate to the work performed.
§1960.67 (Cite the appropriate §1904 regulation then cite this program element in the alternative)	Requires all agencies to have the record or log of occupational injuries and illnesses certified by: (a) the senior establishment management official, (b) the head of the Agency for which the senior establishment management office works, or (c) any management official who is in the direct chain of command between the senior establishment management official and the head of the Agency.
§1960.68	Requires all agencies to have established procedures for protecting employees against reprisal or discrimination for identifying unsafe or unhealthful working conditions.
§1960.70	Provides directions to all agencies about providing a summary report of each fatal and catastrophic incident to OSHA's Office of Federal Agency Programs. These directions are in addition to the requirements for reporting fatalities and hospitalization incidents to OSHA under 29 CFR 1904.39. NOTE: 29 CFR Part 1904 has new requirements for reporting work-related fatalities, hospitalizations, amputations or losses of an eye. The new rule went into effect on January 1, 2015, for workplaces under federal OSHA jurisdiction.
§1960.71(a)(1)	Requires that the agency head submit to the Secretary an annual report on his/her agency's occupational safety and health program by January 1 of each year.

APPENDIX B

Federal Agency Targeting Inspection Program

Abbreviations and Acronyms Used in this Directive

AD	Area Director
ADM	OSHA Directorate of Administrative Programs Directive
AO	Area Office
CFR	Code of Federal Regulations
CPL	OSHA Directorate of Enforcement Programs Directive
CSHC	Certified Safety and Health Committee
CSHO	Compliance Safety and Health Officer
CSP	OSHA Directorate of Cooperative and State Programs Directive
DEP	OSHA Directorate of Enforcement Programs
DOD	U.S. Department of Defense
DOL	U.S. Department of Labor
FAA	Federal Aviation Administration
FAPO	OSHA Federal Agency Program Officer
FEDTARG	Federal Agency Targeting Inspection Program
FOM	Field Operations Manual
FR	Federal Register
FY	Fiscal Year
GOCO	Government-Owned Contractor-Operated
GSA	U.S. General Services Administration
LEP	Local Emphasis Program
LTC	Lost Time Case
NASA	National Aeronautics & Space Administration
NEP	National Emphasis Program
NO	OSHA National Office
OFAP	OSHA-DEP Office of Federal Agency Programs
OIS	OSHA Information System
OSHA	Occupational Safety & Health Administration
OWCP	Department of Labor - Office of Workers' Compensation Programs
RA	OSHA Regional Administrator
REP	Regional Emphasis Program
RO	OSHA Regional Office
SOH	Safety and Occupational Health
USN	United States Navy
VPP	OSHA Voluntary Protection Programs