



# OSHA REGIONAL NOTICE

U.S. DEPARTMENT OF LABOR

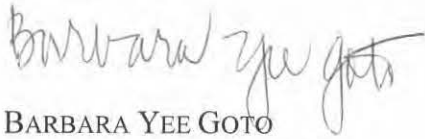
Occupational Safety and Health Administration

<b>DIRECTIVE NUMBER:</b> San Francisco Regional Instruction CPL 04-00-11	<b>EFFECTIVE DATE:</b> October 1, 2015
<b>SUBJECT:</b> Local Emphasis Program for Hotels, Casinos and/or Casino Hotels	
<b>REGIONAL IDENTIFIER:</b> Region IX	

## ABSTRACT

- Purpose:** This establishes a Local Emphasis Program (LEP) for programmed inspections of hotels, casinos and/or casino hotels in Federal jurisdiction. This instruction covers all establishments which are under Federal OSHA's jurisdiction in Region IX.
- References:** See Paragraph III.
- Cancellation:** This instruction cancels Region IX Enforcement Programs Notice CPL 04-00-011, dated October 1, 2014.
- Significant Changes:** None.
- Action Offices:** Office of Enforcement Programs  
All Area Offices  
Office of Cooperative and State Programs
- Originating Office:** Office of Enforcement Programs
- Contact:** David Shiraishi  
Assistant Regional Administrator, Enforcement Programs

By and Under the Authority of

A handwritten signature in cursive script that reads "Barbara Yee Goto". The signature is written in dark ink and is positioned above the printed name.

BARBARA YEE GOTO  
Regional Administrator

---

## Executive Summary

Hotels (NAICS Code 721110) Casinos (NAICS code 713210) and Casino Hotels (NAICS code 721120) are comprised of establishments that provide lodging and/or gambling amusement. These worksites are found in National Parks and Forests, on Military Bases, and in the Pacific Territories. These sites include relatively hazardous activities such as sheet metal shops, carpenter shops, vehicle maintenance shops, electrical shops, water treatment plants, power generation plants, landscaping operations, and housekeeping and laundry services. Most of these activities involve exposures to hazards that are among OSHA's strategic emphasis areas, such as amputations, electrical, powered industrial trucks, and noise.

Nationally, the published 2012 injury and illness rates for NAICS Code 721110 Hotels, NAICS code 713210, casinos, and NAICS code 72112, casino hotels, are above the national averages for injuries or illnesses resulting in Days Away From Work, Restricted Work Activity, or Job Transfer for every 100 full-time workers (known as the DART rate) and for the total case rate (TCR). See table below.

NAICS Code	TCR	DART
<b>All Private Industry</b>	3.4	1.8
<b>721110</b>	5.3	2.9
<b>713200</b>	4.2	2.1
<b>721120</b>	4.5	2.8

The purpose and intent of this instruction is to provide an inspection scheduling system to cover high-hazard activities within the context of current law and OSHA policy. Safety and health programmed inspections of hotels, casinos and casino hotels are to be scheduled using this instruction.

---

## **TABLE OF CONTENTS**

- I.** Purpose
- II.** Scope
- III.** References
- IV.** Cancellation
- V.** Expiration
- VI.** Background
- VII.** Procedures
- VIII.** Program Evaluation
- IX.** Coding in OIS
- X.** Outreach

Appendix A: Hotel, Casino, and Casino-Hotel Sites in Federal Jurisdiction

Appendix B: Procedures for Scheduling Inspections

---

**I. Purpose.**

This instruction establishes a Local Emphasis Program (LEP) for inspections of hotels, casinos and casino hotels within areas of federal jurisdiction in Region IX.

**II. Scope.**

This instruction applies to all areas of federal enforcement in Region IX.

**III. References.**

- A. OSHA Instruction CPL 04-00-001, Procedures for Approval of Local Emphasis Programs, effective November 10, 1999.
- B. OSHA Field Operations Manual, CPL 02-00-159, October 1, 2015.
- C. OSHA Instruction CPL 02-00-025, Scheduling System for Programmed Inspections, January 4, 1995.
- D. OSHA Instruction CPL 02-00-051, Enforcement Exemptions and Limitations Under the Appropriations Act (Appendix A updated annually).

**IV. Cancellation.**

This instruction cancels Region IX Enforcement Programs Notice CPL 04-00-011, dated October 1, 2014.

**V. Expiration.**

This LEP will expire no later than one year from the date of implementation, unless renewed.

**VI. Background.**

It is OSHA policy that programmed inspections be conducted primarily in high-hazard sectors of employment. For purposes of scheduling programmed inspections, hotels, casinos and casino hotels are considered a high-hazard industry.

For purposes of this LEP, hotels, casinos and casino hotels are employers engaged in offering hotel accommodations and/or table wagering games along with other gambling, such as slot machines and sport betting. These establishments often provide food and beverage services, golfing and other recreational activities.

## VII. Procedures.

The following procedures shall be followed when scheduling and inspecting work sites under this program.

### A. Establishment List

The hotel and casino inspection program implemented by the AOs will focus on hotels, casinos or casino hotels and shall be limited to the following NAICS codes:

1. NAICS 713210 – Casinos
2. NAICS 721120 – Casino Hotels
3. NAICS 721110 – Hotels without Casinos

Each Area Office will develop a list of hotels, casinos, and casino hotels in the AO's jurisdiction, based on information sources such as prior inspection history, business directories, industry advertisements and local knowledge. This list is included as appendix A, and will be filed electronically on the regional shared drive.

### B. Site Selection

Sites will be selected and scheduled using the procedures in Appendix B.

### C. Inspection Procedures

1. Programmed inspections initiated under this LEP shall be conducted in accordance with the FOM.
2. Each employer on the targeted list shall be scheduled for a programmed inspection during the cycle except where the Area Office documents that:
  - a. A substantially complete inspection of the employer has been conducted within the previous 12 months, or
  - b. The employer has been approved for exemption from inspection through participation in the Voluntary Protection Program.

3. Casino and casino hotel operations at each targeted site may be inspected no more than once during the inspection cycle, except for unprogrammed activity such as complaints, accidents, follow-ups, or if the employer has operations in more than one location on the target list.

#### **VIII. Program Evaluation.**

- A. The Regional Administrator will direct staff to evaluate the LEP in accordance with the guidelines in Appendix A of CPL 04-00-001, November 10, 1999, Procedures for Approval of Local Emphasis Programs and Experimental Programs.
- B. For LEPs which have been renewed from a previous year, the evaluation will use data for the period covering from the beginning of the 4<sup>th</sup> quarter of the previous fiscal year through the end of the 3<sup>rd</sup> quarter of the current fiscal year (i.e., the FY 16 LEP evaluation will include data from July 1, 2015 – June 30, 2016). The narrative sections of the evaluation should cover the same time frame, although significant issues arising in the 4<sup>th</sup> quarter, which may affect a decision on renewal of the LEP may also be discussed.
- C. This evaluation shall be submitted to the Regional Administrator for review by November 1, at which time a decision will be made to renew or discontinue the LEP. On the approval of the Regional Administrator, the evaluation report shall be submitted to the Directorate of Enforcement Programs no later than November 30.

#### **IX. Coding.**

- A. All inspections scheduled under this LEP shall be marked with the primary emphasis code CASINO9.
- B. Unprogrammed inspections or inspections covered under other scheduling systems which also cover the industries targeted by this LEP shall have CASINO9 entered as a non-primary emphasis code.
- C. Any other applicable LEP or NEP code may be entered as a non-primary emphasis code.
- D. All other coding should be in accordance with relevant instructions and directives.

**X. Outreach.**

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



---

**Appendix A**

**Hotel, Casino, and Casino Hotel Sites in Federal Jurisdiction**

**(separate lists to be created for each Area Office)**

### **Procedures for Scheduling Inspections**

1. The Area Office will maintain a master list of sites eligible for inspection under this LEP. The master list, all additions and deletions, the randomized list, and scheduling cycles created for this LEP, shall be filed electronically on the regional shared drive and retained for three years.
  - a. Additions may be made to the master list based on local knowledge or other factors, including OSHA inspection history.
    - i. This should include annual OIS searches for establishments which have been coded with a secondary code, or under a related program. For example, a site that was inspected under the FORKLIFT LEP may have led to citations for amputation hazards. This inspection could be coded with AMPUTATE as a secondary code or with the AMPUTATIONS Strategic Plan code, and should be added to the AMPUTATE list for the following year.
    - ii. ADs should cross-reference these lists, and CSHOs should check establishment history on OIS, to make sure that sites which are placed on multiple lists are not subject to multiple inspections within a 12-month period.
  - b. Establishments shall be deleted from the master list if, during the course of an inspection, it is determined that the site no longer falls within the parameters of the LEP. This would primarily apply to sites which no longer perform the process or use the equipment targeted by the LEP.
  - c. All additions and deletions must be documented.
2. At the beginning of each fiscal year (or on the LEP's effective date), the Area Office shall create a randomly numbered list of all sites on the master list. Sites shall be randomly ordered using the RANDBETWEEN function in Excel. AOs may also send their master list to EP for randomization.
3. If all sites on the master list are to be inspected during the fiscal year, the sites may be inspected in any order. If an Area Office is not able to complete all inspections on the master list within a fiscal year, the Area Office will complete the list as soon as possible in the first quarter of the next fiscal year, and shall develop and follow scheduling cycles for the remainder of that year and in subsequent years.
4. The Area Office will create scheduling cycles by selecting a number of establishments from the randomized master list. All scheduling cycles shall be filed electronically on the regional shared drive.
  - a. Establishments selected in a cycle can be inspected in any order, but the Area Office should take into account that all establishments in a cycle must be completed before

another cycle is created. Area Offices should take into account programming goals and available resources when setting the size of a cycle.

- b. To the extent possible, new cycles should be selected at least once per quarter. Cycles may be run more often if necessary. An uncompleted cycle may be carried over into the next quarter, but the Area Office should take this into account and adjust the number selected for subsequent cycles accordingly.
- c. Selected establishments may be deferred to the next cycle if the site has been subject to a comprehensive programmed inspection (under this or any LEP) within the previous 12 months, or if the process to be inspected is not active. All deferrals must be documented. Additional criteria for deferral include:
  - i. Necessary equipment or personnel with necessary experience are not available to perform the inspection.
  - ii. The establishment is the last remaining establishment in a cycle, the inspection would require travel in excess of 50 miles, and it cannot be combined with other inspection activity.
  - iii. The establishment was cited as the result of a previous comprehensive inspection, and the final abatement date has not yet passed.
  - iv. The establishment has contested a previous citation and it is still pending before the Review Commission.

Approval for deferrals based on reasons other than those listed must be discussed with and approved by the ARA for EP.