

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 22A

Subject: Annual OSH Division Statistical Data

A. Purpose.

This Administrative Procedure Notice (APN) establishes procedures for the Occupational Safety and Health (OSH) Division to annually run reports related to East Compliance Bureau, West Compliance Bureau, and Agricultural Safety and Health (ASH) Bureau inspection and pre-occupancy data; to compile that data; and to disseminate that data to internal requesters or through annual reporting of that data to internal or external requesters.

B. Definition.

Within this APN, any reference to OSH inspection data will include all compliance investigative activity and ASH pre-occupancy inspection activity.

C. Background.

The need has been established for consistent reporting of OSH inspection data by one bureau within the Occupational Safety and Health Division. The Planning, Statistics and Information Management Bureau has been assigned this responsibility. Over the past several years the need has increased for various OSH inspection data to be reported to or utilized by various internal sources and for that data to potentially be distributed to external sources. Therefore, it is necessary to establish a means to provide as consistent data as possible and for that data to be provided by a single source/bureau.

D. Scope.

The requirements in this APN will apply to each bureau within the Occupational Safety and Health Division as it relates to providing annual OSH inspection data to various internal or external requesters.

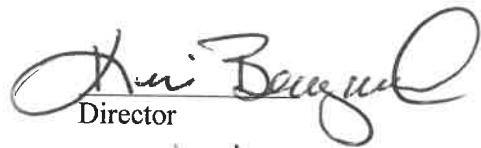
E. Responsibilities.

1. APN 22A requires that requests for and dissemination of OSH annual inspection data will be generated by or coordinated through the Planning, Statistics and Information Management Bureau.
2. The PSIM Bureau staff will work with other OSH Division bureaus that are running reports and/or compiling data to resolve any potential errors or discrepancies in these reports or the actual inspection files prior to the final report run dates as specified in Appendix 22-A.
3. Reports listed in Appendix 22-A not generated and/or compiled by PSIM Bureau staff will be forwarded to PSIM Bureau staff for transmittal to internal or external requesters or for inclusion in the designated annual reports.

4. The PSIM bureau chief shall assure as detailed in the attached Appendix 22-A that the reports and data are run through the designated computer systems, on the designated dates, by the named bureau, for the specified date range, and submitted to the requester by the due date.

F. **Expiration.** APN 22 is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.


Asa W. Weever
PSIM Bureau Chief


Director

9/12/19
Date of Signature

APPENDIX 22-A

ANNUAL OSH DIVISION STATISTICAL DATA

| Type of Report | Report Run Date* | Bureau Responsible for Running and Compiling Data | Entity Requesting Data** | Purpose of Data | Date Range of Report | Report Due Date |
|---|-------------------------------------|---|--------------------------|--|------------------------------------|--|
| OE - Inspection / Fat Cat Querry | 1st of each Month | PSIM | PSIM | OFIR | As Needed | Monthly |
| OE - Inspection Summary Report / All | 1st of each Quarter (By Federal FY) | PSIM | NC Dept of Commerce | Lee Tax Credit Applications | Quarterly | 15th of Each Quarter |
| OE - Strategic Plan Report | 10th of each Month | PSIM | PSIM | SEP Data | Previous Month and YTD Current FFY | Monthly |
| OE - Logging / Arboriculture Report | 10th of each Month | PSIM | PSIM | SEP Data | Previous Month and YTD Current FFY | Monthly |
| OE - Inspection Summary Report / Food Manufacturing NAICS | 10th of each Month | PSIM | PSIM | SEP Data | Previous Month and YTD Current FFY | Monthly |
| OE - Inspections Activity / Special Reports / Establishment Activity Lookup | As Requested | PSIM | PSIM | OSH Inspection Activity / Special Requests / Research of Company Histories | As Requested | N/A |
| OE - Referral Log Summary / All | 10-Jan | PSIM | PSIM / OSH ADMIN | Internal Tracking / NCDOL Annual Report | Previous Federal FY | 31-Jan |
| OE - Referral Log Summary / Rapid Response | 10-Jan | PSIM | PSIM / OSH ADMIN | Internal Tracking / NCDOL Annual Report | Previous Federal FY | 31-Jan |
| OE - Complaint Log Summary / All | 10-Jan | PSIM | PSIM / OSH ADMIN | Internal Tracking / NCDOL Annual Report | Previous Federal FY | 31-Jan |
| OE - Intervention Summary / All | 10-Jan | PSIM | PSIM / OSH ADMIN | Internal Tracking / NCDOL Annual Report | Previous Federal FY | 31-Jan |
| OE - Informals Report / All | 10-Jan | PSIM | PSIM / OSH ADMIN | Internal Tracking / NCDOL Annual Report | Previous Federal FY | 31-Jan |
| OE - Inspection Summary Report / Fatality Reinspection | 10-Jan | PSIM | PSIM / OSH ADMIN | Internal Tracking | Previous 3 Federal FYs | 31-Mar |
| OE - Inspection Summary Report / All | 10-Jan | PSIM | PSIM / ASH / OSH ADMIN | Internal Tracking / NC OSH Program Statistics Report / NCDOL Annual Report | Previous Federal FY | Annual Report Due 31-Jan Program Statistics Due 31-Mar |

OE - OSHA Express Database (NC OSH)

OIS - OSHA Information System (US OSHA)

***Run date will be the specific date listed or the next business day.**

****Data will be forwarded by PSIM Bureau staff to the requesting entity.**

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ANNUAL OSH DIVISION STATISTICAL DATA

| Type of Report | Report Run Date* | Bureau Responsible for Running and Compiling Data | Entity Requesting Data** | Purpose of Data | Date Range of Report | Report Due Date |
|---|------------------|---|--------------------------|---|------------------------------------|--|
| OE - Standards Cited Report / Public Sector | 10-Jan | PSIM | PSIM / ETTA | ETTA Outreach Activity / NC OSH Program Statistics Report | Previous Federal FY | Program Statistics Due 31-Mar ETTA 28-Feb |
| OE - Standards Cited Report / Agriculture (CY & FFY's) | 10-Jan | PSIM | PSIM / ETTA / ASH | ETTA Outreach Activity / House Appropriations / Senate Report | Previous Calendar and Federal FFYs | Annual Report Due 31-Jan Senate Report Due 30 -April |
| OE - Standards Cited Report / Private Sector / All | 10-Jan | PSIM | ETTA | ETTA Outreach Activity | Previous Federal FY | 28-Feb |
| OE - Standards Cited Report / Private Sector / Construction | 10-Jan | PSIM | ETTA | ETTA Outreach Activity | Previous Federal FY | 28-Feb |
| OE - Standards Cited Report / Private Sector / General Industry | 10-Jan | PSIM | ETTA | ETTA Outreach Activity | Previous Federal FY | 28-Feb |
| OE - Standards Cited Report / Construction / All | 10-Jan | PSIM | PSIM / ETTA | ETTA Outreach Activity / NC OSH Program Statistics Report | Previous Federal FY | 28-Feb |
| OE - Standards Cited Report / General Industry / All | 10-Jan | PSIM | PSIM / ETTA | ETTA Outreach Activity / NC OSH Program Statistics Report | Previous Federal FY | 28-Feb |
| OE - Standards Cited Report / Logging / All | 10-Jan | PSIM | PSIM / ETTA | ETTA Outreach Activity | Previous Federal FY | 28-Feb |
| OE - Standards Cited Report / Arboriculture / All | 10-Jan | PSIM | PSIM / ETTA | ETTA Outreach Activity | Previous Federal FY | 28-Feb |
| OE - Standards Cited Report / Food Manufacturing / All | 10-Jan | PSIM | PSIM / ETTA | ETTA Outreach Activity | Previous Federal FY | 28-Feb |
| OE - Inspection Summary / 10 or More Violations | 10-Jan | PSIM | PSIM / ETTA | ETTA Outreach Activity | Previous Federal FY | 28-Feb |
| OE - Standards Cited Report / by SIC Group (16 Reports) | 10-Jan | PSIM | PSIM | Use Consistent Data for Requests Received Throughout the Year | Previous Federal FY | 15-Mar |

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|--|------------------|---|------------------------------------|--|--|-----------------|
| OE - Inspection Summary Report / Program Improvements | 1-Feb | PSIM | ADMIN | NC DOL SEP Compliance and Enforcement Report | Previous Federal FY | 1-Mar |
| OE - Inspection Summary Report / All | 1-Jul | PSIM | Budget | NC Budget | Previous State FY | 1-Aug |
| OE - Inspection Summary Report / ASH | 1-Jul | PSIM | Budget | NC Budget | Previous State FY | 1-Aug |
| OE - Inspection Summary Report / State Government | 1-Aug | PSIM | NC Office of State Human Resources | NC Office of State Human Resources | Previous State FY | 1-Aug |
| OE - Inspection Summary Report / All | 15-Nov | PSIM | OSH ADMIN | SOAR | Previous Federal FY (preliminary totals) | 1-Dec |
| OE - Strategic Plan Report | 15-Nov | PSIM | Federal OSHA | SOAR | Previous Federal FY (preliminary totals) | 1-Dec |
| OE - Inspection Summary Report / All | 15-Nov | PSIM | Federal OSHA | Audit | Previous Federal FY (preliminary totals) | 15-Dec |
| OE - Inspection Summary Report / All / Private Sector | 15-Nov | PSIM | Federal OSHA | Audit | Previous Federal FY (preliminary totals) | 15-Dec |
| OE - Inspection Summary Report / All and Other Various Categories Depending on Federal OSHA Requests | 15-Nov | PSIM | Federal OSHA | Audit | Previous Federal FY (preliminary totals) | 15-Dec |
| OE - Complaint Log Summary / All | 15-Nov | PSIM | Federal OSHA | Audit | Previous Federal FY (preliminary totals) | 15-Dec |
| OE - Referral Log Summary / All | 15-Nov | PSIM | Federal OSHA | Audit | Previous Federal FY (preliminary totals) | 15-Dec |
| OE - SAMM Report | 15-Nov | PSIM | Federal OSHA | Audit | Previous Federal FY (preliminary totals) | 15-Dec |

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