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BOP 4.09.04

Document Title: **OSH Targeting System**

Effective Date: **October 1, 2011**

Approval Authority: **Bureau Chief**

A. PURPOSE

This establishes a procedure for the selection of establishments for the OSH General Industry, Agriculture Safety & Health (ASH), Health Hazards (SEP), Long Term Care (SEP), Food Manufacturing (SEP), Grocery and Related Product Wholesalers (SEP), Communication Towers, Fatality Reinspection and other National Emphasis Program (NEP) Assignment Schedules. This Planning, Statistics and Information Management (PSIM) Bureau Operating Procedure (BOP) defines the process, standards, and guidelines for selecting employers for inspection from the OSH establishment database and other sources of data to implement the various targeting schedules. These guidelines and standards ensure the consistent operation of the assignment selection process.

B. SCOPE

OSHNC utilizes a detailed procedure for identifying and selecting work sites for inspection for the General Industry, ASH, Health Hazards (SEP), Long Term Care (SEP), and Food Manufacturing (SEP), Grocery and Related Product Wholesalers (SEP), and Fatality Reinspection Assignment Schedules. The Communication Towers, part of the Health Hazards (SEP) and other NEP Assignment Schedules are compiled from various sources of data provided by other government agencies. This procedure is a matter of policy, established by the OSH Director. This process is conducted by the Statistical Research Assistant III (Targeting System Administrator).

C. DEFINITIONS

- A. ASH** – Agriculture Safety and Health Bureau.
- B. Bureau of Labor Statistics (BLS)** – Unit of the U.S. Department of Labor, which compiles injury and illness statistics.

- C. Communication Towers** – Antenna structures designed to support telecommunications and broadcasting services.
- D. Confidentiality** – PSIM agreement with BLS, Federal OSHA, and DES that all targeting information created by PSIM is kept confidential from unauthorized personnel, agencies, or other firms.
- E. DES-UI Database** – Database of the Division of Employment Security (DES) containing employer sites by unemployment insurance numbers.
- F. Fatality Reinspection** – To assess worksites for continuing potential hazards for employers who have experienced a fatality at their worksite and who have been cited for a violation of the standards.
- G. Food Manufacturing** – Raw materials (generally of animal or vegetable origin) processed into food products.
- H. Grocery and Related Product Wholesalers** – Industry comprised of establishments primarily engaged in the merchant wholesale distribution of a general line (wide range) of groceries.
- I. General Industry Inspection** – Programmed Planned inspections as defined by the IMIS procedures.
- J. Health Hazards** – Conditions where employees may be exposed to toxic or hazardous substances such as asbestos, lead, crystalline silica, styrene, and isocyanates.
- K. IMIS** – Integrated Information Management System maintained by Federal OSHA.
- L. RIT Division** - NCDOL unit responsible for the programming and maintaining electronic databases used by OSHNC.
- M. Long Term Care** – Facilities that provide a variety of services that includes medical and non-medical care to people who have a chronic illness or disability.
- N. NAICS** – North American Industry Classification System (Replacement for SIC Codes).
- O. NAICS 311** – Industries in the food manufacturing subsector transform livestock and agricultural products into products for intermediate or final consumption.
- P. NAICS 4244** – Industries in the merchant wholesale distribution of a general line (wide range) of groceries.
- Q. NAICS 623** – Industries in the nursing and residential care facilities subsector provide residential care combined with nursing, supervisory, or other types of care as required by the residents.
- R. NEP** – National Emphasis Program.
- S. OSTAT** – OSHA Office of Statistical Analysis.
- T. SEP** – Special Emphasis Program.
- U. Serious Violation Ranking** – Federal OSH inspection data of the number of serious violations per OSHA inspection (nationally).
- V. SIC Code** – Standard Industrial Classification.
- W. Targeting** – Process used to identify an employer site for an OSHA inspection.

D. RESPONSIBILITIES AND AUTHORITIES

1. Statistical Research Assistant III (Target System Administrator) – Has the authority and the responsibility for the OSH General Industry, Agriculture Safety & Health (ASH), Health Hazards (Lead & Asbestos), Communication Towers, Long Term Care (SEP), and other National Emphasis Program (NEP) Assignment Schedules in

the Planning, Statistics & Information Management (PSIM) Bureau of the OSH Division.

E. REQUIREMENTS

1. Training – Targeting requires training in OSHA guidelines and policies.
2. Employer Information – Employer identification information will remain confidential to authorized users of targeting data.
3. BLS Rates will be verified for accuracy with the Research and Information Technology (RIT) Division.

F. ACTION STEPS

OSH General Industry Targeting Schedule:

1. PSIM requests Serious Violation Rankings data by NAICS from Federal OSHA OSTAT (Office of Statistical Analysis) for applicable year.
2. PSIM contacts BLS for injury and illness rates by NAICS. Rates are derived from an annual occupational injury and illness survey conducted annually by BLS.
3. RIT Division applies this data to the OSH establishment database and sorts by NAICS and Serious Violation Ranking with PSIM as a consultant to this action step.
4. PSIM consults with each Compliance Supervisor to determine the number of employer sites to inspect. RIT Division pulls this list from the OSH establishment database. Targeted sites are identified by their UI Number.
5. PSIM reviews targeting lists and approves for posting to the web-based targeting schedule in January of each year.

Agriculture Safety & Health (ASH) Targeting Schedule:

1. PSIM works with ASH Bureau Chief to establish a selection process (as described in FOM Chapter II to include agricultural commodity producers that rely heavily on migrant labor in accordance with the Migrant Housing Act of NC and also for those who do not rely on migrant labor).
2. PSIM, ASH, and RIT will use available resources to identify agriculture employers.
3. RIT Division uses the inspection targeting system to produce a randomly selected assignment listing of agriculture employers who meet specific criteria.
4. PSIM consults with the ASH Bureau Chief to determine the number of employer sites to inspect. RIT Division pulls this list from the OSH establishment database and/or other resources.
5. PSIM reviews targeting lists and approves for posting to the web-based targeting schedule annually (spring/early summer).

Health Hazards (SEP) Targeting Schedule:

1. Health Hazards targeted sites are included with the OSH General Industry selection process within specific NAICS codes as related to conditions where employees may be

exposed to toxic or hazardous substances such as asbestos, lead, crystalline silica, styrene, and isocyanates.

2. Lead targeted sites are provided on a quarterly basis from the N.C. Division of Public Health, Occupational and Environmental Epidemiology Branch. Sites are data entered into the web-based targeting schedule by the Statistical Research Assistant III (Targeting System Administrator).
3. Asbestos removal notices for targeted sites are provided periodically from the N.C. Division of Public Health, Occupational and Environmental Epidemiology Branch. Sites are data entered into the web-based targeting schedule by the Statistical Research Assistant III (Targeting System Administrator).

Long Term Care (SEP) Targeting Schedule:

1. Long Term Care targeted sites are included with the OSH General Industry selection process within NAICS 623 codes as related to facilities that provide a variety of services that includes medical and non-medical care to people who have a chronic illness or disability.

Food Manufacturing (SEP) Targeting Schedule:

1. Food Manufacturing targeted sites are included with the OSH General Industry selection process within NAICS 311 codes as related to industries that transform raw materials (generally of animal or vegetable origin) processed into food products.

Grocery and Related Product Wholesale (SEP) Targeting Schedule:

2. Grocery and Related Product Wholesalers targeted sites are included with the OSH General Industry selection process within NAICS 4244 codes as related to industries that are primarily engaged in the merchant wholesale distribution of a general line (wide range) of groceries.

Fatality Reinspection Targeting Schedule:

1. Fatality Reinspection targeted sites are selected from employers who have previously experienced a workplace fatality and who were cited for a violation of the standards within one year after the fatality event date.
2. RIT Division applies previous inspection data from fatality inspections to automatically compile the Fatality Reinspection Targeting Schedule one year from the event date for posting to the web-based targeting schedule.

Communication Towers Targeting Schedule:

1. Communication Towers notifications of construction for targeted sites are retrieved from the Federal Aviation Administration (FAA) website and the Federal Communications Commission (FCC) website on a monthly basis. PSIM is notified by fax/mail/email of potential tower construction by state/local government entities.

2. Communication Towers notifications of construction are data entered into the web-based targeting schedule by the Statistical Research Assistant III (Targeting System Administrator).

National Emphasis Program (NEP):

1. Specially targeted enforcement activities within specified industries on a national level.

G. QUALITY RECORDS

****Targeting Lists are Confidential** Please refer to the PSIM Confidentiality Policy BOP 4.09.07**

1. General Industry Programmed Planned Schedule Safety Targeting List
2. General Industry Programmed Planned Schedule Health Targeting List
3. Agriculture Safety & Health Programmed Planned Targeting List
4. Health Hazards Programmed Planned Schedule Safety Targeting List
5. Health Hazards Programmed Planned Schedule Health Targeting List
6. Health Hazards Lead Targeting List
7. Health Hazards Asbestos Targeting List
8. Long Term Care Programmed Planned Schedule Safety Targeting List
9. Long Term Care Programmed Planned Schedule Health Targeting List
10. Food Manufacturing Programmed Planned Schedule Safety Targeting List
11. Food Manufacturing Programmed Planned Schedule Safety Targeting List
12. Grocery and Related Product Wholesalers Planned Schedule Safety Targeting List
13. Grocery and Related Product Wholesalers Planned Schedule Health Targeting List
14. Fatality Reinspection Targeting List
15. Communication Towers Targeting List
16. National Emphasis Program Targeting List(s)

H. DOCUMENT CONTROL

The content of this BOP is the responsibility of the Bureau Chief. Requests for interpretation of the provisions of this procedure and suggestions for changes should be addressed to the Bureau Quality/Document Coordinator. This procedure is maintained electronically.

I. REFERENCES

1. Occupational Safety and Health Act (OSH) of 1970 (Public Law 91-596)
2. Bureau of Labor Statistics Injury and Illness Data
3. North American Industry Classification System Manual
4. Description of Process and Policy of General Schedule Programmed Planned Targeting Schedules (May, 2000)
5. Field Operations Manual – Chapter II (Compliance Programming)
6. N.C. Strategic Management Plan
7. Various Operational Procedure Notices (OPN's) and NEP's

J. ATTACHMENTS

None

K. REVISIONS

1. Change name to General Industry Programmed Planned Schedule from General Schedule Targeting, remove Statistical Research Asst. II duties, include NAICS.
2. Change BOP to include all OSH Targeting Systems, change Statistical Research Asst. II to III (Targeting System Administrator).
3. Reviewed April 2013.
4. Reviewed January 2014.
5. June 2015 (Added reference to the Grocery and Related Product Wholesalers SEP)