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BOP 4.09.09

DOCUMENT TITLE: **Public Sector Survey and Targeting**

Effective Date: **October 1, 2011**

Approval Authority: **Bureau Chief**

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A. PURPOSE

This Bureau Operating Procedure outlines the method of the Planning, Statistics and Information Management (PSIM) public sector survey and targeting processes for OSHNC inspections.

B. SCOPE

This procedure applies to the Statistical Research Assistant II (Statistical and Historical Document Coordinator) and the Statistical Research Assistant III (Targeting System Administrator).

C. DEFINITIONS

   A. **Assignment List(s)** - List of public sector employers with a DART Rate above the public sector target rate for their specific category and assigned for a comprehensive compliance inspection.
   B. **Batch Number** – Number used to identify a group of units from the public sector data collection process.
   C. **Data Collection Process** - Survey method used by PSIM Bureau to obtain occupational injuries and illnesses data from public sector employers.
   D. **DART Rate** – Days Away, Restricted, or Transferred Rate – includes cases involving days away from work, restricted work activity, and transfers to another job as calculated from data reported on the public sector survey.
   E. **Data Collection Process** – Survey method used by PSIM Bureau to obtain occupational injury and illness data from public sector employers.
   F. **ID Number (PSNC number)** – Identifying number for public sector employer establishments/departments to be included in the Public Sector data collection process.

G. OSH Establishment Database – Database file internal to DOL used by PSIM to identify all public sector employers for survey and inspection purposes.

H. Public Sector Survey Database - Computer database which stores annual public sector injuries and illnesses data.

I. OSH Targeting System – Web-based system used to provide Compliance Supervisors with various targeting schedules.

J. Public Sector Assignment Status Reports – List of public sector employers with a DART rate at or above the target rate for their specific category and assigned for a comprehensive compliance inspection.

K. Public Sector Collection System (PSCS) – Web-based system used to track and monitor the data collection process.

L. Public Sector Survey(s) – Survey method used by PSIM Bureau to collect occupational injury and illness data from public sector employers.

D. RESPONSIBILITIES AND AUTHORITIES

1. Statistical Research Assistant II (Statistical and Historical Document Coordinator) is responsible for the Public Sector Survey process and the Statistical Research Assistant III (Targeting System Administrator) is responsible for the Public Sector inspection targeting process.

E. REQUIREMENTS

1. Confidentiality - Annual Public Sector Assignment Status Reports are not published for unauthorized use by the PSIM Bureau.

F. ACTION STEPS

1. Public Sector notifications are mailed to all public sector employers that exist in the Public Sector Collection System database.
2. Survey responders can submit their data electronically or by mail/hard copy/fax.
3. PSIM processes electronic submissions and received surveys and performs data entry into the PSCS.
4. Nonresponding public sector employers are contacted to obtain survey information.
5. Survey data is analyzed and checked for accuracy using PSCS.
6. Incorrect survey data is corrected via contacting public sector employers.
7. Final survey data is analyzed by Statistical Research Assistant III (Targeting System Administrator) to calculate DART rates for each public sector survey in order to establish target rates for their specific category and an overall average DART rate (see OPN 128).
8. Survey results are then sorted by calculated DART rates, higher to lower, within a responder's specific category. Survey nonresponders are included with the high DART rate group (see OPN 128 and FOM Chapter II).
9. It uses the survey results to divide the data into four classifications with the top 25% (Class I) having the highest overall calculated DART rates, the second 25% (Class II), etc.

10. IT sorts the data by county, divides by district, and posts to the OSH Targeting System webpage for inspection assignments.
11. The Public Sector Assignment Status Reports are distributed to and managed by the Compliance Supervisors via the OSH Targeting System.
12. Public Sector Assignment Status Reports are maintained by the RIT Division.

G. QUALITY RECORDS

1. Public Sector Survey(s)
2. Public Sector Assignment Status Report(s)
3. Public Sector Collection System and Database

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. NCGS 95-148
2. FOM Chapter II – Compliance Programming
3. OPN 128 (Public Sector Surveys and Inspections)
4. N.C. Occupational Safety and Health Act 1973
5. Occupational Safety and Health Act 1970

J. ATTACHMENTS

None

K. REVISIONS

1. Combined Public Sector Survey with Public Sector Survey and Targeting.
2. Reviewed April 2013.
3. Reviewed January 2014.
4. Reviewed June 2015.