The controlled copy is stored electronically. Printed copies must be compared to Controlled Document List revisions.

BOP 4.09.11

Document Title: **Request for Occupational Safety and Health Data**

Effective Date: **October 1, 2011**

Approval Authority: **Bureau Chief**

****

A. PURPOSE

This establishes a procedure for the systematic compilation and output of North Carolina Occupational Safety and Health Statistical Investigation Data requests. This Planning, Statistics and Information Management (PSIM) Bureau Operating Procedure (BOP) defines the process and requirements for completing and requesting statistical data from the OE and OIS database systems. This BOP also relates to Administrative Procedure Notice 22 on Appendix 22-A (Annual OSH Division Statistical Data).

B. SCOPE

This procedure applies to PSIM Bureau for Occupational Safety and Health (OSH) Statistical Data.

C. DEFINITIONS

1. **ASH –** Agriculture Safety and Health Bureau.
2. **Charges** – Employer history report fees related to the scan reports of statistical data derived from the IMIS/NCR system.
3. **Confidentiality** – Information within OSH statistical reports that are not releasable to persons outside the OSHNC or Federal OSHA.
4. **CSHO** – Compliance Safety and Health Officer or ASH Compliance Officer.
5. **District** – OSHNC manages five district offices in order to assign compliance inspections and conduct investigations in an efficient manner. Field offices are located in Asheville, Charlotte, Raleigh, Wilmington, and Winston-Salem.
6. **Establishment** – Term used to identify an individual company or an inspection site.
7. **Fiscal Year** - Federal fiscal year begins October 1st and ends on September 30th of each year.

8. **Inspection** – Investigations conducted by OSHNC and each case is assigned a unique number for identification and tracking purposes.
9. **Log** – Excel spreadsheet document, which contains information on each request for statistical request.
10. **Log Number** – Each statistical request will be assigned a sequential number by PSIM and maintained in the History/Statistics Logs.
11. **NAICS** – North American Industry Classification System.
12. **OE** – OSHA Express database system maintained by NC OSHA.
13. **OIS** – OSHA Information System maintained by Federal OSHA.
14. **RID** – State Office Reporting ID number assigned by Federal OSHA.
15. **Safety/Health** – Inspections are classified as being safety or health related.
16. **Inspection Summary Report** – Establishment history report based on specific criteria.
17. **Search** – Process utilized to find requested information.
18. **SIC Code** – Standard Industrial Classification.

D. RESPONSIBILITIES AND AUTHORITIES

Statistical and Historical Document Coordinator (Statistical Research Assistant II) – Responsible for generating, compiling, and distributing reports of Occupational Safety and Health Investigation statistical data to customers making a request for information. In charge of maintaining the History/Statistics Logs in a computerized format by Federal Fiscal Year.

E. REQUIREMENTS

1. All requests (internal and external) must be submitted in writing.
2. Instructions from the OE and OIS Enforcement Manuals to submit statistical reports must be followed.
3. Statistical and Historical Document Coordinator will provide statistical data based on specified requirements of the requester. Content provided may include any data releasable from the OE or OIS database systems.
4. Charges for the generation of statistical reports are $10.00 per report.
5. For external requesters only, the Statistical and Historical Document Coordinator will determine if any other charges may apply and provide a transmittal cover letter to the requester.

F. ACTION STEPS

1. Written request is logged into the History/Statistics Log for applicable fiscal year. Request is checked for specific criteria to the information requested.
2. Determine if request is external or internal.
3. Determine which type of report to initiate (depends on request and criteria):

   A. **Types of OE Reports:**
      1. **Inspection Summary Report/Summary Detail** – This report contains NC OSH (only) detailed information on companies inspected, inspection number assigned

to each inspection, opening and closing date of investigation, standards cited, penalties issued for each violation, and scope of inspection. Criteria to run an Inspection Summary report include but are not limited to:

a. Establishment Name
b. SIC Code/NAICS Code or Industry Type
c. Date Range
d. Violation Type
e. Penalty Amount
f. NC State only Area
g. Inspection Scope
h. Inspection Classification

2. **Inspection Summary Report/Summary Listing** – This report contains NC OSH (only) detailed information on companies inspected but not limited to; inspection number assigned to each inspection, opening and closing date of investigation, totals of violation per inspection, total initial and current penalties per inspection, and scope of inspection. Criteria to run an Inspection Summary report include but are not limited to:

a. Establishment Name
b. SIC Code/NAICS Code or Industry Type
c. Date Range
d. Violation Type
e. Penalty Amount
f. NC State only Area
g. Inspection Scope
h. Inspection Classification

3. **Inspection Summary Report/Summary RID** – This report contains NC OSH (only) detailed information on total counts of investigations conducted to include totals for; inspections conducted, violations issued per severity, penalties per severity, and inspection types. Criteria to run an Inspection Summary report include but are not limited to:

a. Establishment Name
b. SIC Code/NAICS Code or Industry Type
c. Date Range
d. Violation Type
e. Penalty Amount
f. NC State only Area
g. Inspection Scope
h. Inspection Classification

4. **Standards Cited Report** – Report contains information on standards cited and penalties issued. Data is sorted by severity and can be run based on specific criteria to include, but are not limited to this criteria:

    a. SIC/NAICS Code or Industry Type
    b. Date Range
    c. NC State only Area
    d. Ownership
    e. Standard Value

B Type of OIS Reports:

1 **Inspection Summary Report** – This report contains Federal OSH and State Programs States detailed information on companies inspected but not limited to; inspection number assigned to each inspection, opening and closing date of investigation, totals of violation per inspection, total initial and current penalties per inspection, and scope of inspection. Criteria to run an Inspection Summary report include but are not limited to

    a. National or Regional data
    b. RID
    c. Violation Event Type
    d. Date Range
    e. SIC/NAICS Code or Industry Type
    f. Inspection Scope
    g. Inspection Classification

4. Submit report through the OE or OIS Systems. Some raw data reports with minimal information are available the same day; however some reports (more details information) may take a couple of days to prepare and provide in a readable format.
5. Reports are downloaded and/or printed (depending on size of report) and reviewed for accuracy.
6. Internal requesters will be contacted by email and informed that the information is available. (No transmittal letter will be sent).
7. For external requesters, PSIM will follow these steps:
    a. Create a transmittal letter and include type of report and applicable charges.
    b. Keep a copy of the letter for PSIM records.
    c. If charges for the report are required, an additional copy of the letter is forwarded via email to the NCDOL Budget Division.
8. Information related to each request (copies of reports, letter, etc.) is stored in a locked PSIM filing cabinet.

G. QUALITY RECORDS

Retention of Records – Statistical data reports and information related to each request will be retained as specified in the PSIM Bureau's File Retention Policy.

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. OSHA Express Enforcement Manual.
2. OSHA Information System Enforcement Modules.
3. Standard Industrial Classification Manual (1987).
4. NC OSH Standard for General Industry and Construction Manuals.
5. North American Industry Classification System Manual.
6. Administrative Procedure Notice 22 and Appendix 22-A.

J. ATTACHMENTS

None

K. REVISIONS

1. Reviewed April 2013.
2. Reviewed January 2014.
1. June 2015 (Removed reference to NCR/IMIS system and changed to OSHA Express System, added reference to the OIS system, removed reference to MFC – Most Frequently Cited Standards, changed reference to Scan Report to Inspection Summary Report)