

The **OSHA Express™** (OE) system is specifically designed for OSHA State-Plan states to provide a modernized environment to administer their OSHA programs. The OSHA Express system provides all of the necessary functionality to allow users to manage and report on State Plan activities.

In addition to the data entry interfaces and reports, the system provides a document management system, along with a workflow mechanism to seamlessly transfer work between users and activities.

This section is the standard workflow processes and how to work in the system with links to the sections in the FOM that apply. Indepth additions to workflow processes, paperless processing, no inspections and report functionality will be coming soon.



OSHA Express™

Powered by ACS Technology 

The fast, easy, user-friendly All-In-One solution
for OSHA state-plan states

 **Fast**
Makes use of the latest
database and development
environments for
unparalleled speed

 **Intuitive**
Well-designed interfaces
that are ergonomically
suited for easy and
efficient processing

 **Feature-Rich**
State-of-the-art technology
that streamlines workflow
and business processes

Secure → Simple → Streamlined

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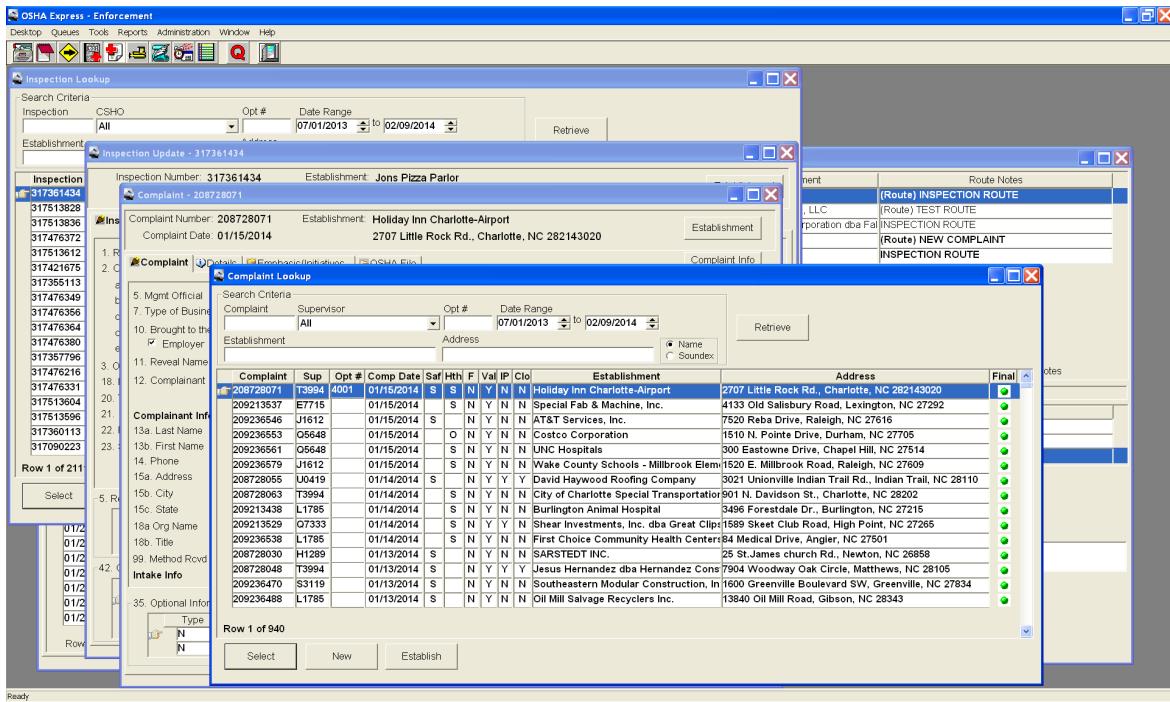
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OSHA EXPRESS DATABASE SYSTEM - 04/24/2014

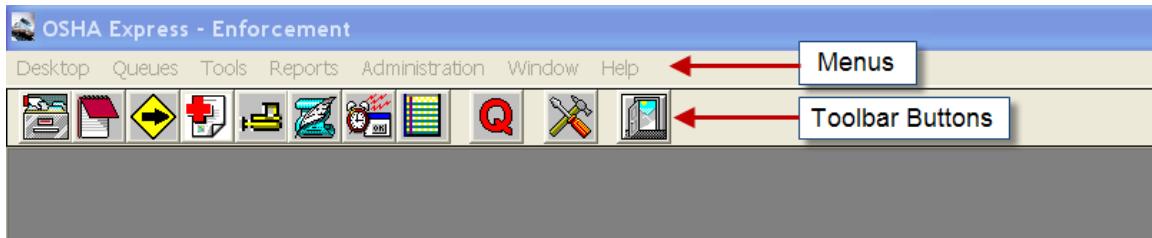
OSHA Express Features

The OSHA Express system is designed as a live MDI application (Multiple Document Interface). This allows the user to open the various windows that are necessary to perform their work. A user may have lookup windows, activity windows (data entry windows), reports, workflow windows, document images, and pictures opened at the same time within the MDI frame. The OSHA Express system, and the sheets (windows) opened within it, can be minimized, maximized, and closed as a single application while working with other Windows applications (i.e., Word, Excel, Outlook, etc.).

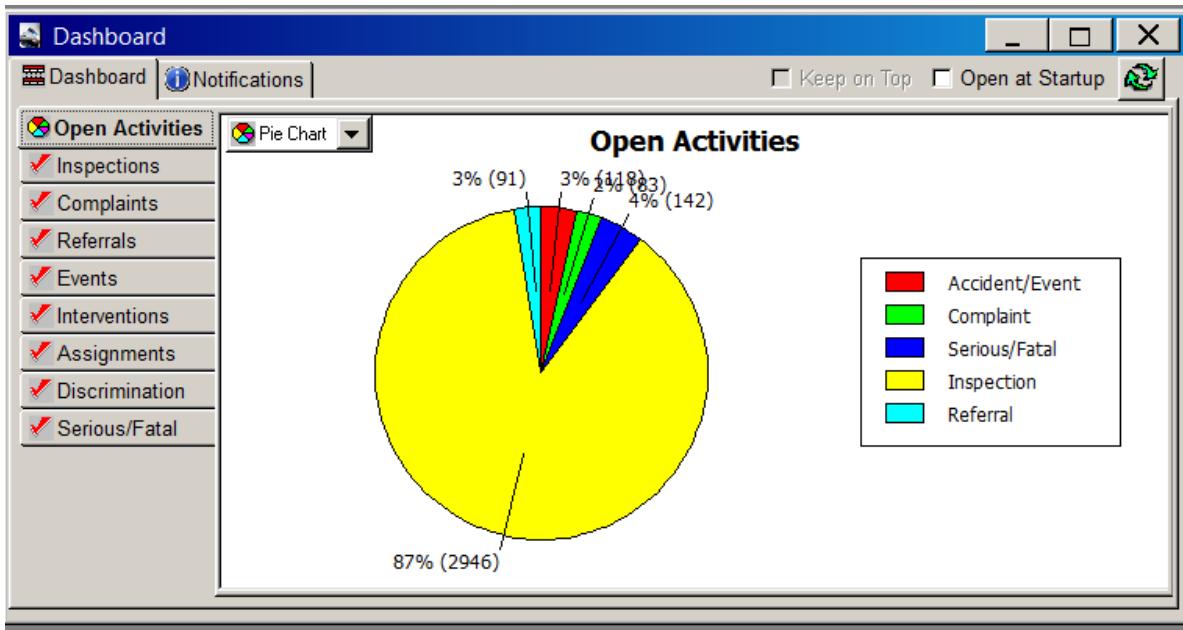


The OSHA Express system has a unique menu and toolbar related directly to the required OSHA functionality. The menu and toolbar allow the user to open all necessary windows within the OSHA Express system. Each window that opens within the system will also have a separate toolbar that controls its specific functionality.

Toolbar



Dashboard Feature



If you click on the **Open at Startup** box, it will always open up on your OE desktop when you log in. The Dashboard feature allows you to view all open and unaddressed items for your district. Complaints/Referrals that have not been addressed will always be on your Dashboard until you have addressed them. This is extremely helpful in ensuring that these items are addressed in a timely manner, closed where applicable, and will allow you to see when the inspection is started when assigned and/or the complaint/referral did not get closed reducing lapse time on these items when utilized properly.

When you open a complaint that you have assigned for inspection, you will click on the Inspection tab, if the Inspection has been opened, it will open automatically. If nothing opens, then the inspection has not been opened.

CSHO II as POC: They will see all districts due to the way that they are set up, but they can easily find the SUP (supervisor) they are working under and review/assign/send letter, etc. as normal. The column for SUP's run in alpha order.

In order for the Dashboard to work in optimum performance for you, it is essential that all older items be addressed and cleared.

Dashboard View for CSHO IIs

CSHO II will see all supervisor listings. This is due to the fact that you can only have one supervisor per district. So in order for the CSHO II to see their specific district, they are given a global access. To review a specific district, click on the SUP column. The IDs will appear in alphabetical/numeric order. The CSHO II can scroll to their district's access and review the Dashboard.

Activity	Act Date	CSHO	Sup	Establishment	Q	Final	
✓ Inspections	209493444	C	04/14/2015	E7715	Randstad HR Solutions, LP.	0	Green
✓ Complaints	209493410	C	04/13/2015	E7715	R & L Construction of Mt. Airy, LLC	0	Green
✓ Referrals	209493402	C	04/13/2015	E7715	R & L Construction of Mt. Airy, LLC	0	Green
✓ Events	209493345	C	04/10/2015	E7715	Joe's Tractor Sales, Inc.	0	Green
✓ Interventions	209493287	C	04/09/2015	E7715	Topsider Building Systems	0	Green
✓ Assignments	209493170	C	04/07/2015	E7715	Somerset Court University Place	0	Green
✓ Discrimination	209493386	C	04/13/2015	H1289	E. F. Drum's Funeral Home, Inc.	0	Green
✓ Serious/Fatal	209493436	C	04/13/2015	H1289	Industrial Fabricators Inc.	0	Green
	209493337	C	04/10/2015	H1289	England Brothers, Inc.	0	Green
	209493246	C	04/09/2015	H1289	BH Media Group Holdings, Inc. dba The Hi	0	Green
	209492784	C	03/30/2015	H1289	Clearwater Paper Corp	0	Green
	209493279	C	04/09/2015	N8978	Pennsylvania Steel Company	0	Green
	209493428	C	04/13/2015	J1612	G4S Secure Solutions	0	Green

Complaints are opened in the Dashboard. You then choose Desktop and click on Inspection Lookup if a CSHO ID has been assigned to view the Inspection.

Assigned But no OSHA 1 Saved “Final”. (In this case, you will get a blank screen.)

OSHA Express - Enforcement

Desktop Queues Tools Reports Administration Window Help

Complaint Details

Complaint Number: 209493279 Establishment: Pennsylvania Steel Company

Complaint Date: 04/09/2015 1000 North Hwy 27, Stanley, NC 28164

Complaint Info

5. Mgmt Official: _____ 19. Reporting ID: 0453730

7. Type of Business: Steel Mill 21. Optional Complaint No: 5453

10. Brought to the attention of: _____ 29. Date/Time Received: 04/09/2015 11:20 AM

Employer Other Gov Agency (See OSHA File Notes)

11. Revel Name: No 31a. Safety Sup Assigned: Saunders, John

12. Complainant: Employee 31b. Health Sup Assigned: Zhao, Dafang

30. Safety CSHO Assigned: 0000000000000000 31c. Health CSHO Assigned: 0000000000000000

32. Primary NAICS/IC: 23812 1791

33. Complaint Classification: Discretionary NAICS/SIC Xref

Safety: Imminent Danger Serious Other

Health: Imminent Danger Serious Other

36. Valid?: Yes 37. Formally/NonFormal: Formal

38. Title: _____ Willing to Sign?: Yes 42a. Inspection Planned?: Yes b. Priority: _____

39. Method Recd: Telephone Send OSHA-77 Yes 48. Close Complaint?: _____

40. Intake Info: Curt Davis 04/09/2015 49. Employer Response: _____

35. Optional Information

Type	ID	Value
H	20	Complainant had a rack collapse while trying to place steel on top section of rack last week.
H	20	

Add Delete

Inspection Lookup

Search Criteria

Inspection: CSHO Opt #: Data Range: All 00/00/0000 to 00/00/0000

Establishment: Address: Site Mail Name Soundex

Retrieve

Inspection CSHO Opt # Open Date Close Date Cat Vio Establishment Address final

Select New Establish Draft

Assigned and Opened

OSHA Express - Enforcement

Desktop Queues Tools Reports Administration Window Help

Complaint Number: 209482439 Establishment: Lowes Home Improvement
Complaint Date: 03/20/2015 2000 Walnut St., Cary, NC 27511

Complaint **Details** **Emphasis/Initiatives** **OSHA File**

5. Mgrnt Official **Mark Hunt** 19. Reporting ID **9453710**
7. Type of Business **Retail** 21. Optional Complaint No. **5359**
10. Brought to the attention of: Other Govt Agency (See OSHA File Notes)
11. Reveal Name: **No** 31a. Safety Sup Assigned **Wells, Ron**
12. Complainant: **Employee** 31x. Safety CSHO Assigned **0000000000**
31x. Primary NAICS/SIC **444110** **R211**
Complainant Information 33. Complaint Classification Dissemination NAICS/SIC/xref
13a. Last Name **Anonymous**
13b. First Name
14. Phone **919 459 6130** 14b. Fax
15a. Address **221 Bay Dr.**
15b. City **Cary**
15c. State **NC** 15d. Zip **27511**
18a. Org Name
18b. Title Willing to Sign? **Yes** 42a. Inspection Planned? **No** 42b. Priority?
99. Method Recd **Email** Send OSHA-77
Intake Info Cut Date: **03/20/2015** 49. Employer Response
35. Optional Information **Type** **ID** **Value**

<input checked="" type="checkbox"/>	20	Complainant emailed the complaint. Called and she did not want her name on complaint, but did leave
<input checked="" type="checkbox"/>	20	

Add Delete

5. Migr Offc: **Mark Hunt** 19. Reporting ID: **9453710** 21. Optnl Complnt No: **5359**
7. Type of Bus: **Retail** 22. Date/Tm Received: **03/20/2015 07:29 PM**
10. Brng to Attn: Other Govt Agency (See OSHA File Notes)
11. Reveal Name: **No** 31a. Safety Sup Assigned: **Wells, Ron**
12. Complainant: **Employee** 31x. Safety CSHO Assigned: **0000000000**
31x. Primary NAICS/SIC: **444110** **R211**
Complainant Information 33. Complaint Classification: Dissemination NAICS/SIC/xref
13a. Last Name: **Anonymous**
13b. First Name:
14. Phone: **919 459 6130** 14b. Fax:
15a. Address: **221 Bay Dr.**
15b. City: **Cary**
15c. State: **NC** 15d. Zip: **27511**
18a. Org Name:
18b. Title: Willing to Sign?: **Yes** 42a. Inspection Planned?: **No** 42b. Priority?:
99. Method Recd: **Email** Send OSHA-77
Intake Info Cut Date: **03/20/2015** 49. Employer Response:
35. Optional Information: **Type** **ID** **Value**

<input checked="" type="checkbox"/>	20	Complainant emailed the complaint. Called and she did not want her name on complaint, but did leave
<input checked="" type="checkbox"/>	20	

Add Delete

42. Related Activity: **Type** **Number** **Sat/Safety?** **Sat/Health?** **Cmpctd/Close** **Related Close Date**

<input checked="" type="checkbox"/>	Complaint	209482439	Y	Y	Y	Y
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Add Delete

42. Optional Information: **Type** **ID** **Value**

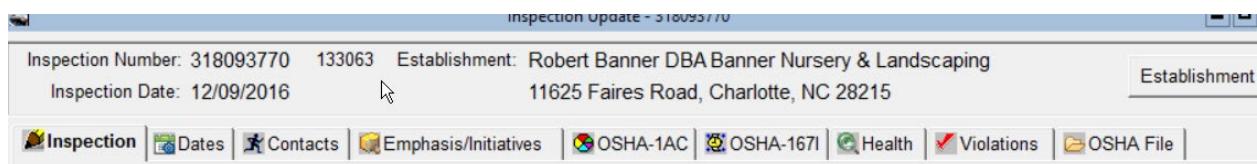
<input checked="" type="checkbox"/>			
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Add Delete

9:42 AM
8/4/2015
Ready

OSHA Express Activity Key Interface

Every Inspection has an identifying number (Activity Key) that is transferred to the OIS. It is the 6-digit number located beside the Activity Inspection number. That Activity Key number will always be the Inspection number for NC in the OIS and the Federal OSHA Website.



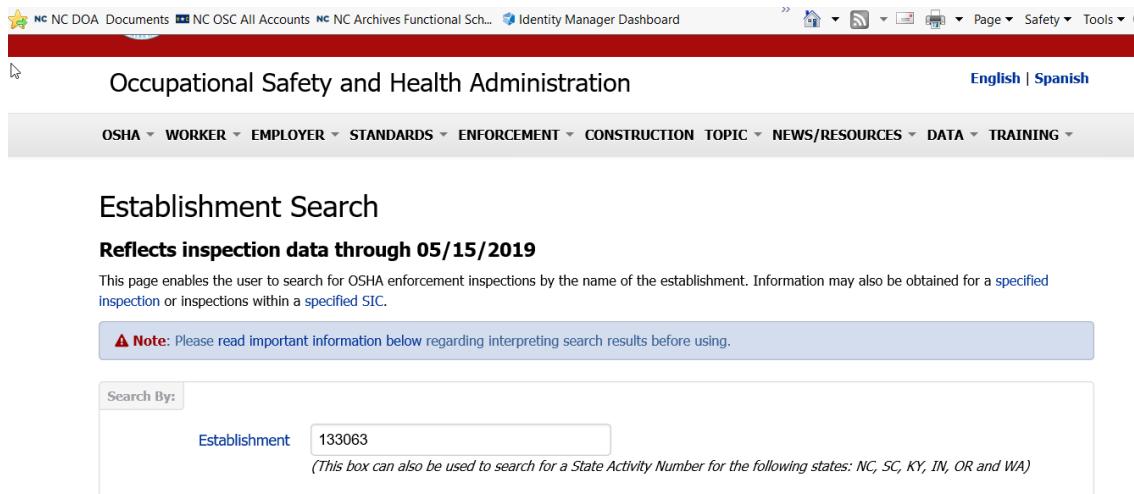
The screenshot shows a software interface titled "Inspection Update - 318093770". The main information displayed is:

- Inspection Number: 318093770
- Establishment: Robert Banner DBA Banner Nursery & Landscaping
- Inspection Date: 12/09/2016
- Address: 11625 Faires Road, Charlotte, NC 28215

Below the main information, there is a navigation bar with the following items:

- Inspection
- Dates
- Contacts
- Emphasis/Initiatives
- OSHA-1AC
- OSHA-167I
- Health
- Violations
- OSHA File

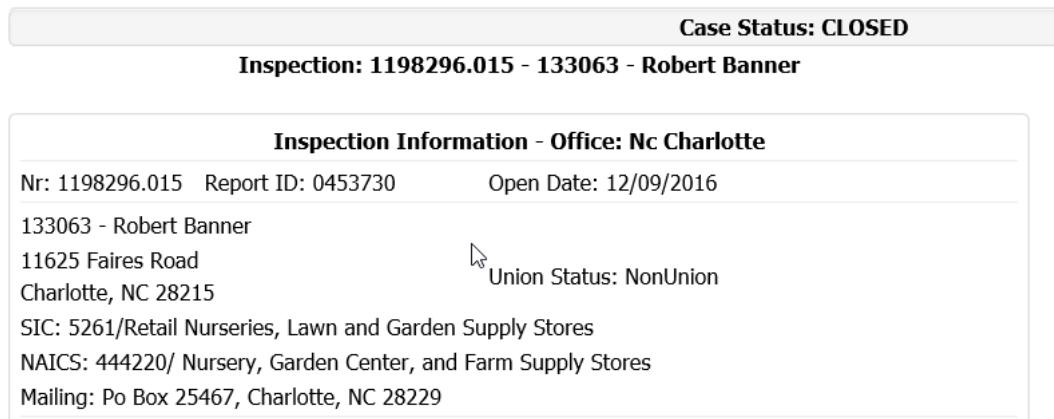
On the OSHA Federal Website, you can access the inspection by choosing “*Data-Inspection Search by Establishment*.” You will then enter the 6-digit Activity Key number associated with the Inspection number.



The screenshot shows the OSHA Federal Website with the following details:

- Header: NC DOA Documents, NC OSC All Accounts, NC Archives Functional Sch., Identity Manager Dashboard, Page, Safety, Tools.
- Page Title: Occupational Safety and Health Administration
- Language: English | Spanish
- Navigation: OSHA, WORKER, EMPLOYER, STANDARDS, ENFORCEMENT, CONSTRUCTION, TOPIC, NEWS/RESOURCES, DATA, TRAINING.
- Section: Establishment Search
- Text: Reflects inspection data through 05/15/2019
- Text: This page enables the user to search for OSHA enforcement inspections by the name of the establishment. Information may also be obtained for a specified inspection or inspections within a specified SIC.
- Note: **⚠ Note:** Please read important information below regarding interpreting search results before using.
- Search By: Establishment (input field: 133063)
- Text: (This box can also be used to search for a State Activity Number for the following states: NC, SC, KY, IN, OR and WA)

Inspection Detail



The screenshot shows the "Inspection Detail" page for inspection 1198296.015 - 133063. The page includes the following information:

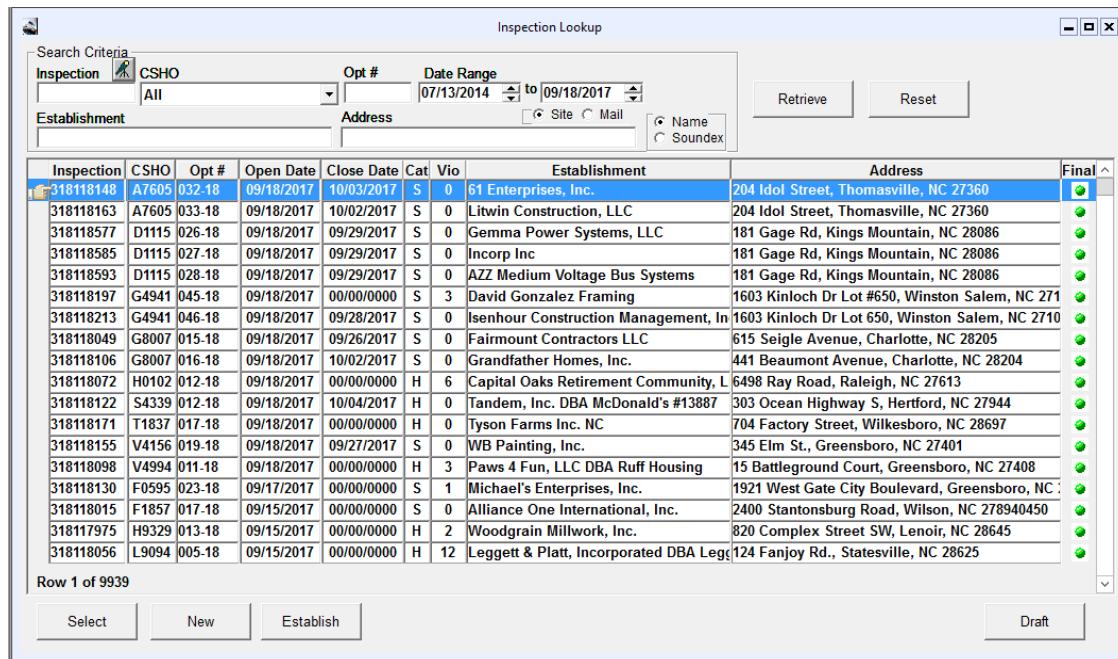
- Case Status: CLOSED
- Inspection: 1198296.015 - 133063 - Robert Banner
- Section: Inspection Information - Office: Nc Charlotte
- Details:
 - Nr: 1198296.015 Report ID: 0453730 Open Date: 12/09/2016
 - 133063 - Robert Banner
 - 11625 Faires Road Charlotte, NC 28215
 - SIC: 5261/Retail Nurseries, Lawn and Garden Supply Stores
 - NAICS: 444220/ Nursery, Garden Center, and Farm Supply Stores
 - Mailing: Po Box 25467, Charlotte, NC 28229
 - Union Status: NonUnion

OSHA Express Lookup Interfaces

OSHA Express uses lookup windows which can be used to review and lookup existing activities (i.e., inspections, complaints, referrals, accidents, etc.). From the Lookup window, the user has the ability to launch another window that can be used to update the activity or create a new activity. The Establishment information can also be accessed from the various lookup windows.

All users will use the Lookup windows from the OSHA Express system to retrieve information about the activities stored in the database. The window can be opened from the menu, under the “Desktop” menu item, or from a corresponding toolbar button.

Lookup Window (Example for Inspections)



The screenshot shows the 'Inspection Lookup' window. At the top, there is a 'Search Criteria' section with fields for 'Inspection' (set to 'CSHO'), 'Opt #', 'Date Range' (set to 07/13/2014 to 09/18/2017), and 'Establishment' (set to 'All'). Below this is a table containing a list of inspection records. The columns in the table are: Inspection, CSHO, Opt #, Open Date, Close Date, Cat, Vio, Establishment, Address, and Final. The 'Final' column contains a green checkmark icon. At the bottom of the window, there are buttons for 'Select', 'New', 'Establish', and 'Draft'.

Inspection	CSHO	Opt #	Open Date	Close Date	Category	Violation	Establishment	Address	Final
318118148	A7605	032-18	09/18/2017	10/03/2017	S	0	61 Enterprises, Inc.	204 Idol Street, Thomasville, NC 27360	
318118163	A7600	033-18	09/18/2017	10/02/2017	S	0	Liwin Construction, LLC	204 Idol Street, Thomasville, NC 27360	
318118577	D1115	026-18	09/18/2017	09/29/2017	S	0	Gemma Power Systems, LLC	181 Gage Rd, Kings Mountain, NC 28086	
318118585	D1115	027-18	09/18/2017	09/29/2017	S	0	Incorp Inc	181 Gage Rd, Kings Mountain, NC 28086	
318118593	D1115	028-18	09/18/2017	09/29/2017	S	0	AZZ Medium Voltage Bus Systems	181 Gage Rd, Kings Mountain, NC 28086	
318118197	G4941	045-18	09/18/2017	00/00/0000	S	3	David Gonzalez Framing	1603 Kinloch Dr Lot #650, Winston Salem, NC 271	
318118213	G4941	046-18	09/18/2017	09/28/2017	S	0	Isenhour Construction Management, Inc.	1603 Kinloch Dr Lot 650, Winston Salem, NC 2710	
318118049	G8007	015-18	09/18/2017	09/26/2017	S	0	Fairmount Contractors LLC	615 Seigle Avenue, Charlotte, NC 28205	
318118106	G8007	016-18	09/18/2017	10/02/2017	S	0	Grandfather Homes, Inc.	441 Beaumont Avenue, Charlotte, NC 28204	
318118072	H0102	012-18	09/18/2017	00/00/0000	H	6	Capital Oaks Retirement Community, L	6498 Ray Road, Raleigh, NC 27613	
318118122	S4330	012-18	09/18/2017	10/04/2017	H	0	Tandem, Inc. DBA McDonald's #13887	303 Ocean Highway S, Hertford, NC 27944	
318118171	T1837	017-18	09/18/2017	00/00/0000	H	0	Tyson Farms Inc. NC	704 Factory Street, Wilkesboro, NC 28697	
318118155	V4156	019-18	09/18/2017	09/27/2017	S	0	WB Painting, Inc.	345 Elm St., Greensboro, NC 27401	
318118098	V4994	011-18	09/18/2017	00/00/0000	H	3	Paws 4 Fun, LLC DBA Ruff Housing	15 Battleground Court, Greensboro, NC 27408	
318118130	F0595	023-18	09/17/2017	00/00/0000	S	1	Michael's Enterprises, Inc.	1921 West Gate City Boulevard, Greensboro, NC	
318118015	F1857	017-18	09/15/2017	00/00/0000	S	0	Alliance One International, Inc.	2400 Stantonburg Road, Wilson, NC 278940450	
318117975	H9329	013-18	09/15/2017	00/00/0000	H	2	Woodgrain Millwork, Inc.	820 Complex Street SW, Lenoir, NC 28645	
318118056	L9094	005-18	09/15/2017	00/00/0000	H	12	Leggett & Platt, Incorporated DBA Leg	124 Fanjoy Rd., Statesville, NC 28625	

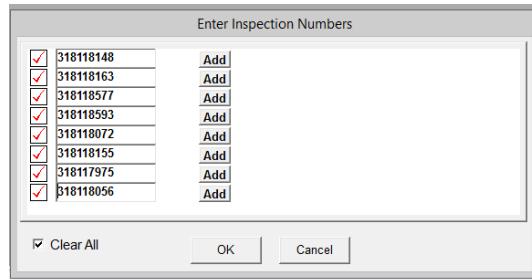
Search Criteria

The “Search Criteria” is used by the Lookup interfaces to look for previously entered activities. The following search criteria selections can be used by the Lookup interfaces:

OSHA Express Activity Number. This is the 6 digit number that is assigned by the OSHA Express system when an activity is created (i.e., 317361434).

Activity Inspection Number. You can search by one inspection number or multiple inspection numbers using the Microphone icon located by the Inspection block.

Multiple Inspection Number (entries)



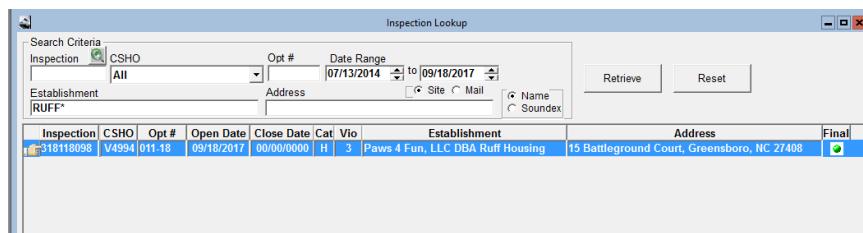
CSHO. A drop-down list of the current inspectors can be used to search for activities.

Opt #. If an activity can have an optional report number, this number can be used to search for activities.

Date Range. Activities can be searched for based on an activity date (i.e. received date, opening conference date, etc.).

Establishment. Activities can be searched for by the Establishment name. Either a “Name” search or a “Soundex” search can be performed by selecting the appropriate radio button on the lookup window. A “Name” search using the wildcard character (an asterisk *) will likely provide the best results. For example, when performing a search for golf courses, the word *GOLF* could be entered to retrieve all activities with the word “GOLF” in the name. A name search without the wildcard character is looking for an exact match of the Establishment name.

Establishment DBA. Activities can be searched for by the DBA (doing business as) name of the Establishment using the wildcard character (an astrisk *) as mentioned above.

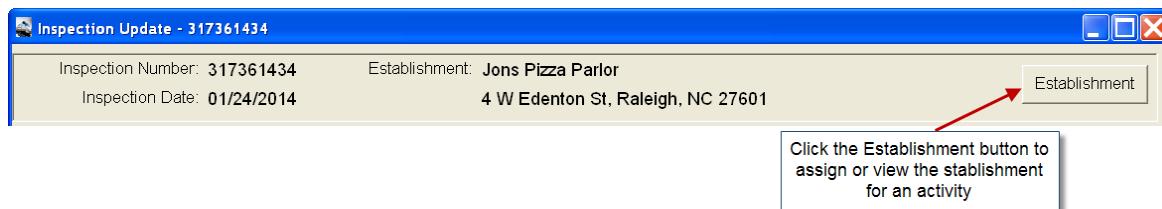


Address. Activities can also be searched for by the Establishment address. Similar to the Establishment name search, either a “Name” search or a “Soundex” search, by address, can be performed by selecting the appropriate radio button. This search is limited to the site street address for an establishment (i.e., not the city, state or zip code portion of the address).

Establishment Processing

Establishment processing is a key component to working with any of the primary interfaces in the OSHA Express system. All of the enforcement activities are required to be associated with an establishment or business.

The first step that should be accomplished while working with any of the OSHA Express activity interfaces (inspections, complaints, assignments, accidents, etc.) is to search for and attach the activity to the appropriate establishment. All of the interfaces have an “Establishment” button in the upper right corner of the interface window. This will launch the Establishment Lookup interface so that an existing establishment can be found or a new establishment can be created.

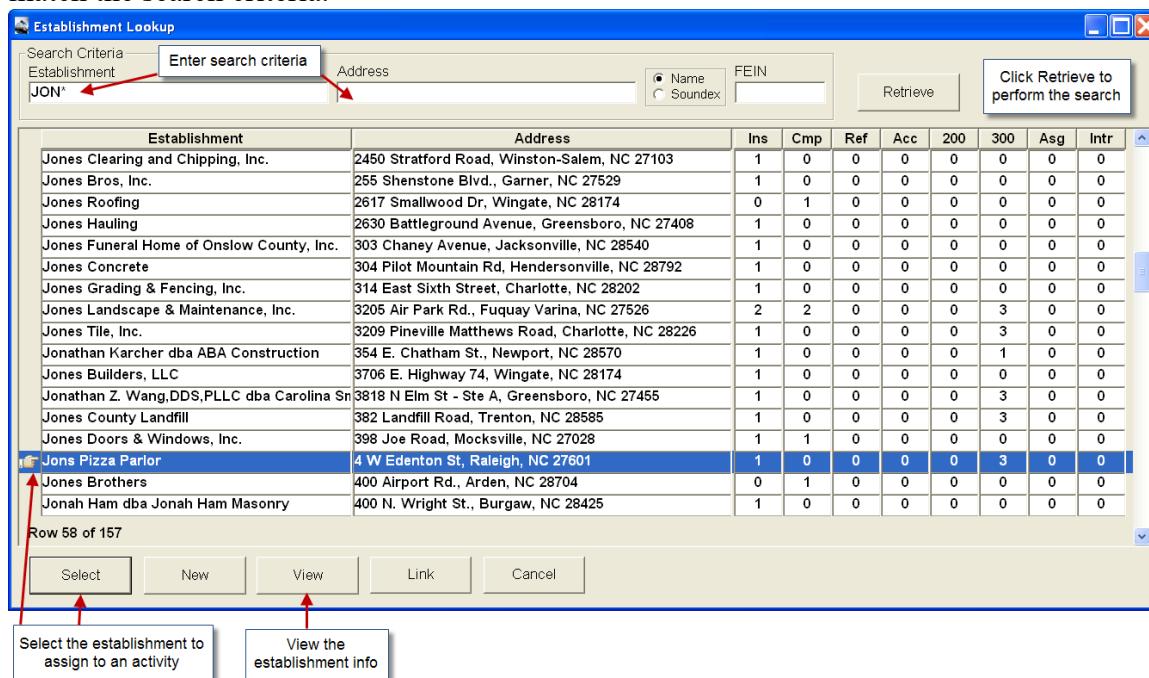


An establishment for a particular business at a specific site should only exist once in the OSHA Express database. An establishment is identified by their **name** and **site address**. In the past, there have been redundant establishment entries which can make the identification of a business more difficult under certain circumstances. For example, a complaint against a company should use the same establishment entry when an inspection is subsequently conducted on the establishment.

Finding Existing Establishments

When the Establishment button is clicked from the activity interface, for activities not currently associated with an establishment, the Establishment Lookup interface is launched. The interface forces the user to attempt to search for an existing establishment before a new one can be created (only if it doesn't already exist). This is done to prevent redundant establishment entries from being created in the database for the same establishment and site address.

The user should enter the establishment name in the Establishment Search Criteria field. A wildcard character (*) should be used when performing the search to determine if a different spelling was used when an entry was created at a different time. The user should then click the Retrieve button to bring up a list of potential establishments that match the search criteria.



The screenshot shows the 'Establishment Lookup' window. In the 'Search Criteria' section, the 'Establishment' field contains 'JON*' and the 'Address' field is empty. The 'Name' radio button is selected. A 'Retrieve' button is visible. Below the search fields is a table of search results. The table has columns: Establishment, Address, Ins, Cmp, Ref, Acc, 200, 300, Asg, and Intr. The results list various businesses starting with 'JON'. One row, 'Jons Pizza Parlor', is highlighted in blue. At the bottom of the table, it says 'Row 58 of 157'. Below the table are buttons for 'Select', 'New', 'View', 'Link', and 'Cancel'. Two callout boxes at the bottom point to these buttons: 'Select the establishment to assign to an activity' points to the 'Select' button, and 'View the establishment info' points to the 'View' button.

Establishment	Address	Ins	Cmp	Ref	Acc	200	300	Asg	Intr
Jones Clearing and Chipping, Inc.	2450 Stratford Road, Winston-Salem, NC 27103	1	0	0	0	0	0	0	0
Jones Bros, Inc.	255 Shenstone Blvd., Garner, NC 27529	1	0	0	0	0	0	0	0
Jones Roofing	2617 Smallwood Dr, Wingate, NC 28174	0	1	0	0	0	0	0	0
Jones Hauling	2630 Battleground Avenue, Greensboro, NC 27408	1	0	0	0	0	0	0	0
Jones Funeral Home of Onslow County, Inc.	303 Chaney Avenue, Jacksonville, NC 28540	1	0	0	0	0	0	0	0
Jones Concrete	304 Pilot Mountain Rd, Hendersonville, NC 28792	1	0	0	0	0	0	0	0
Jones Grading & Fencing, Inc.	314 East Sixth Street, Charlotte, NC 28202	1	0	0	0	0	0	0	0
Jones Landscape & Maintenance, Inc.	3205 Air Park Rd., Fuquay Varina, NC 27526	2	2	0	0	0	3	0	0
Jones Tile, Inc.	3209 Pineville Matthews Road, Charlotte, NC 28226	1	0	0	0	0	3	0	0
Jonathan Karcher dba ABA Construction	354 E. Chatham St., Newport, NC 28570	1	0	0	0	0	1	0	0
Jones Builders, LLC	3706 E. Highway 74, Wingate, NC 28174	1	0	0	0	0	0	0	0
Jonathan Z. Wang, DDS, PLLC dba Carolina Smiles	3818 N Elm St - Ste A, Greensboro, NC 27455	1	0	0	0	0	3	0	0
Jones County Landfill	382 Landfill Road, Trenton, NC 28585	1	0	0	0	0	3	0	0
Jones Doors & Windows, Inc.	398 Joe Road, Mocksville, NC 27028	1	1	0	0	0	0	0	0
 Jons Pizza Parlor	4 W Edenton St, Raleigh, NC 27601	1	0	0	0	0	3	0	0
Jones Brothers	400 Airport Rd., Arden, NC 28704	0	1	0	0	0	0	0	0
Jonah Ham dba Jonah Ham Masonry	400 N. Wright St., Burgaw, NC 28425	1	0	0	0	0	0	0	0

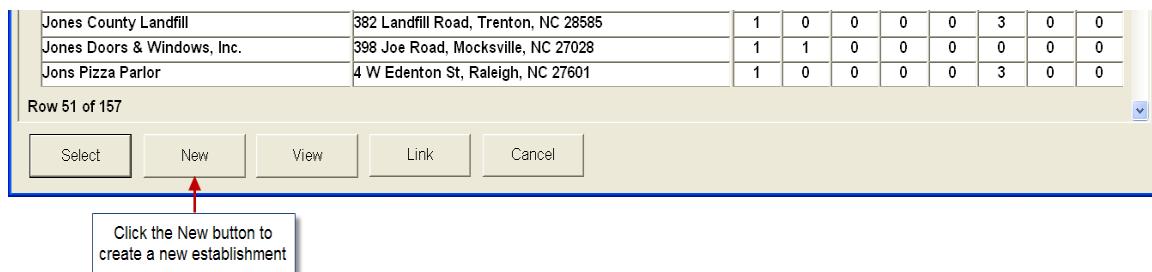
If the Establishment name and site address information are accurate, the establishment entry can be selected by clicking the Select button. This will automatically associate the establishment with the activity entry from which it was launched (the inspection, assignment, complaint, etc.) and any other prior inspections.

The user can also click the View button to launch the interface to review and/or edit the establishment information.

Note: Only administrative specialists have user access authority allowed to modify the establishment name and site address. This is necessary because if both the name and any portion of the site address are changed using the selected Establishment name and site address, all associated prior inspections will change also.

Creating New Establishments

When an Establishment search has been performed and an establishment with the correct name and site address cannot be found, a new establishment must be created. This will almost always be the case with construction activities (inspections, complaints, accidents, etc.). The user should click the New button on the Establishment Lookup window to launch the Establishment interface used to enter the new Establishment information.

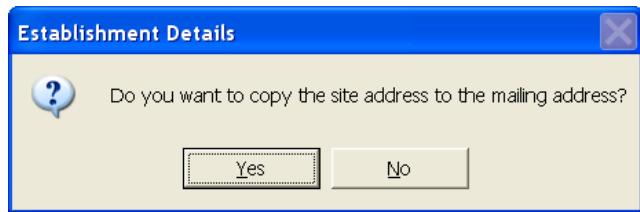


When the New button is clicked, the Establishment interface will be launched.

The 'Establishment Details' dialog box contains fields for basic establishment information, site addresses, and ownership details. The tabs at the top are 'Establishment', 'Parent Company', 'OSHA 200', and 'OSHA 300'. The 'Establishment' tab is selected. Fields include: Establishment (text box with 'NC'), DBA Name (text box), DUNS No. (text box), Emp ID (text box), FEIN (text box), CAGE (text box), Control Corp. (text box), Contact (First) (text box), Last Name (text box), Contact Title (text box), Contact Email (text box), Site Street (text box), City (text box), State (dropdown with 'NC'), Zip (text box), City Code (text box), County Code (text box), Phone (text box), FAX (text box), Mail Street (text box), City (text box), State (dropdown), Zip (text box), Phone (text box), FAX (text box), Ownership (dropdown), Agency (text box), and Link Name (text box). At the bottom are 'Ok' and 'Cancel' buttons.

Not all the information for an establishment is required; however, the establishment name, site address and mailing address, DBA and the type of ownership must be entered when the establishment entry is created. When the site address is entered, the user will be

prompted as to whether they want to copy the site address to the mailing address. In many cases, this is a convenient way to streamline the data entry.



ZIP Code Tip Any where an address entry is required in OSHA Express, if the zip code is entered prior to putting any information in the city and state fields, the city and state that correspond to the zip code will be automatically entered.

Data Entry Standards

It is important that consistent data entry standards be implemented for the entry of establishments and other address information. Consistent data entry standards are beneficial when searching for establishments by name and/or address. The following are some guidelines for the Establishment interface to keep the establishment information accurate and consistent.

Establishment. The establishment name should be the legal name of the business. Each user should be consistent with abbreviations (e.g., Inc. instead of Incorporated). Punctuation should not be used as part of the establishment name (periods, commas, apostrophes, and pound signs are not acceptable characters), unless it is part of the company's legal name [i.e., ampersands (&) or hyphens (-)]. Additional information on data entry standards for establishments are below for the following situations:

Numbers – When numbers are included as part of an establishment name (i.e., number spelled out or entered numerically – Second Wind vs. 2nd Wind).

“The” – Establishments that begin with the word “The” should be specified as part of the name.

State Names – When state names are part of the company name (i.e., North Carolina vs. NC).

School Districts, Cities, Counties, State Agencies – The data entry of public Establishments should be consistent for subsequent searches.

Doing Business As – Where the established “doing business as” name should be specified.

Unknown Names – If an establishment is not known at the time of data entry, it can be entered as UNKNOWN and saved as draft until which time it becomes known and can be corrected.

DUNN No. The DUNN number field is not used.

Employer ID. The employer ID field is not used.

FEIN. The federal employer identification number (FEIN) or other tax identification number for an Establishment can be entered.

Control Corp. The controlling entity for the business can be entered if there is a parent company for an establishment.

Contact Name. The name for a contact person at the establishment.

Contact Email. An email address for a contact person at the establishment.

Site Street. This should be the location where an inspection is conducted or where a complaint is made. There should be consistent data entry standards for the entry of address information. Additional information on data entry standards for addresses should be published by OSH NC for the following situations:

Numbered Streets/Highways – It is preferred, to better ensure consistency, to always use the numeric representation rather than being spelled out (2nd St vs. Second Street).

Abbreviations – Words like “Street” or “Highway” should be consistently abbreviated (i.e., “St” or “Hwy”).

Special characters – Periods, commas, apostrophes, and pound signs are not accepted as characters in addresses.

Site City, State, Zip. Tab to the zip code field and enter the 5 digit zip code to get the city and state to be automatically populated.

City Code/County Code. The city and county codes will automatically be populated when the zip code is entered. There are cases where a zip code covers multiple counties and the county code may need to be selected from the drop down list box.

Phone/Fax Numbers. Enter the 10 digit phone numbers with area code first. These are numeric fields which will not accept special characters (i.e. (803) 896-1111 is not accepted).

Mailing Address. If the information is different from the site address and phone numbers, the information should be entered according to the defined data entry standards.

Ownership. The type of ownership must be identified for the establishment.

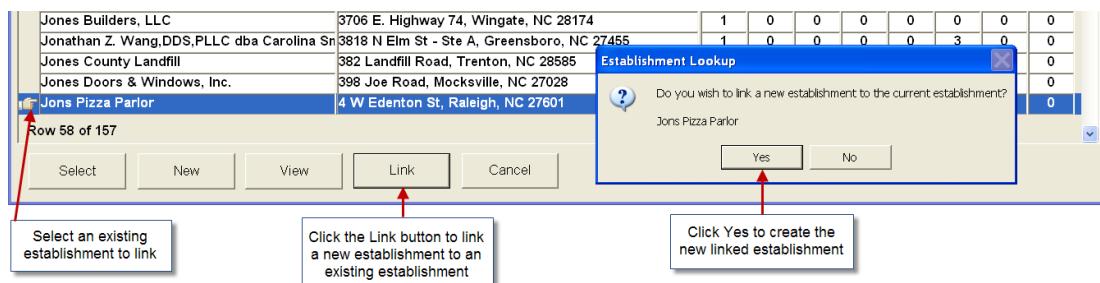
Agency. Identify the agency.

Link Name. The link name will be automatically populated if a link establishment is created. It is recommended not to use a linked establishment for construction sites.

Linking Establishments

To link a new establishment to an already existing establishment, the user must first select (highlight) the business to which they wish to link the new establishment. They should then click the Link button from the Establishment Lookup interface to create the linked Establishment entry. The user can also link a new establishment to an existing establishment by clicking the Link button.

Please note that linking establishment names and subsequently changing information concerning the name or address will result in a name and/or address change on all prior inspections that you have linked.



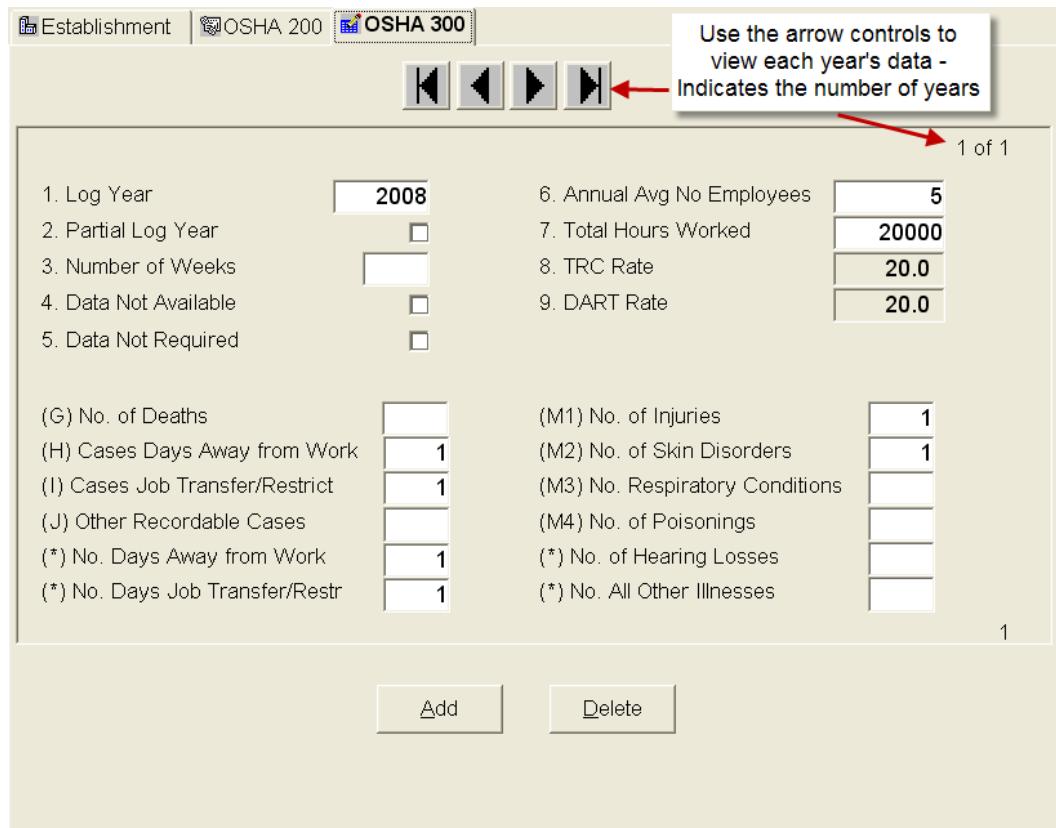
OSHA-200 Tab

Data from the employer's OSHA-200 form was captured in the Integrated Management Information System (IMIS) until December 31, 2001. This legacy data was migrated from the IMIS database into the OSHA Express database. The historical OSHA-200 data can be viewed from the OSHA-200 tab on the Establishment interface.

	Injuries	Illnesses
A. Log Year: 1998		
B. Data Not Available:	<input type="checkbox"/>	
C. Data Not Required:	<input type="checkbox"/>	
D. LWDI Rate: 5.8		
E. LWDII Rate: 7.2		
F. Injury Rate (IR):		
G. Injury Incidence Rate (IIR):		
H. Partial Log Year:	<input type="checkbox"/>	
I. Number of Weeks: 0		
J. Total Hours Worked:		
K. Employment Average: 2,378		
Fatalities	(1) 0	(8) 0
Lost workday cases	(2) 137	(9) 35
Cases with days away	(3) 39	(10) 2
Number of days away	(4) 384	(11) 10
Number of restricted workdays	(5) 1449	(12) 314
Cases w/o lost workdays	(6) 99	(13) 38
(7)(a) Skin diseases/disorders	5	
(7)(b) Dust diseases of lungs	0	
(7)(c) Resp. conditions/toxic agents	4	
(7)(d) Poisoning/systemic effects	0	
(7)(e) Disorders/physical agents	3	
(7)(f) Disorders/Repeated Trauma	60	
(7)(g) All other	1	

OSHA-300 Tab

Data from the employer's OSHA-300 logs is required during the inspection process. This data was also entered into the IMIS system by the OSH NC Compliance Bureaus. The OSHA-300 log data can be entered into the OSHA Express system in the future.



The screenshot shows a software interface for entering OSHA-300 data. At the top, there are three tabs: 'Establishment', 'OSHA 200', and 'OSHA 300', with 'OSHA 300' being the active tab. Below the tabs are four arrow buttons for navigating between years. A callout box with a red arrow points to the rightmost arrow button, labeled 'Use the arrow controls to view each year's data - Indicates the number of years'. To the right of the arrow buttons, it says '1 of 1'. The main data entry area is a table with two columns of data. The left column contains labels and checkboxes, and the right column contains numerical values. The data is as follows:

1. Log Year	<input type="text" value="2008"/>	6. Annual Avg No Employees	<input type="text" value="5"/>
2. Partial Log Year	<input type="checkbox"/>	7. Total Hours Worked	<input type="text" value="20000"/>
3. Number of Weeks	<input type="text" value="1"/>	8. TRC Rate	<input type="text" value="20.0"/>
4. Data Not Available	<input type="checkbox"/>	9. DART Rate	<input type="text" value="20.0"/>
5. Data Not Required	<input type="checkbox"/>		
(G) No. of Deaths	<input type="text" value="1"/>	(M1) No. of Injuries	<input type="text" value="1"/>
(H) Cases Days Away from Work	<input type="text" value="1"/>	(M2) No. of Skin Disorders	<input type="text" value="1"/>
(I) Cases Job Transfer/Restrict	<input type="text" value="1"/>	(M3) No. Respiratory Conditions	<input type="text" value=""/>
(J) Other Recordable Cases	<input type="text" value=""/>	(M4) No. of Poisonings	<input type="text" value=""/>
(*) No. Days Away from Work	<input type="text" value="1"/>	(*) No. of Hearing Losses	<input type="text" value=""/>
(*) No. Days Job Transfer/Restr	<input type="text" value="1"/>	(*) No. All Other Illnesses	<input type="text" value=""/>

At the bottom of the data entry area, there are 'Add' and 'Delete' buttons. The number '1' is also visible near the bottom right of the data area.

- Log Year** – Enter the year for the OSHA-300 log data. If the log year is the current year, the Partial Log Year checkbox must be checked and the number of weeks for the partial year must be populated.
- Partial Log Year** – This must be checked and the number of weeks for the partial year must be populated.
- Number of Weeks** – The number of weeks must be specified if it was a partial year.
- Data Not Available** – When this box is checked, you are only allowed to store the Log Year.
- Data Not Required** – When this box is checked, you are only allowed to store the Log Year.

6. **Annual Average Number of Employees** – Enter the number of employees. This is used as part of the calculation for the Total Recordable Cases (TRC) and Days Away, Restricted or Transferred (DART) case rate.
7. **Total Hours Worked** – Enter the total hours worked by all employees for the year. This is used as part of the calculation for the TRC and DART rate.
8. **TRC Rate** – Auto-calculated value.
9. **DART Rate** – Auto-calculated value.

(G) Number of Deaths – Enter the number of work related deaths.

(H) Cases Days Away from Work – Enter the number of days where employees were absent from work because of work related illnesses or injuries.

(I) Cases Job Transfer/Restrict – Enter the number of days where employees were transferred to other jobs or had job restrictions.

(J) Other Recordable Cases – Enter the number of other cases that were recordable.

(*) Number of Days Away from Work – This value must be greater than or equal to the “(H) Cases Days Away from Work” value.

(*) Number of Days Job Transferred/Restricted – This value must be greater than or equal to the “(I) Cases Job Transfer/Restrict” value.

(M1) Number of Injuries – Enter the number of recordable injuries.

(M2) Number of Skin Disorders – Enter the number of skin disorders.

(M3) Number Respiratory Conditions – Enter the number of respiratory conditions.

(M4) Number of Poisonings – Enter the number of poisonings.

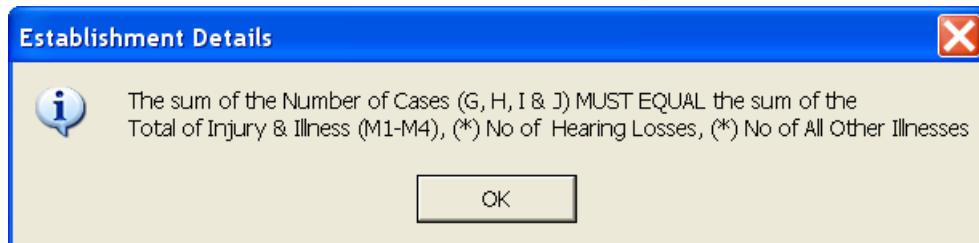
(*) Number of Hearing Losses – Enter the number of hearing losses.

(*) Number of Other Illnesses – Enter the number of other illnesses.

There are a number of validations that are performed on the data to ensure that the OSHA-300 log data is not rejected once it is sent to Federal OSHA. Some of the validations that may be encountered are:

- *If the log year is the current year, the partial year indicator must be checked and the number of weeks for the partial year must be entered.*

- *If there is no data available, only the log year can be entered (no other fields).*
- *If there is no data required, only the log year can be entered (no other fields).*
- *The number of cases where there were days away from work (H) must be less than or equal to the number of days away from work (*).*
- *The number of cases where there were job transfers or restrictions (I) must be less than or equal to the number of days where there were job transfers/restrictions (*).*
- *The sum of the number of cases (fields G, H, I, & J) MUST EQUAL the sum of the total of injuries and illnesses (M1-M4), plus the (*) number of hearing losses and (*) number of all other illnesses.*



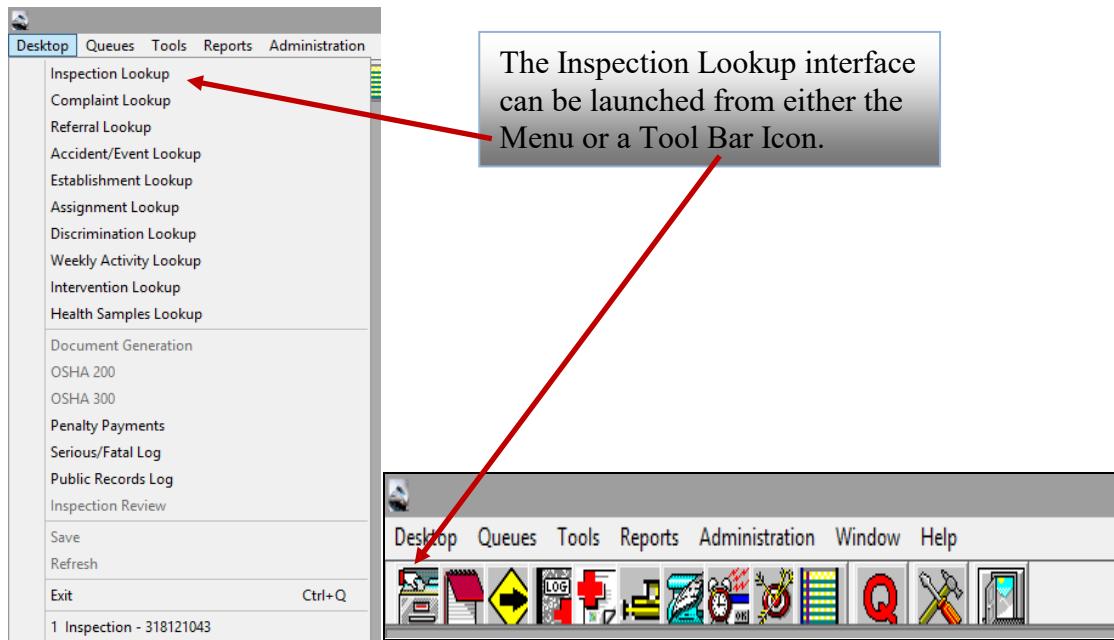
Inspections

FOM Chapter III- Inspection Procedures

Inspections are the primary means for the OSH Compliance Bureaus to enforce the occupational safety and health standards and regulations. The OSHA Express system provides the Inspection interface which is used to track the inspections that are performed or attempted.

Inspection Lookup

The Inspection Lookup interface is the primary window to search for existing inspections and to create new inspections. The Inspection Lookup interface can be launched from the Inspection Lookup menu item under the Desktop menu or from the Inspection Lookup toolbar icon.



The Inspection Lookup interface accepts the following search criteria to search for existing inspections:

*Inspection Number (s)
CSHO ID
Optional Case Number
Inspection Opening Conference Date Range
Establishment Name or DBA Name
Establishment Site Address*

Inspection Lookup

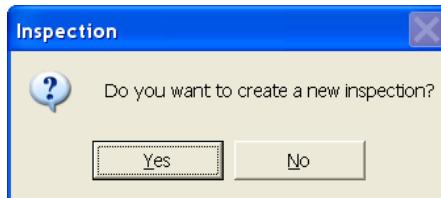
Inspection	CSHO	Opt #	Open Date	Close Date	Category	Violation	Establishment	Address	Final
318118973	A6044	019.18	09/22/2017	00/00/0000	S	3	The Pork Company	1012 US Hwy 117 S, Warsaw, NC 28398	<input checked="" type="checkbox"/>
318118478	C9882	014-18	09/22/2017	00/00/0000	S	2	Southern Quality Company, LLC	1020 Asheville Highway, Brevard, NC 28712	<input checked="" type="checkbox"/>
318120466	D1115	029-18	09/22/2017	00/00/0000	S	0	Primoris Energy Services Corporation	111 Transco Drive, Grover, NC 28073	<input checked="" type="checkbox"/>
318120474	D1115	030-18	09/22/2017	00/00/0000	S	0	The Williams Companies, Inc.	111 Transco Drive, Grover, NC 28073	<input checked="" type="checkbox"/>
318118486	O3058	0036-18	09/22/2017	00/00/0000	H	3	Flowserve US Inc.	1900 South Saunders Street, Raleigh, NC 27603	<input checked="" type="checkbox"/>
318119088	K0085	017-18	09/21/2017	00/00/0000	S	8	Charlie Jones DBA Jones Roofing	714 E Cumberland St, Dunn, NC 28334	<input checked="" type="checkbox"/>
318118387	K0768	000-018	09/21/2017	09/21/2017	S	0	Unknown Contractor	3163 Eric Street, Willow Spring, NC 27592	<input checked="" type="checkbox"/>
318118403	K0768	000-018	09/21/2017	09/22/2017	S	0	Unknown Contractor	1824 NC-42, Willow Springs, NC 27592	<input checked="" type="checkbox"/>
318118411	K0768	015-18	09/21/2017	00/00/0000	S	1	Aless Construction, LLC	805 Apalachia Lake Drive, Fuquay Varina, NC 27526	<input checked="" type="checkbox"/>
318118437	L1173	019-18	09/21/2017	00/00/0000	H	12	McBride Lumber Company Partnership	618 McBride Lumber Road, Star, NC 27356	<input checked="" type="checkbox"/>
318118452	L4494	018-18	09/21/2017	00/00/0000	H	1	Drs. Mango & Mango D.D.S., P.A.	200 E. Wendover Avenue Site A, Greensboro, NC	<input checked="" type="checkbox"/>
318118395	U7477	013-18	09/21/2017	00/00/0000	H	0	NT Techno USA Corporation	3124 Montague Centre Road, Oxford, NC 27565	<input checked="" type="checkbox"/>
318118445	V4994	000-18	09/21/2017	09/29/2017	H	0	Concrete Supply Company, LLC	1100 S. Elm St., Greensboro, NC 27406	<input checked="" type="checkbox"/>
318118536	V4994	012-18	09/21/2017	00/00/0000	H	4	G & B Radiator Service Incorporated	3417 Burlington Road, Greensboro, NC 27405	<input checked="" type="checkbox"/>
318118429	WV4970	023-18	09/21/2017	00/00/0000	S	3	Elevate Roofing, LLC DBA Elevate Roof	3015 Brook Valley Run, Monroe, NC 28110	<input checked="" type="checkbox"/>
318118361	C9882	012-18	09/20/2017	00/00/0000	S	2	HTC Pro Siding, Inc.	100 Summit Tower Circle, Asheville, NC 28804	<input checked="" type="checkbox"/>
318118460	C9882	013-18	09/20/2017	10/03/2017	S	0	Osada Construction, LLC	100 Summit Tower Circle, Asheville, NC 28804	<input checked="" type="checkbox"/>
318118346	D9370	013-18	09/20/2017	00/00/0000	S	7	Town of Murphy - Public Works	5 Wofford Street, Murphy, NC 28906	<input checked="" type="checkbox"/>

Row 1 of 579

Buttons: Select, New, Establish, Draft

Create a New Inspection

The Inspection Lookup interface is the primary means to create a new inspection. The user is required to click the New button to create a new inspection. They will be prompted as to whether they want to continue to create a new inspection.



When a compliance officer creates a new inspection using the Inspection interface, some information will be automatically filled in using their user information. This includes

CSHO ID, supervisor information, along with the inspection category (i.e., safety or health).

The Inspection interface is comprised of several tabs where the data related to the inspection can be entered. The data entry fields are validated while the information is being entered into the system. Additional validation is performed when the user saves the inspection information.

A new draft inspection number will be automatically generated for the new inspection. Before entering any other inspection information, the user should first associate the inspection with an establishment. See the Establishment Processing section for additional details.

Inspection Tab – Creating a New Inspection

The first tab is the Inspection tab where much of the primary data for the inspection must be entered.

The screenshot shows the 'Inspection - 318055951' window. At the top, it displays 'Inspection Number: 318055951 129652 Establishment:' and 'Inspection Date: 00/00/0000'. Below this is a toolbar with tabs: Inspection, Dates, Contacts, Emphasis/Initiatives, OSHA-1AC, Health, Violations, and OSHA File. The 'Inspection' tab is selected. The main area contains the following data entry fields:

1. Reporting ID	0453710	24. Inspection Type																			
2. CSHO Information		25. Inspection Classification																			
a. CSHO ID	Able, Stephen	<input type="checkbox"/> Safety Manufacturing	<input type="checkbox"/> Health Manufacturing																		
b. Job Title	Health Compliance Officer	<input type="checkbox"/> Safety Construction	<input type="checkbox"/> Health Construction																		
c. Supervisor Assigned	Cagle, Jennie	<input type="checkbox"/> Safety Maritime	<input type="checkbox"/> Health Maritime																		
d. Trainee(1)		26. Employed in Establishment																			
e. Trainee(2)		27. Covered by Inspection																			
3. Optional Report Number		28. Controlled by Employer																			
18. Legal Entity		29. Union?																			
20. Type of Business		30. Employee Walk Around																			
21. Inspection Category		31. Employee Interviewed																			
22. Primary NAICS/SIC	<input checked="" type="checkbox"/>	35. Scope of Inspection																			
23. Secondary NAICS/SIC	<input checked="" type="checkbox"/> NAICS/SIC Xref	43. Reason No Inspection																			
a. Guide		97. Federal Contractor	Unknown																		
b. Inspected		98. Attempt to collect info	Yes																		
5. Related Activity	99. Imminent Danger Notice	No	00/00/0000																		
<table border="1"><thead><tr><th>Type</th><th>Number</th><th>Sat Safety?</th><th>Sat Health?</th><th>Cmp/Ref Close</th><th>Related Close Date</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <table border="1"><thead><tr><th>Type</th><th>ID</th><th>Value</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>				Type	Number	Sat Safety?	Sat Health?	Cmp/Ref Close	Related Close Date							Type	ID	Value			
Type	Number	Sat Safety?	Sat Health?	Cmp/Ref Close	Related Close Date																
Type	ID	Value																			

Buttons for 'Add' and 'Delete' are located at the bottom of the Related Activity and Optional Information tables.

- 1. Reporting ID.** Pre-fills to the OSHA Enforcement RID for a CSHO. You will never change this.
- 2. CSHO Information.** The CSHO ID, Job Title, and Supervisor will be automatically pre-filled with the user's information (if the user is a compliance officer). The CSHO

ID can be changed to another if necessary. Information on any trainees who accompanied the CSHO on the inspection can also be entered.

3. Optional Report Number. An optional report number can be associated with the inspection. So the user is allowed to enter an optional report number. The system will automatically generate the optional report number the first time that the user saves the information on the Inspection tab.

18. Legal Entity. The legal entity for the establishment should be entered from the following list for non-public establishments. This field can be left blank if the establishment is a publicly controlled entity.

- A. Corporation*
- B. Partnership*
- C. Sole Owner*

20. Type of Business. Enter an explanation of the type of business.

21. Inspection Category. The inspection category of either Safety or Health must be selected. If the inspection is a joint inspection between safety and health, the Joint checkbox can be checked.

22. Primary NAICS/SIC. The NAICS code and SIC code that most accurately reflects the business of the establishment must be specified. If the NAICS/SIC Xref checkbox is checked, the corresponding NAICS or SIC codes will be listed once a valid NAICS or SIC code has been selected.

23. Secondary NAICS/SIC. If the establishment has multiple lines of business, the secondary NAICS and SIC information can be entered.

24. Inspection Type. An entry from the available list must be selected. If the inspection type is related to another activity, an entry for the related activity will be created in field 5 for Related Activities.

- A. Fatality/Catastrophe - (requires valid accident related activity)*
- B. Complaint - (requires valid complaint related activity)*
- C. Referral - (requires valid referral related activity)*
- D. Monitoring*
- E. Variance*
- F. Follow-up - (requires valid inspection related activity)*
- G. Unprogrammed Related - (requires valid inspection related activity)*
- H. Programmed Planned*
- I. Programmed Related - (requires valid inspection related activity)*
- J. Unprogrammed Other – **NC does not use***
- K. Programmed Other – **NC does not use***

- L. Other – NC does not use*
- M. Other-Data Initiative Non-Responder- NC does not use*
- N. Accident – NC does not use*
- O. Referral-Employer Reported*

25. Inspection Classification. If the inspection is Programmed Planned, an appropriate checkbox can be checked for the inspection.

26. Employed in Establishment. Enter the maximum number of persons employed in the establishment in the previous year. Leave blank if “No Inspection”.

27. Covered by Inspection. Enter the number of employees who are affected by the scope of the inspection. Leave blank if “No Inspection”.

28. Controlled by Employer. Enter the maximum number of persons controlled by the establishment in the previous year. Leave blank if “No Inspection”.

29. Union. Indicate whether the establishment employs union employees or not.

30. Employee Walk Around. Indicate if at least one employee representative participated in the inspection walk around.

31. Employee Interviewed. Indicate if at least one employee was interviewed during the course of the inspection.

35. Scope of Inspection. Select an appropriate entry from the drop-down list.

- A. Comprehensive Inspection*
- B. Partial Inspection*
- C. Records Only Inspection*
- D. No Inspection*

43. Reason No Inspection. Field is only enabled and a reason code is required if the scope of the inspection is “No Inspection”. Note that when “Denied Entry” is specified, the Denial tab will be enabled for the inspection (see Denial processing section for details).

- A. Establishment Not Found*
- B. Employer Out of Business*
- C. Process Not Active*
- D. Ten or Fewer Employees*
- E. Denied Entry*
- F. SIC Not on Planning Guide*
- G. Worksite Exempt/Voluntary Program*
- H. Non-Exempt Consultation In Progress*

I. Other

5. **Related Activity.** An entry is required if the inspection type (field 24) is on the following list. A related activity entry can also be created by clicking the “Add” button. A related activity entry can be deleted by clicking the “Delete” button.

- A. Fatality/Catastrophe*
- B. Complaint*
- C. Referral*
- F. Follow-up*
- G. Unprogrammed Related*
- I. Programmed Related*



Note that follow-up inspections must reference the original inspection in order to perform processing of the original violations in case of “Failure to Abate” violations. If there is a follow-up inspection to a follow-up inspection, both the original inspection number and the first follow-up inspection must be specified as a related activity.

42. Optional Information. Optional information entries can be added or deleted using the “Add” and “Delete” buttons respectively. The dropdown lists can be used to select the Type and ID fields. Note that an “N-01” entry is used to specify the inspection number of the general contractor for construction inspections.



Note due to the recinding March 28, 2017 of The **Fair Pay and Safe Workplace Regulations** that required companies bidding on contracts with the federal government to disclose their history of violations of labor and employment laws relating to workplace safety, discrimination, and minimum wage and overtime pay, NC does not use these blocks (97, 98, 99). They will prefill for you.

97. Federal Contractor. Prefilled - Unknown

98. Attempt to collect information. Prefilled - Yes

99. Imminent Danger Notice. Prefilled - No

Dates Tab

The second tab of the Inspection interface is the Dates tab where key dates for the inspection must be entered.

19. Inspection Dates

a. Advance Notice	<input type="button" value="No"/>	c. Time	:
b. Entry Date	<input type="button" value="00/00/0000"/>	e. Time	:
d. Opening Conference Date	<input type="button" value="00/00/0000"/>	g. Time	:
f. Walkaround Date	<input type="button" value="00/00/0000"/>	i. Time	:
h. Final Closing Conference	<input type="button" value="00/00/0000"/>	k. Time	:
j. Closing Conference Date 2	<input type="button" value="00/00/0000"/>	m. Time	:
l. Exit Date	<input type="button" value="00/00/0000"/>		
n. Follow Up	<input type="button"/>		
o. Reason for Follow Up	<input type="text"/>		
p. Case Closed Date	<input type="button" value="00/00/0000"/>		
q. No Citations Issued	<input type="checkbox"/>		
r. Number of Days on Site	<input type="button"/>		

The following fields are required on the Dates tab of the Inspection interface.

19d. Opening Conference Date. Enter the date (MM/DD/YYYY) for the Opening Conference Date (initial date of entry). For re-entry after a denial of entry, this date should reflect the initial attempted entry date.

19h. Final Closing Conference. Enter the date of the Closing Conference.

19r. Number of Days on Site. Enter the number of days in which the inspector was at the work site. For “No Inspections”, enter a 1 in this field.

Other fields that must be entered during the course of the inspection are:

19p. Case Closed Date. The Case Closed Date reflects when all activities for the inspection are complete (all violations are abated, all penalties paid, etc.).

19q. No Citations Issued. The No Citations Issued checkbox should be checked if there were no violations associated with the inspection (used for reporting purposes).

Contact Tab

The Contacts tab of the Inspection interface is used to identify the different types of contacts affected by the inspection. The information that can be entered on the Contacts tab includes:

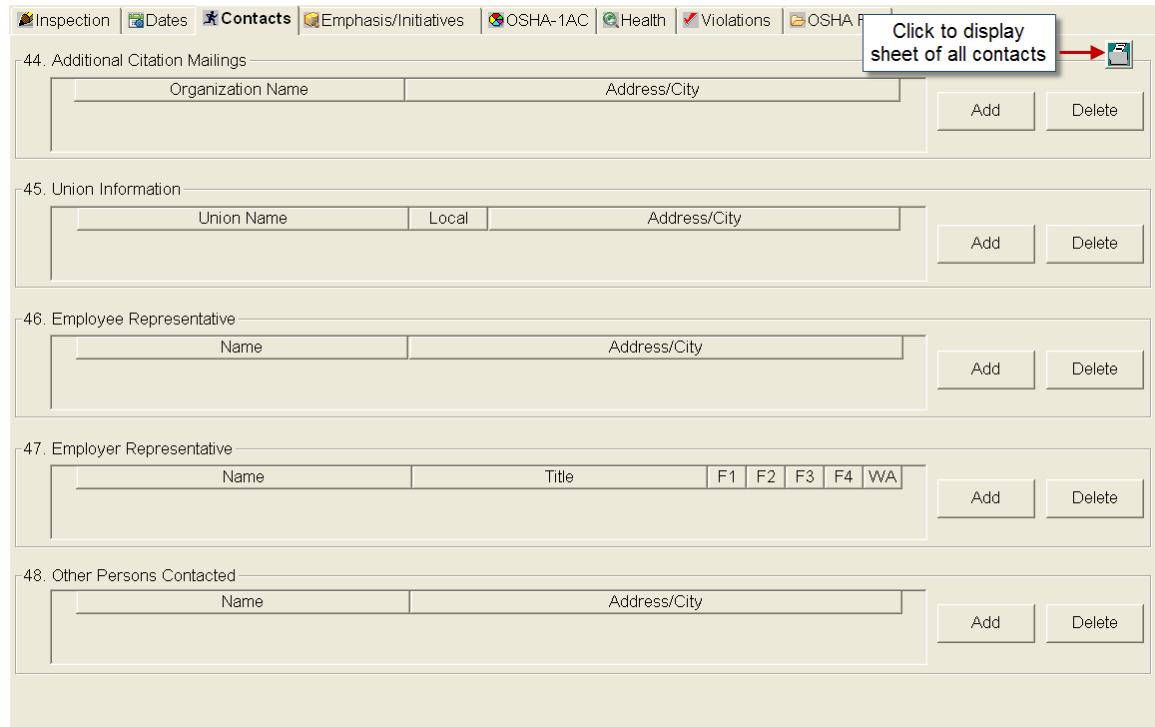
Additional Citation Mailings

Union Information

Employee Representative

Employer Representative

Other Persons Contacted



44. Additional Citation Mailings

Organization Name	Address/City	Add	Delete
-------------------	--------------	-----	--------

45. Union Information

Union Name	Local	Address/City	Add	Delete
------------	-------	--------------	-----	--------

46. Employee Representative

Name	Address/City	Add	Delete
------	--------------	-----	--------

47. Employer Representative

Name	Title	F1	F2	F3	F4	WA	Add	Delete
------	-------	----	----	----	----	----	-----	--------

48. Other Persons Contacted

Name	Address/City	Add	Delete
------	--------------	-----	--------

Click to display sheet of all contacts 

Contact Tab – Additional Citation Mailings

Additional Citation Mailing

44. Additional Citation Mailing Address

a. Organization Name

b. Attention

c. Address

d. City/State/Zip

g. Phone/Extension

If the citations are to be mailed to not only the mailing address of the establishment, but also to a parent company or other stakeholder, information can be entered into the Additional Citation Mailings section of the Contact tab. New additional mailing entries can be created by clicking the “Add” button. Current additional mailing entries can be deleted by using the “Delete” button. Existing additional mailing entries can be edited and updated by double-clicking an entry to bring up the Additional Citation Mailing window.

Contacts – Union Information

Union Information

45. Union Information

a. Union Name

b. Local

c. Address

d. City/State/Zip

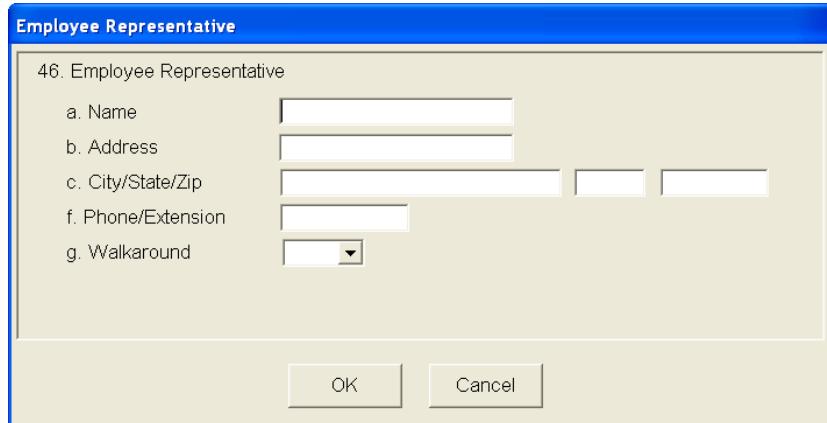
g. Phone/Extension

i. Mail Citation

If any of the employees at an establishment have union representation, the information for the union should be entered in the Union Information section. New union entries can be created by clicking the “Add” button. Existing union entries can be deleted by using the

“Delete” button. Union entries can be edited by double-clicking an entry to bring up the Union Information window.

Contacts – Employee Representative



The form is titled "Employee Representative" and contains the following fields:

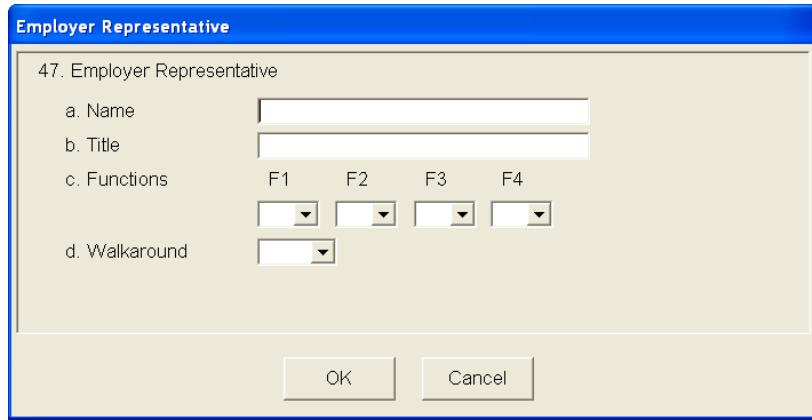
46. Employee Representative

- a. Name
- b. Address
- c. City/State/Zip
- f. Phone/Extension
- g. Walkaround

Buttons at the bottom: OK | Cancel

Name and address information for any employee representatives can be entered in the Employee Representative section. New employee representative entries can be created by clicking the “Add” button. Existing employee representative entries can be deleted by using the “Delete” button. Employee representative entries can be edited by double-clicking an entry.

Contacts – Employer Representative



The form is titled "Employer Representative" and contains the following fields:

47. Employer Representative

- a. Name
- b. Title
- c. Functions F1 F2 F3 F4
- d. Walkaround

Buttons at the bottom: OK | Cancel

Name and address information for any employer representatives can be entered in the Employer Representative section. New employer representative entries can be created by clicking the “Add” button. Existing employer representative entries can be deleted by using the “Delete” button. Employer representative entries can be edited by double-clicking an entry. The different functions that the employer representative was involved in the inspection can be specified:

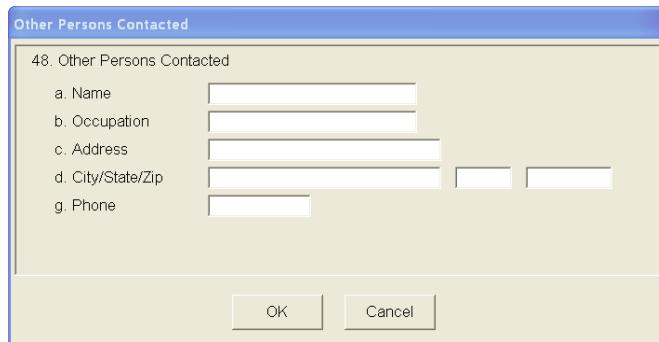
I – Credentials Presented

C – Closing Conference

O – Opening Conference

M – Other Mgmt. Official

Contacts – Other Persons Contacted



The dialog box is titled "Other Persons Contacted". It contains a label "48. Other Persons Contacted" and a list of fields: a. Name, b. Occupation, c. Address, d. City/State/Zip, and g. Phone, each with an input field. At the bottom are "OK" and "Cancel" buttons.

Information related to other people associated with the inspection process can be entered as a contact in the Other Persons Contacted section. New entries can be created by using the “Add” button. Existing contact entries can be deleted by using the “Delete” button. A contact in the Other Persons Contacted section can be edited by double-clicking on an entry.

Emphasis/Initiatives Tab

The Emphasis/Initiatives tab of the Inspection interface is used to specify if a Local Emphasis Program (LEP), National Emphasis Program (NEP), or Strategic Plan initiative (Special Emphasis Program) is being referenced for the inspection. The inspection type (field 24) must be “Programmed Planned” in order to specify an entry in one of the sections of the Emphasis/Initiatives tab.



The screenshot shows the 'Emphasis/Initiatives' tab of an inspection software. The tab is selected, indicated by a blue border. The interface is divided into three main sections:

- Local Emphasis Description:** A table with columns for 'Name' and 'Local Emphasis Description'. One entry is visible: 'SILICA' with the description 'Insp - Presence of Crystalline Silica/Silicates'. There are 'Add' and 'Delete' buttons to the right.
- National Emphasis Description:** A table with columns for 'Name' and 'National Emphasis Description'. One entry is visible: 'SILICA' with the description 'Insp - Presence of Crystalline Silica/Silicates'. There are 'Add' and 'Delete' buttons to the right.
- Strategic Plan Activity Description:** A table with a single column for 'Strategic Plan Activity Description'. No entries are visible. There are 'Add' and 'Delete' buttons to the right.

 Note that the entries that are available on the drop-down lists can be controlled by the Systems Administrator so that only the Local Emphasis Programs and National Emphasis Programs that are used by OSHA Enforcement are displayed on the list.

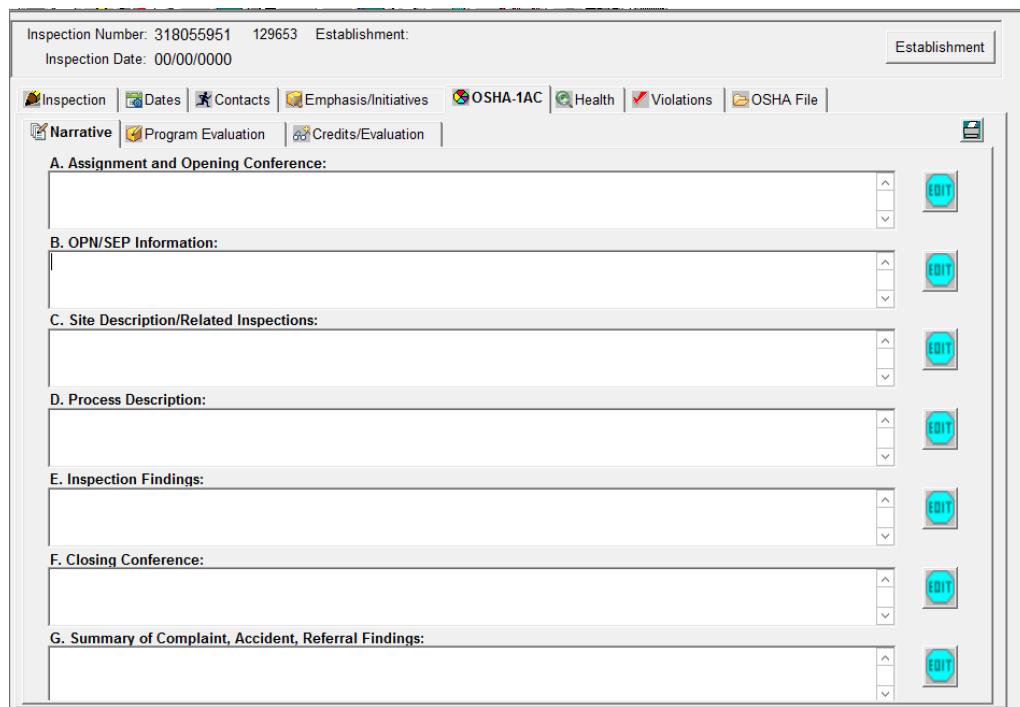
OSHA-1AC Tab

Chapter III- Inspections- D. Conduct of inspections

The OSHA-1AC tab of the Inspection interface is available to specify additional information related to the inspection. The OSHA-1AC tab includes different sub-tabs which can be used to document the necessary information.

Narrative Tab

The Narrative tab allows the user to enter notes and information related to the various phases of the inspection process.



Inspection Number: 318055951 129653 Establishment: Establishment
Inspection Date: 00/00/0000

OSHA-1AC Tab Sub-Tabs: Inspection, Dates, Contacts, Emphasis/Initiatives, OSHA-1AC (selected), Health, Violations, OSHA File, Narrative (selected), Program Evaluation, Credits/Evaluation

Narrative Sections:

- A. Assignment and Opening Conference: EDIT
- B. OPN/SEP Information: EDIT
- C. Site Description/Related Inspections: EDIT
- D. Process Description: EDIT
- E. Inspection Findings: EDIT
- F. Closing Conference: EDIT
- G. Summary of Complaint, Accident, Referral Findings: EDIT

There are several Narrative fields which are required before the inspection can be saved Final:

- A. Assignment and Opening Conference
- B. OPN/SEP Information
- C. Site Description/Related Inspections*
- D. Process Description
- E. Inspection Findings
- F. Closing Conference
- G. Summary of Complaint, Accident, Referral Findings

* Required only if the inspection type has a related activity.

The information in all narrative fields can be viewed in a larger window with a user-specified font size by clicking on the “Edit” button. The narrative fields can hold an unlimited amount of information.



Program Evaluation Tab

The Program Evaluation tab allows the user to indicate whether the employer had the necessary program elements in place and whether their safety and health program was effective.

The information contained on the Program Evaluation tab contains the details that collaborate the size, good faith, and history credits, along with the descriptive evaluation of the employer's safety and health program contained on the Credits/Evaluation tab.

The user can use the scroll bar on the right side of the Program Evaluation tab to scroll down to view and edit all of the available information. The major program elements described on the Program Evaluation tab include:

- *Management Commitment/Employee Involvement*
- *Worksite Analysis*
- *Hazard Prevention/Control*
- *Safety and Health Training*

- Does employer have a written Safety & Health Program?
- Categories that the program covers

Credits/Evaluation Tab

All of the available data entry fields on the Credits/Evaluation tab are required in order to save the inspection information.

The screenshot shows the 'Credits/Evaluation' tab selected in the top navigation bar of the OSHA Inspection software. The main content area displays the 'Penalty Credits' table and an evaluation narrative.

Penalty Credits							
Number of Employees Nationally	50	-> Size Credit (Calculated) %	50 %	+ Good Faith %	10 %	+ History %	10 %
Basis for Penalty Credits:				Penalty Multiplier: 0.3			
Size: Calculated from the total maximum national employment in the previous 12 months as stated by the employer. Good Faith: Based on the evaluation of the employer's safety and health program as summarized below. Past History: Based on prior related history.							

Evaluation of Employer's Overall Safety and Health Program:
 An adequate safety and health program was in place with only minor deficiencies. EDIT

Number of Employees (Nationally). The total number of employees employed nationally by the establishment is not editable from the Credits/Evaluation tab. It is auto-populated from field 28 (Controlled by Employer) on the Inspection tab and is used to automatically determine the size credit.

Size Credit. The size credit is applied to citation penalties based upon the number of employees employed nationally.

60 % for 1 - 25
 50 % for 26 - 55
 40 % for 56 - 90
 30 % for 91 - 130
 20 % for 131 - 175
 10 % for 176 - 250
 0 % for 251 or more

Good Faith Credit. The good faith credit is applied to citation penalties based upon the employer's safety and health program or the types of violations which were encountered.

0 % - No S&H Program OR Willful Violations OR Other Regulatory found

10 % - Developmental S&H Program

25 % - Basic S&H Program

40 % - Superior S&H Program

History Credit. The history credit is applied to citation penalties based upon the employer's past history with OSHA.

0 % Past Serious, Willful, Repeat, or FTA Violations during the past 3 years

10 % No citations for Serious, Willful, Repeat Violations in last 3 years

Denial Tab

The Denial tab of the Inspection interface is only activated when there has been a denial of entry on the inspection. The Denial tab will appear when the scope of the inspection is "No Inspection" and the reason for no inspection is "Denied Entry". The Denial tab requires that key information related to the denial of entry be specified, including the denial date and who denied entry. The denial information should be entered as soon as possible after the denial of entry has occurred.



The Denial tab will always be available for the inspection, even after re-entry has occurred.

You cannot begin the inspection and enter any opening dates before you process the Warrant. Once you have entered and saved your modifications for the Warrant, the Denial Tab will be available to view and/or add information if more than one denial occurs.

1. Reporting ID	0453730	24. Inspection Type	Programmed Planned
2. CSHO Information		25. Inspection Classification	<input type="checkbox"/> Safety Manufacturing <input checked="" type="checkbox"/> Health Manufacturing <input type="checkbox"/> Migrant <input type="checkbox"/> Safety Construction <input type="checkbox"/> Health Construction <input type="checkbox"/> Safety Maritime <input type="checkbox"/> Health Maritime
a. CSHO ID	Allen, Mark	26. Employed in Establishment	50
b. Job Title	Health Compliance Officer Tra	27. Covered by Inspection	50
c. Supervisor Assigned	Saunders, John	28. Controlled by Employer	50
d. Trainee(1)		29. Union?	Yes
e. Trainee(2)		30. Employee Walk Around	No
3. Optional Report Number	0001-14	31. Employee Interviewed	Yes
18. Legal Entity	Sole Owner	35. Scope of Inspection	No Inspection
20. Type of Business	Pizza shop	43. Reason No Inspection	Denied Entry
21. Inspection Category	Safety		
22. Primary NAICS/SIC	722110		
23. Secondary NAICS/SIC	<input checked="" type="checkbox"/> NAICS/SIC Xref		
a. Guide			
b. Inspected			

The following fields are validated on the Denial tab and must be filled in appropriately to capture the necessary information.

37a. Warrant/Denial Data. The warrant type will default to “Refusal”.

37b. Anticipatory Warrant Date. The date must be specified only if the warrant type is “Anticipatory”.

38. Date of Denial. The denial date must be entered and is typically the same date as the opening conference date.

39. Date Re-Entered. The date that the CSHO was able to re-enter the worksite to which they were previously denied.

40. Date Re-Denied. The date that the CSHO was denied entry for a second time must be entered if applicable.

41. Date Re-Entered. The date that the CSHO was able to re-enter the worksite after the second denial of entry.

Denied By. Enter the name of the person (management official, supervisor, etc.) who denied and/or terminated the attempted inspection.

Phone. Enter the phone number at which the person who denied the inspection can be contacted.

Title. Enter the title of the person who denied the inspection.

Phase. Choose the phase of the inspection process in which the denial occurred.

Denial Reported To. Select the OSHA supervisor or manager to whom the denial of entry was reported.

Denial Remarks. Details related to the denial of entry should be documented. This may include any information that may be required if a warrant to enter the worksite is necessary.

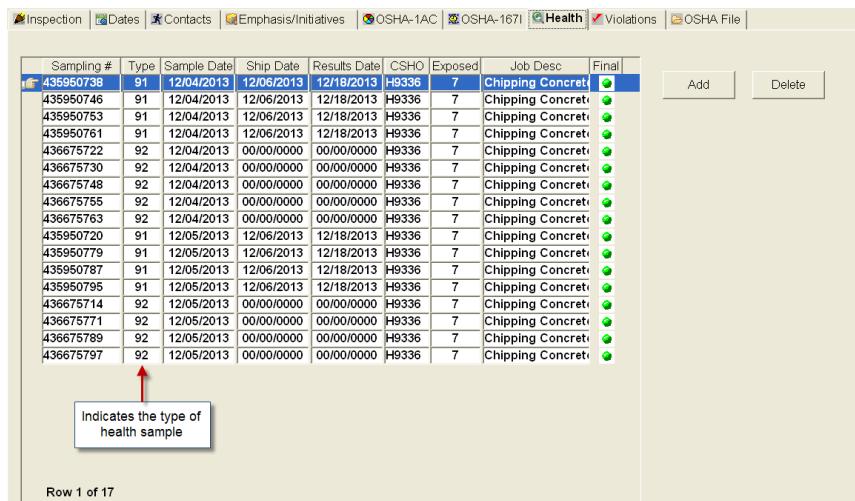
The inspection should be saved as “Final” and routed to an OSHA supervisor and/or manager to determine the required action to complete the inspection.

Health Tab

Chapter XV- Industrial Hygiene Compliance

The Health tab of the Inspection interface is available to enter any sampling data that was collected and processed during the inspection. The Health tab is used to launch the Health interface necessary for the data entry of health sampling information. There are four different categories of health sampling information that can be collected within the system:

- 91 - OSHA-91A/B/S Air Sampling Worksheet/Report
- 92 - OSHA-92 Noise Survey Report
- 93 - OSHA-93 Direct Reading Report
- 98 - OSHA-98 Screening Report



Sampling #	Type	Sample Date	Ship Date	Results Date	CSHO	Exposed	Job Desc	Final
436960738	91	12/04/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concrete	●
435950746	91	12/04/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concrete	●
435950753	91	12/04/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concrete	●
435950761	91	12/04/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concrete	●
436675722	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concrete	●
436675730	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concrete	●
436675748	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concrete	●
436675755	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concrete	●
436675763	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concrete	●
435950720	91	12/05/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concrete	●
435950779	91	12/05/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concrete	●
435950787	91	12/05/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concrete	●
435950795	91	12/05/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concrete	●
436675714	92	12/05/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concrete	●
436675771	92	12/05/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concrete	●
436675789	92	12/05/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concrete	●
436675797	92	12/05/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concrete	●

Every health sample must be associated with a valid inspection, therefore the inspection must be retrieved in order to create new health sample entries. Additionally, the inspection must also be saved “Final” in order to create health samples to ensure that the inspection is transmitted to Federal OSHA prior to the health sample information.

The Add button can be used from the Health tab on the Inspection interface to launch the Health interface. Existing health sample entries can be subsequently updated and/or edited by either double-clicking an entry or by highlighting the row and hitting the Enter key. Health sample entries that are saved as “Draft” (a red indicator under the Final column) can be deleted by clicking the Delete button.

Additional detailed information on health sampling/survey processing is included in the *Health Sampling section*.

Violations Tab

The Violations tab of the Inspection interface provides the primary means to enter, update, edit, and administer the violations/citations for an inspection.

New violations can be created using the “Add” button. Violations which are saved as “Draft” can be deleted using the “Delete” button by administrative users with appropriate access permissions within the system. Existing violation entries can be updated and edited by double-clicking on a particular violation, or by highlighting a violation entry and pressing the “Enter” key.

Much of the pertinent information on a particular violation can be viewed directly from the Violations tab. This includes the citation number, violated standard information, severity, issuance date, original abatement date, the abatement status, and whether the citation was formally contested. Specific information related to the event history of a citation can be viewed in the “Event History” section of the Violations tab (for the violation row which is currently active).

The screenshot shows the 'Violations' tab of an inspection software. At the top, there is a navigation bar with tabs: Inspection, Dates, Contacts, Emphasis/Initiatives, OSHA-1AC, OSHA-1671, Health, Violations (which is selected and highlighted in red), and OSHA File. Below the navigation bar is a table of violations with columns: Cit, Item, Grp, Standard, Type, Issue Date, Abate Date, Abate, Contest Date, and Final. The table contains several rows of violation data. To the right of the table is a vertical toolbar with buttons for Add, Delete, Copy, Global, PMA, Contest, and EISA. A red arrow points from the 'Contest' button to a callout box that says: 'The Event History section shows all events & activities for the current violation entry'. Below the table is an 'Event History' section containing a table with columns: Event Date, Inspection, Type, Action, Citation Type, Penalty, Abate Date, Final Order, and FTA. The table has two rows of data. A red arrow points from the 'Event History' section to the same callout box.

Additional detailed information on violation/citation processing is included in the *Violation Processing section*.

Inspection Updates

Once the basic required information has been entered for an inspection, it should be saved as “Final” as soon as possible. This action effectively triggers the transfer of the inspection data to Federal OSHA and allows subsequent information to be entered for the inspection, including violations and health information. Even though the inspection has been saved as “Final”, additional updates can always be made to the inspection information.

Important information related to the inspection must be entered on the OSHA-167I tab, including tracking dates, contest and legal information, and payment plan data.

The compliance officers and/or supervisors will be required to use the Inspection interface after the citations have been issued to update information related to the inspection process. This includes accessing the violation/citation information to indicate when a violation has been abated and verified, and to eventually put a close date on the inspection once all violations have been abated and penalties have been paid.

There are important activities that can be accomplished while performing inspection updates that allow many tasks to be automated. Some of the automated tasks are:

Green Card/Receipt Date

Payment Plans

Other Global Updates (described in Violation Processing section)

OSHA-167I Tab

Chapter XVI – Administrative File Activities

The OSHA-167I tab on the Inspection interface is only available to authorized users (i.e., administrative staff) after the inspection has been saved as “Final”. There are two sub-tabs included on the OSHA-167I tab; one titled “Updates” and the other titled “Legal Info”. Each sub-tab has several categories of information that can be updated for an inspection.

Updates Tab

The OSHA-167I Updates tab includes information on the following categories:

Informal Conference Date

Case File Preparation (Tracking Dates)

Installment Plan Info (Payment Plans)

Penalty Write-offs

National Office Referral (NC does not use)*

Inspection Update - 317361434

Establishment: Jons Pizza Parlor
4 W Edenton St, Raleigh, NC 27601

Establishment

Inspection | Dates | Contacts | Denial | Emphasis/Initiatives | OSHA-1AC | OSHA-167I | Health | Violations | OSHA File |

Updates | Legal Info |

13a. Informal Conference Date: 00/00/0000
b. Followup Planned?

Case File Preparation

16a. Tracking 1 (To Supervisor): 00/00/0000
b. Tracking 2 (To Admin): 00/00/0000
c. Tracking 3: 00/00/0000
d. Tracking 4 (Green Card): 00/00/0000

Installment Plan Info

Penalty: 6,500.00 FTA: .00 Owed: 6,500.00
45a. Penalty or FTA?
b. Number of Installments
c. Start Date: 00/00/0000
d. End Date: 00/00/0000
e. Interval
Calculate

Penalty Write-offs

44a. Penalty Due Date: 00/00/0000
b. Status
c. Reason Waived
d. FTA Penalty Due Date: 00/00/0000
e. Status
f. Reason Waived

46. Bankrupt Date: 00/00/0000
47. Collection Phone

National Office Referral

49a. Penalty Amount: .00
b. Date Referred: 00/00/0000
c. FTA Amount: .00
d. Date FTA Referred: 00/00/0000

45h. Installment Plan Info

Type	Date	Install Amount

Add | Delete

13a-b. Informal Conference Date. The informal conference date is used to track whether an informal conference has been scheduled or has taken place for an inspection. This date can also be entered while processing the contests for violations.

16a-d. Tracking Dates. The tracking dates can be used to provide lapse time statistics on certain reports.

44a-f. Penalty Write-offs. Penalties that cannot be collected can be cleared if written off.

45a-h. Installment Plan Info. Provides payment plan information that was established between OSHA and the company during an informal conference or other proceedings.

Legal Info Tab

The OSHA-167I Legal Info tab on includes data fields for the following categories of information:

Penalty Status

Notice of Contest Info (Case Level)

Subpoena Info

Warrant Info

Penalty Status

22a/2a. Date

23. Reason

24/2b. Solicit Returned File

25/2c. Solicitor Number

26/2d. Current Status

Subpoena Info

27a. Antic Subpoena Requested

b. Type

28a. Subpoena Requested

b. Type

29a. Signed Subpoena Received

b. Not Approved

Notice of Contest Info (Case Level)

3a. Docket Number

3b. Union Status Granted

3c. Date Notified of Settlement

3d. Signed Stipulation Received

3e. Hearing Held

3f. Decision Date

3g. Decision Type

3h. Appealed

3i. Contest Closed

Warrant Info

30a. Antic Warrant Requested

31a. Warrant Request SOL/AG

b. Not Requested

c. Authorization

32a. Warrant to Mag/Court

b. Date Unknown

c. Granted/Denied

33a. Date Warrant Signed

33b. Warrant Return Due

34. Denial Withdrawn

35a. Subpoena Req Withdrawn

b. Warrant Req Withdrawn

22-26. Penalty Status. Enter information on penalty collections.

3a-i. Notice of Contest Info. Enter information on formal contests. The docket number and other information related to formal contests on the violations are entered with the violation contest information (described in the *Violation Processing section*).

27-29. Subpoena Info. Enter information related to any subpoena actions.

30-35. Warrant Info. Enter information related to any warrant action.

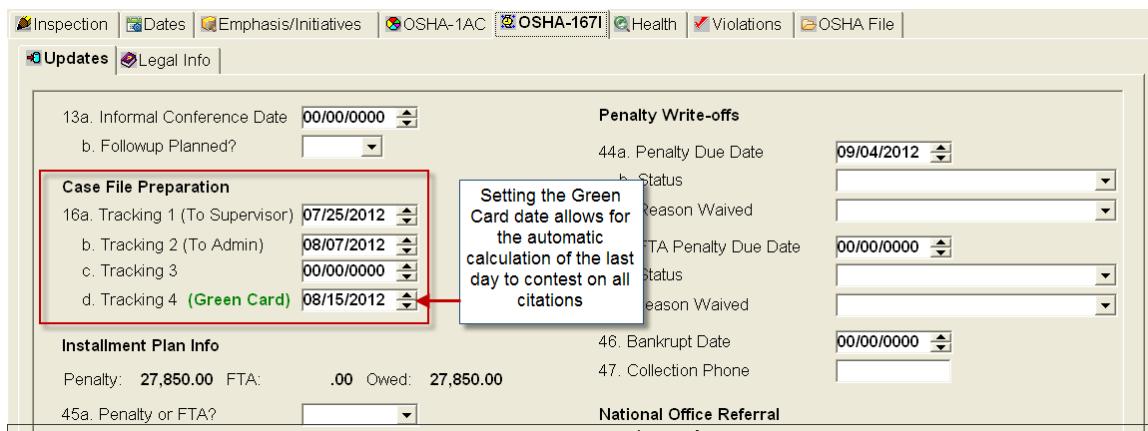
Green Card/Receipt Processing

After the citation package is sent to an establishment by registered mail, the registered mail receipt, also known as the “Green Card”, is returned to OSHA acknowledging the receipt of the package on a given date. There will be instances where there will be no green card returned, hand delivered, USPS notification, etc.

The receipt of the package, or the green card date, is used to determine the start of the period for which citations can be contested. Every violation for an inspection has a last day to contest date that is 15 working days after the citation package was received by the employer.

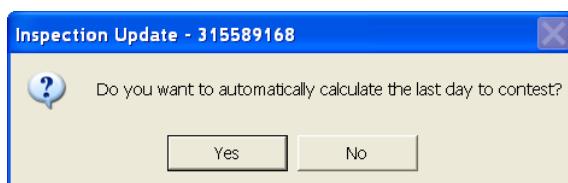
The green card, or receipt, can be processed by a user to efficiently enter the green card/receipts that are received on a daily basis. As such, administrative staff will process the green cards/receipts and set the “green card” date, which will then automatically calculate the last date to contest the violations.

The OSHA Express system is designed to use “16d. Tracking 4” date to enter the green card/receipt date. The tracking dates are on the OSHA-167I tab of the Inspection interface. The user will set the date that is indicated on the green card or receipt of delivery.



The screenshot shows the 'Updates' tab of the OSHA-167I interface. In the 'Case File Preparation' section, the '16a. Tracking 4 (To Supervisor)' field is highlighted with a red box and contains the value '08/15/2012'. A tooltip box with a blue border and white text is overlaid on the screen, pointing to this field. The tooltip text reads: 'Setting the Green Card date allows for the automatic calculation of the last day to contest on all citations'. Other fields in the 'Case File Preparation' section include '16a. Tracking 1 (To Supervisor)' (07/25/2012), '16b. Tracking 2 (To Admin)' (08/07/2012), '16c. Tracking 3' (00/00/0000), and '16d. Tracking 4 (Green Card)' (08/15/2012). The 'Penalty Write-offs' section contains fields for '44a. Penalty Due Date' (09/04/2012), '44b. Status' (Status), '44c. Reason Waived' (Reason Waived), '44d. FTA Penalty Due Date' (00/00/0000), '44e. FTA Status' (Status), and '44f. FTA Reason Waived' (Reason Waived). The 'Installment Plan Info' section shows 'Penalty: 27,850.00 FTA: .00 Owed: 27,850.00'. The '45a. Penalty or FTA?' dropdown is set to 'Penalty'. The 'National Office Referral' section contains fields for '46. Bankrupt Date' (00/00/0000) and '47. Collection Phone' (Phone number).

When the user saves the updates to the inspection after the green card date or receipt of delivery has been set, they will be prompted as to whether they want to automatically calculate the last day to contest. When the user confirms the operation, all violations will have the last date to contest automatically calculated. This date can be used to determine if a notice to contest the citations is timely or not.



Payment Plan Processing

Oftentimes the discussions during an informal conference, or through a settlement agreement made during formal contestation proceedings, an installment plan will be negotiated. This allows an establishment to pay their penalty payments over a period of time rather than in a lump sum. The capability to define either a structured payment plan, or an ad-hoc payment plan, is provided with functionality available on the OSHA-167I tab of the Inspection interface.

13a. Informal Conference Date 00/00/0000
b. Followup Planned?

Case File Preparation

16a. Tracking 1 (To Supervisor) 07/25/2012
b. Tracking 2 (To Admin) 08/07/2012
c. Tracking 3 00/00/0000
d. Tracking 4 (Green Card) 08/15/2012

Installment Plan Info

Penalty: 27,850.00 FTA: .00 Owed: 27,850.00

45a. Penalty or FTA? Penalty
b. Number of Installments 6
c. Start Date 09/01/2012
d. End Date 00/00/0000
e. Interval Monthly

Penalty Write-offs

44a. Penalty Due Date 09/04/2012
b. Status
c. Reason Waived
d. FTA Penalty Due Date 00/00/0000
e. Status
f. Reason Waived

46. Bankrupt Date 00/00/0000
47. Collection Phone

National Office Referral

49a. Penalty Amount .00

45h. Installment Plan Info

Type	Date	Install Amount
Penalty	09/01/2012	4,641.67
Penalty	10/01/2012	4,641.67
Penalty	11/01/2012	4,641.67

Add Delete

Enter the installment plan information in the appropriate fields and click the "Calculate" button to automatically create the installment plan entries

The installment plan dates and amounts can be entered as ad-hoc values - Payments can be added and deleted using the "Add" and "Delete" buttons

To calculate a structured payment plan, information can be entered for the number of installments. This includes a start date for the first payment and an interval period (either monthly or yearly). The user can click the “Calculate” button to automatically create the installment plan entries.

45h. Installment Plan Info

Type	Date	Install Amount
Penalty	10/01/2009	450.00
Penalty	11/01/2009	225.00
Penalty	12/15/2009	225.00

Add Delete

The installment plan dates and amounts can be entered as ad-hoc values - Payments can be added and deleted using the "Add" and "Delete" buttons

The installment plan data can be altered so that the dates and installment payments are of differing values. Installment entries can be added and deleted using the “Add” and “Delete” buttons to tailor the payment plan to specifically meet the agreement reached during the informal conference or formal proceedings.

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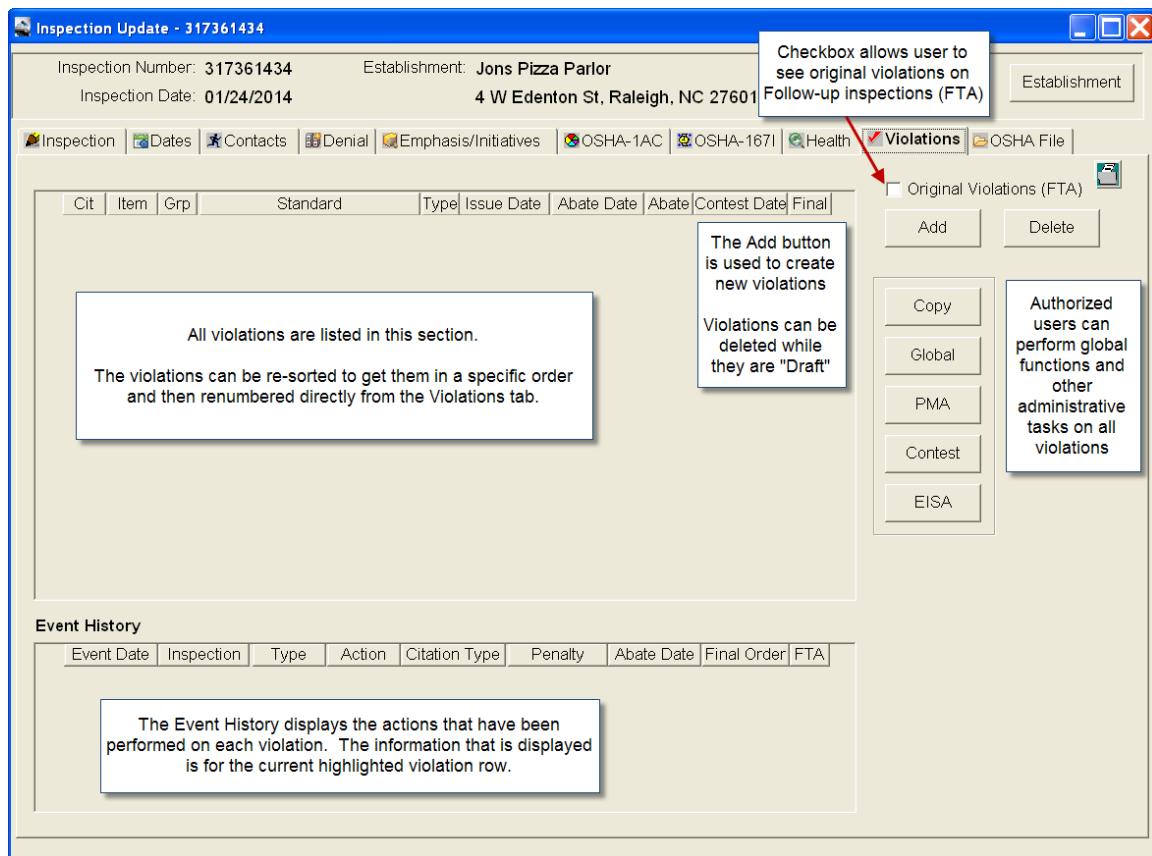
Violation Processing

FOM Chapter VI - Violations

The compliance officers' primary responsibility is to ensure that the worksites that they inspect are compliant with established standards that ensure a healthy and safe work environment. When conditions are encountered during an inspection that do not meet the standards, a violation will be created to document the deficiency that was encountered.

The primary means to perform violation processing is through the Inspection interface. The Violations tab on the Inspection interface allows the user to create and track all violations/citations that are documented and issued to an employer or organization.

Violation Lookup

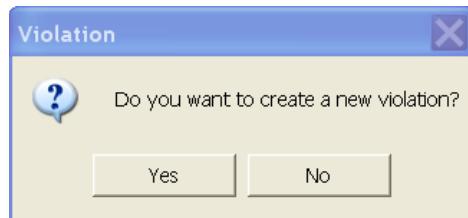


All the vital information on the violation(s) can be viewed directly from the Violations tab. All new violations will be created from the Violations tab and most of the maintenance operations will be launched from the Violations tab. The Event History section of the Violations tab shows the various actions that have been performed on the

currently selected violation (i.e., penalty reductions, final orders, modifications to abatement dates, etc.).

Create a New Violation

New violations can be created using the “Add” button. The user will be prompted as to whether they want to continue with the operation.



Once they confirm the creation of the new violation, the Violation interface will be displayed.

A screenshot of the 'Violation' application interface. The title bar says 'Violation - 317361434 (01 001)'. The window has three tabs: 'Violation' (selected), 'OSHA-1B (Worksheet)', and 'Standard/AVD'. The 'Standard' tab is active and contains the following data:

2. Citation 01	3. Item 001	4. Group <input type="checkbox"/>	11. Standard <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5A. Citation Type (Federal)	17. Abatement Completed <input type="text"/>		
5B. Citation Type (State)	18. Abatement Period <input type="text"/> <input type="button" value="Calendar"/>		
6. Egregious <input type="checkbox"/>	19. Abatement Doc Required <input type="button" value="Yes"/>		
9. Potential Number Exposed <input type="checkbox"/>	20. Final Abatement Date <input type="text" value="00/00/0000"/>		
12. Number Instances <input type="checkbox"/>	21. Track? <input type="button" value="No"/>		
13. REC <input type="checkbox"/>	22. Date Verified <input type="text" value="00/00/0000"/>		
15. Proposed Penalty(\$)	23. Last Day to Contest <input type="text" value="00/00/0000"/>		
16. Issuance Date <input type="text" value="00/00/0000"/>	24. Grouped/Final Order <input type="checkbox"/>		

25. Substance Codes

Substance <input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
--------------------------------	------------------------------------	---------------------------------------

Event Processing

Event Date	Event Type	Event Action	Citation Type	Penalty	Abate Date	Final Order	Add	Delete
<input type="text" value="00/00/0000"/>	<input type="text" value="Z"/>	<input type="text" value="A"/>	<input type="checkbox"/>	<input type="text" value=".00"/>	<input type="text" value="00/00/0000"/>	<input type="checkbox"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

The Violation interface is designed with tab pages similar to other interfaces, which allows all of the pertinent information to be easily accessible to the user. There are three primary tabs on the Violation interface:

Violation Tab
OSHA-1B (Worksheet) Tab
Standard/AVD Tab

Violation Tab

The Violation tab is the location where much of the primary data for the violation must be entered.

Inspection Number: 318030897 128988 Establishment: Production Welding & Fabrication Co., Inc.
 Inspection Date: 01/14/2016 1791 Brevard Road, Arden, NC 28704

Violation Tab | **OSHA-1B (Worksheet)** | **Standard/AVD** | **Standard:** **Violation Info**

2. Citation 02	3. Item 003	4. Group <input type="checkbox"/>	11. Standard <input type="checkbox"/>									
5A. Citation Type (Federal) Serious	5B. Citation Type (State) Serious	17. Abatement Completed <input type="checkbox"/>	18. Abatement Period <input type="checkbox"/> Workdays <input type="checkbox"/>									
6. Egregious <input type="checkbox"/>	9. Potential Number Exposed <input type="checkbox"/>	19. Abatement Doc Required <input type="checkbox"/> Yes <input type="checkbox"/>	20. Final Abatement Date <input type="checkbox"/> 00/00/0000 <input type="checkbox"/>									
12. Number Instances <input type="checkbox"/>	13. REC <input type="checkbox"/>	21. Track? <input type="checkbox"/> Yes <input type="checkbox"/>	22. Date Verified <input type="checkbox"/> 00/00/0000 <input type="checkbox"/>									
15. Proposed Penalty(\$) 300.00	16. Issuance Date 00/00/0000	29. Last Day to Contest <input type="checkbox"/> 00/00/0000 <input type="checkbox"/>	99. Grouped/Final Order <input type="checkbox"/>									
25. Substance Codes												
<table border="1"> <thead> <tr> <th>Substance</th> <th></th> <th>Add</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td></td> <td>Add</td> <td>Delete</td> </tr> </tbody> </table>					Substance		Add	Delete	<input type="text"/>		Add	Delete
Substance		Add	Delete									
<input type="text"/>		Add	Delete									
Event Processing												
Event Date 00/00/0000	Event Type Z	Event Action A	Citation Type S	Penalty 300.00 Abate Date 00/00/0000 Final Order 00/00/0000								
<table border="1"> <thead> <tr> <th></th> <th>Add</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td>Add</td> <td>Delete</td> </tr> </tbody> </table>						Add	Delete		Add	Delete		
	Add	Delete										
	Add	Delete										

2-4 Citation/Item/Group. The citation numbers are automatically generated based on the existing violations for an inspection. Normally violations are ordered by their severity so that willfull violations are first, serious violations are next, etc. The number of the citations will increment based upon the last violation which was created. The citation, item, and group numbering can be changed at any time while the violations are saved as “Draft” from either the Violations tab of the Inspection interface or from the Violation interface directly.

5A. Citation Type (Federal). This will prefill based on the 5B Citation Type choice.

5B. Citation Type (State). The type of citation is a required field.

N NonSerious

S Serious

RN Repeat NonSerious

RS Repeat Serious

W Willful NonSerious
SW Willful Serious

9. Potential Number Exposed. Enter the number of employees who are exposed to the risks of the hazardous condition.

11. Standard. If the standard is known, it can be entered into the standard field. However, it is recommended to use the Standard/AVD tab of the interface to search for the appropriate standard and select it to automatically fill in the standard field as well as the standard description that is required for the citation.

12. Number Instances. Enter the total number of instances (exposure source) of the hazardous condition.

13. REC. If the inspection is unprogrammed and has a related activity (i.e. complaint, referral, accident/event, etc.), the field will be auto-populated with the related activity type.

A Accident
C Complaint
I Imminent Danger
R Referral
V Variance

15. Proposed Penalty(\$). The proposed penalty field is protected and is automatically calculated from the Penalty Calculation sub-tab of the OSHA-1B (Worksheet) tab.

16. Issuance Date. The issuance date field is protected and will be automatically filled in when all of the violations/citations are issued by the Administrative staff performing a global update operation.

17. Abatement Completed. If the hazardous condition was corrected during the inspection, the field should be marked as “I – Corrected During Inspection (CSHO Observed Abatement)”. Otherwise the field should remain blank until corrective action has been verified and the violation is abated.

X Abatement Completed
I Corrected Before Citation Issuance
E Not Completed, Employer Out of Business
W Not Completed, Worksite Changed
S Not Completed, Solicitor Advised
A Not Completed, AD Discretion



Note: If “I” Corrected Before Citation Issuance is selected, you have to enter the information in block 22.

Date Verified at that time.

18. Abatement Period. If the hazard was not immediately abated, enter the number of days allowed for the violation to be abated.

19. Abatement Doc Required. If the violation was immediately abated, the field will default to “No”, otherwise the field will default to “Yes”.

20. Final Abatement Date. This field should be left blank and will be automatically calculated using the Abatement Period field along with the effective issuance date for the citations.

21. Track?. Will abatement be tracked. The field defaults to “Yes” but can be modified.

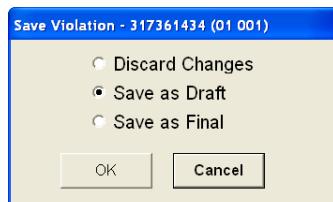
22. Date Verified. This date is used to indicate when the corrective action/abatement of the violation was verified to be complete. The Global Updates functionality can be used to update the violations, primarily because the employer will often send in abatement reports for multiple violations at the same time.

29. Last Day to Contest. The date from which a violation/citation can no longer be contested. It is recommended to set the “Green Card Date” (16d. Tracking 4 date) on the OSHA-167I tab of the Inspection interface. This will effectively calculate the last day to contest based upon the receipt of the citation package.

99. Grouped/Final Order. This checkbox is used to indicate that a violation/citation was grouped with another violation/citation after an informal conference or formal proceedings. This field is important when using the Violation Copy functionality as it allows a violation to be re-copied to the same inspection when a final order has been issued.

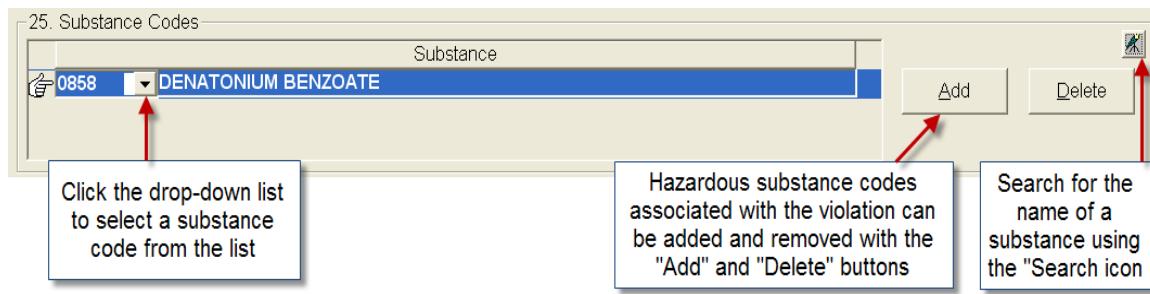


The compliance officer will be required to enter some basic information on each of the tabs of the Violation interface before the information can be saved. When a new violation is initially created, it will always be saved as “Draft”. This allows all of the violations to be entered before they are reviewed by a supervisor. It also allows the Administrative staff to save them as “Final” at the same time that the issue date is entered during a Global Update operation.

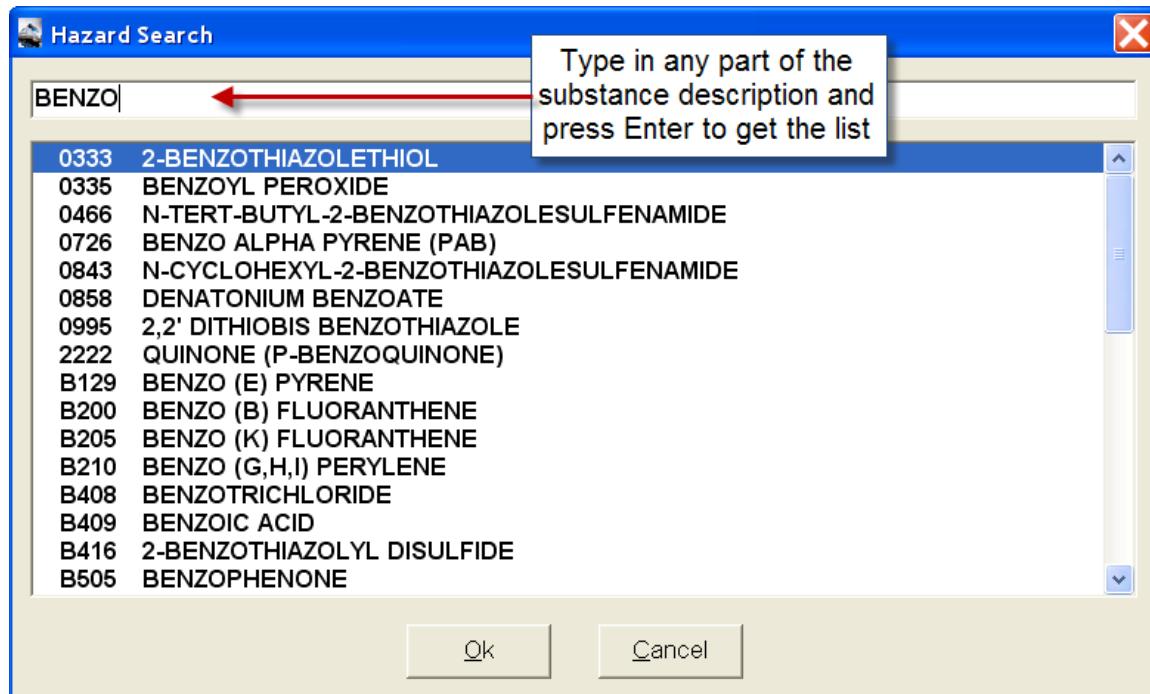


Substance Codes

Inspections where there are hazardous substances encountered which contribute to the violation can be identified on the Violation interface. This may occur on Health inspections when there are specific monitoring and sampling activities that are performed. However, other type of inspections may also encounter hazardous substances on a worksite as well.



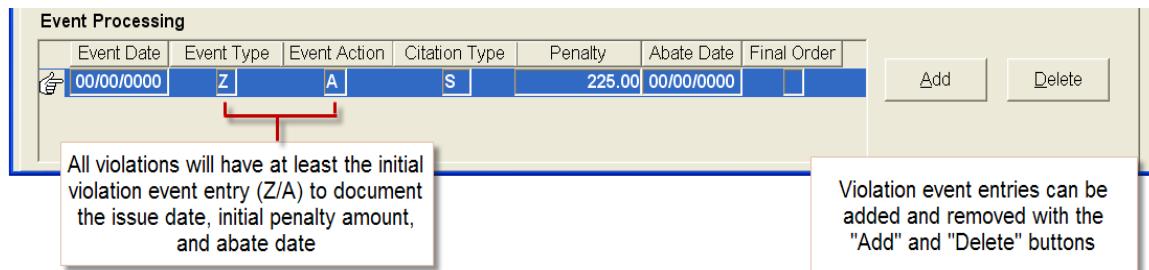
Hazardous substance code entries can be created by clicking the “Add” button or removed from the violation by clicking the “Delete” button. A drop-down list is available to select the substance code from a list of identified substances. The user can also search for the substance code by clicking the “Search” icon while an entry is highlighted. The “Hazard Search” window is launched, which allows the user to enter a portion of the substance description to search for the appropriate substance.



The substance code can be selected by double-clicking the entry or by clicking the “OK” button.

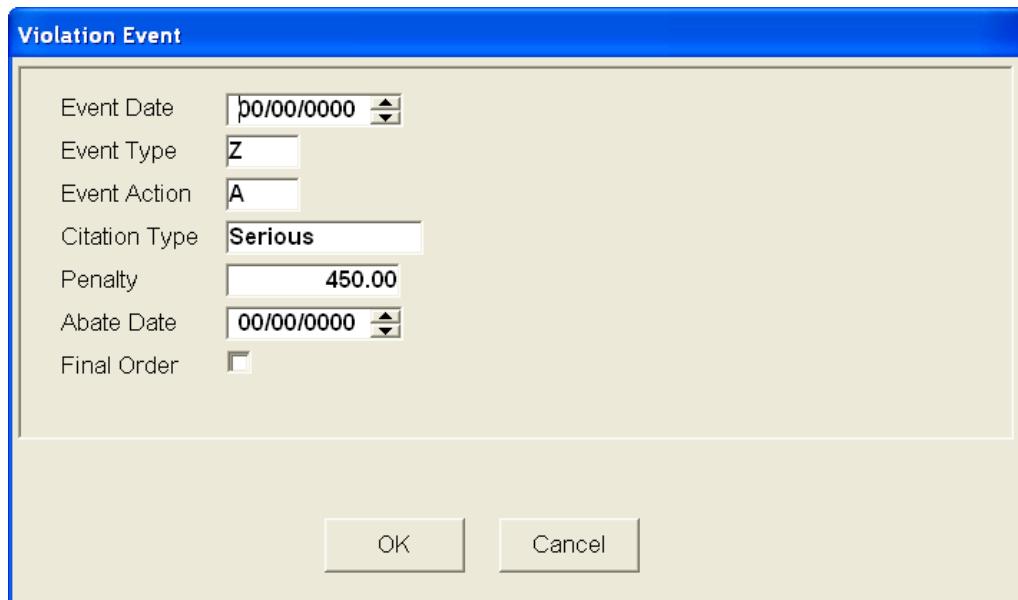
Violation Event Processing

The Violation Event Processing effectively describes the history of what occurred with a violation. Each Event includes information on the actions that were taken, the dates when the actions occurred, and information on any changes to penalty amounts or abatement dates. Violation Event Processing is also used to denote that a violation was deleted.



Every violation will have at least an initial event entry (Type="Z" and Action="A") that describes the original issuance date, penalty amount, and abatement date. Additional violation event entries are typically created when there are modifications to the violation, including penalty reductions for an informal conference, abatement date changes related to a Petition to Modify Abatement (PMA) request, or if there are activities related to an informal conference or other formal proceedings.

Many of the violation event entries are automatically created when other administrative activities take place (i.e., global updates, PMA requests, etc.). Administrative staff can also create entries using the Violation Event window.



Event Date. Indicates the date when a violation event takes place. This date will reflect the issuance date on the initial violation event entry (Z/A).

Event Type. Select the type of event that is taking place. The “Z” entry should only be used on the initial event entry. Penalty reductions for an informal settlement should use an “I” entry. Changes to an abatement date related to a PMA request should use a “P” entry. Formal settlement agreements or final order judgments should use an “F” entry.

<i>Z</i>	<i>Add transaction</i>
<i>A</i>	<i>Amendment</i>
<i>I</i>	<i>Informal Settlement</i>
<i>P</i>	<i>Petition to Modify Abatement</i>
<i>W</i>	<i>Employer Withdrawn Contest</i>
<i>D</i>	<i>Government Dismissed Case</i>
<i>F</i>	<i>Formal Settlement Agreement</i>
<i>R</i>	<i>Review Commission Decision</i>
<i>J</i>	<i>Administrative Law Judge Decision</i>
<i>L</i>	<i>Settlement at Admin Level or First Appeal</i>
<i>Y</i>	<i>Decision at Admin Level or First Appeal</i>
<i>1</i>	<i>Lower Court Decision</i>
<i>2</i>	<i>Appeal Court Decision</i>
<i>3</i>	<i>Supreme Court Decision</i>

Event Action. Select the action for the event that is taking place. The “A” entry should only be used on the initial event entry. Any modifications to penalty amounts or abatement dates should use an “M” entry. Violations which are deleted during an information conference or via a settlement agreement should use a “D” entry which effectively removes the violation penalty from what is calculated as being due while retaining the history of the violation.

<i>A</i>	<i>Add</i>
<i>M</i>	<i>Modify</i>
<i>N</i>	<i>No Change</i>
<i>D</i>	<i>Delete</i>

Citation Type. Will typically be the same on each event entry but can be changed if a violation is changed from “Serious” to “Other than Serious” because of a settlement agreement.

<i>N</i>	<i>NonSerious</i>
<i>S</i>	<i>Serious</i>
<i>RN</i>	<i>Repeat NonSerious</i>
<i>RS</i>	<i>Repeat Serious</i>
<i>W</i>	<i>Willful NonSerious</i>
<i>SW</i>	<i>Willful Serious</i>

Penalty. Specifies the current penalty amount assessed for the violation/citation. Only the last violation event entry for a violation is used to calculate the penalties which are due. A penalty amount shown as greater than \$0.00 is effectively \$0.00 if the action indicates that the violation/citation was deleted.

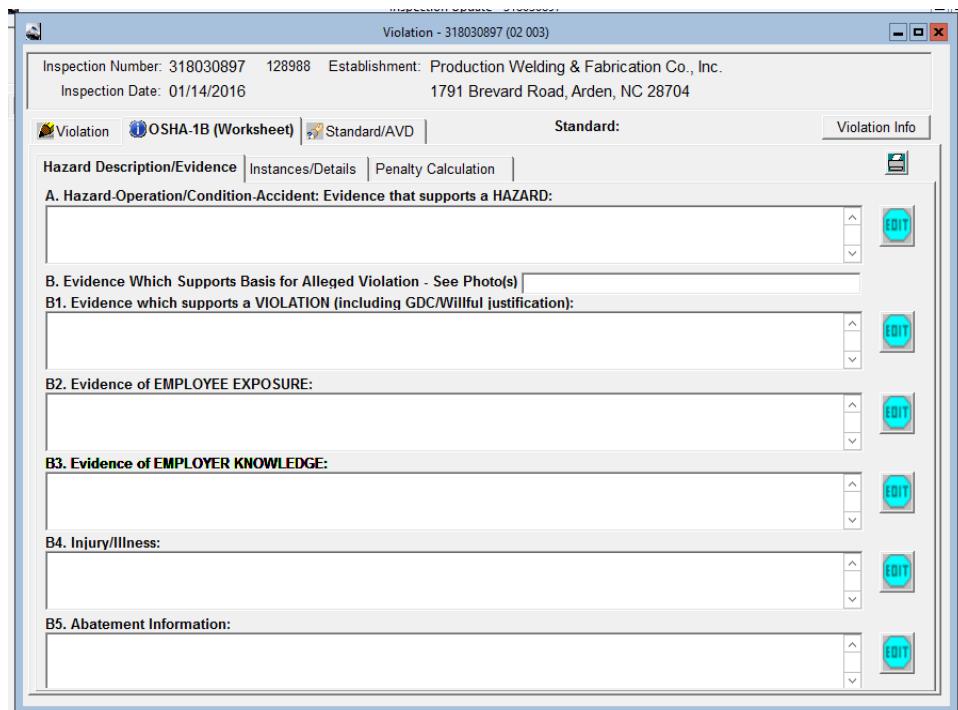
Abate Date. Specifies the current abatement date for the violation/citation. This will be calculated when the citations are issued. The current abatement date is only reflected on the last violation event entry.

Final Order. Indicates if the violation event entry was created because of a final order.

OSHA-1B (Worksheet) Tab

The OSHA-1B (Worksheet) tab on the Violation interface is where much of the supporting information for the violation can be entered. There are multiple sub-tabs on the OSHA-1B (Worksheet) tab that enable the user to capture a variety of information.

Hazard Description/Evidence



Violation - 318030897 (02 003)

Inspection Number: 318030897 128988 Establishment: Production Welding & Fabrication Co., Inc.
Inspection Date: 01/14/2016 1791 Brevard Road, Arden, NC 28704

Standard: Standard: Violation Info

Hazard Description/Evidence | Instances/Details | Penalty Calculation |

A. Hazard-Operation/Condition-Accident: Evidence that supports a HAZARD: **EDIT**

B. Evidence Which Supports Basis for Alleged Violation - See Photo(s) |

B1. Evidence which supports a VIOLATION (including GDC/Willful justification): **EDIT**

B2. Evidence of EMPLOYEE EXPOSURE: **EDIT**

B3. Evidence of EMPLOYER KNOWLEDGE: **EDIT**

B4. Injury/Illness: **EDIT**

B5. Abatement Information: **EDIT**

The Hazard Description/Evidence sub-tab allows the user to enter supporting narrative information for the various aspects of the hazard, including:

- A. Hazard – Operation/Condition/Condition-Accident: Evidence that supports a hazard*
- B. Evidence which supports basis for alleged violation (See photos)*

- B1. Evidence which supports a violation (including GDC/willful justification)*
- B2. Evidence of employee exposure*
- B3. Evidence of employer knowledge*
- B4. Injury/Illness*
- B5. Abatement info (basis for abatement period)*

The narrative fields will display approximately three lines of information; however, each field will handle an unlimited amount of text. The scroll bar can be used on each field to view the information, or alternatively, the user can click the “Edit” button to view/edit the narrative text in a larger window.

Note that for grouped violations/citations, the narrative information is only required in the first violation/citation (Group = “a”) in the grouping.

Instances/Details

The Instances/Details sub-tab is used to record additional information on a violation. Specific information on each instance of the violation can be entered, as well as employee exposure information, information on multi-step abatement along with and action dates related to the violation.

Violation - 317361434 (01 001)

Inspection Number: 317361434 Establishment: Jons Pizza Parlor
Inspection Date: 01/24/2014 4 W Edenton St. Raleigh, NC 27601

Violation OSHA-1B (Worksheet) Standard/AVD Standard: 1910.68 (b) (9) (i)

Hazard Description/Evidence Instances/Details Penalty Calculation

Instances

Instance	Description	Add	Delete
1	Electrical Outlet		

Employee Exposure

Occupation	Employer	Employee	Add	Delete
Worker	Jons Pizza Parlor	Barney Rubble		

Multi-Step Abatement

Type	Date	Track	Complete	Add	Delete

Action Dates

Type	Date	Add	Delete

Instance

Information on the instance of a violation can be entered on the Instance/Details sub-tab. The Add button can be used to create a new entry. The Delete button is available to delete an instance entry. An instance entry can be edited by double-clicking on the row.

Instances		Description	Add	Delete
 1	Electrical outlet			

Violation Instance - Instance 1

Instance: <input type="text" value="1"/>	Description: <input type="text" value="Electrical outlet"/>	
Equipment ID: <input type="text"/>	Serial #: <input type="text"/>	Brand: <input type="text"/>
Number Exposed/Title: <input type="text"/>		
Frequency: <input type="text" value="Always"/>		Proximity: <input type="text" value="Near the hazard"/>
Measurements: <input type="text" value="Within 3 feet"/>		
Surrounding Conditions: <input type="text" value="Workers in close proximity to hazard"/>		
PPE Provided: <input type="text" value="No"/> Used: <input type="text" value="No"/> Training: <input type="text" value="Yes"/> Aggravated Hazard: <input type="text" value="No"/> Mitigates Hazard: <input type="text" value="N/A"/>		
PPE Type: <input type="text" value="None"/>		
Eng Controls: <input type="text"/>	Eng Type: <input type="text"/>	Medical Surveillance/Testing/Training: <input type="text"/>
Sampling: <input type="text"/>	Sample Type: <input type="text"/>	Substance: <input type="text"/>
Most Reasonably Predictable Injury or Illness: <input type="text"/>		
Additional Info: <input type="text" value="Information on each instance of a violation can be created on the Violation Instance worksheet."/>		
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

The only required fields in the Violation Instance section are the Instance number field and the Description field. However, all of the other fields should be used to sufficiently document each instance of a violation as it is cited in the “Description” section included with the citation.

Employee Exposure

Information on the employee exposure to a violation can be entered on the Instance/Details sub-tab. The Add button can be used to create a new entry. The Delete button is available to delete an employee exposure entry. The employee exposure information can be edited by double-clicking on the row.

Employee Exposure		
Occupation	Employer	Employee
 Worker	Jons Pizza Parlor	Barney Rubble

Add Delete

Employee Exposure

Occupation:	<input type="text" value="Worker"/>		
Employer:	<input type="text" value="Jons Pizza Parlor"/>		
Number Employees:	<input type="text" value="1"/>		
Total Duration:	<input type="text" value="1 year"/>		
Frequency:	<input type="text" value="8 hrs/day"/>		
Employee Name:	<input type="text" value="Barney Rubble"/>		
Address:	<input type="text" value="1111 Test St"/>		
City:	<input type="text" value="Raleigh"/>		
State:	<input type="text" value="NC"/>	Zip:	<input type="text" value="27601"/>
Phone:	<input type="text" value="111 222 3333"/> Copy		
Occupation	Employer	Employee	
 Worker	Jons Pizza Parlor	Barney Rubble	

OK Cancel

There are several fields that are optional on the employee exposure entry including the address information. The required fields for an employee exposure entry are:

Occupation. Specifies the type of work that the employee performs.

Employer. Defaults to the establishment name for the visit.

Employee Name. Specifies the name of the employee.

It is recommended that all fields be completed to ensure the case file is adequately documented.

Because an employee could be exposed to multiple hazard violations, the employee information can be copied with the Copy button from one violation to another violation associated with the same inspection.

Phone:	<input type="text"/>		<input type="button" value="Copy"/>
	Occupation	Employer	Employee
	Worker	Jons Pizza Parlor	Barney Rubble

OK Cancel

Multi-Step Abatement

Violations that may require multiple steps to abate the condition can be entered into the Multi-Step Abatement section on the Instances/Details sub-tab. The Add button will create a new row, where the data can be entered directly. The Delete button will remove a multi-step abatement row.

Multi-Step Abatement				
Type	Date	Track	Complete	
Plan Due	01/01/2014	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Type. Indicates the abatement step that must be performed.

- E Personal Protective Equipment Required*
- P Plan Due*
- R Report Due*

Date. Date that an abatement step is due.

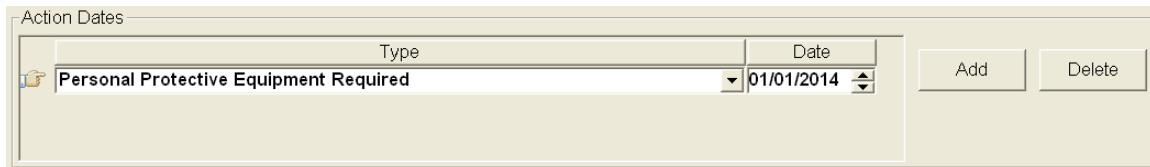
Track. Indicates that an abatement step will be tracked.

Complete. Specifies whether the abatement step was completed or not.

- X Multistep PPE, Plan, or Report Completed*
- E Not Completed, Employer Out of Business*
- W Not Completed, Worksite Changed*
- S Not Completed, Solicitor Advised*
- A Not Completed, AD Discretion*

Action Dates

Information on specific actions that must be performed for a violation can be entered into the Action Dates section on the Instances/Details sub-tab. The Add button will create a new row, where the data can be entered directly. The Delete button will remove an action dates entry.



Type	Date
Personal Protective Equipment Required	01/01/2014

Add Delete

Type. Indicates the abatement step that must be performed.

<i>A</i>	<i>Abatement Due</i>
<i>E</i>	<i>Personal Protective Equipment Required</i>
<i>P</i>	<i>Plan Due</i>
<i>R</i>	<i>Report Due</i>
<i>L</i>	<i>Letter Due</i>
<i>F</i>	<i>Followup Inspection Due</i>
<i>M</i>	<i>Monitoring Inspection Due</i>
<i>B</i>	<i>Expected PMA (45 day rule)</i>
<i>O</i>	<i>Other Action Due</i>

Date. Date when an action should be performed.

Penalty Calculation

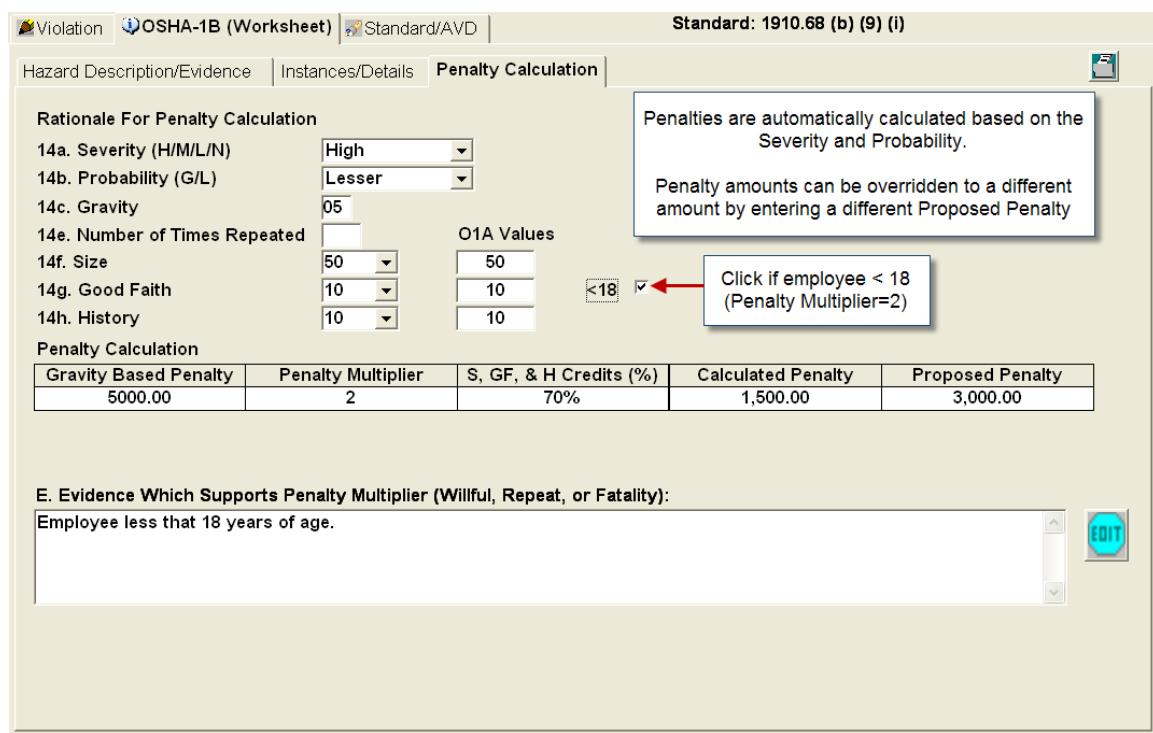
Chapter VI - Penalties

The Penalty Calculation sub-tab of the OSHA-1B (Worksheet) tab is one of the most important sections of the Violation interface as it is used to determine the penalty amount which will be assessed. The Penalty Calculation sub-tab automatically performs the required calculations for the user. There are two types of penalty calculations in the system, the standard interface and the administrative interface (Regulatory).

For the Administrative interface there will be no Severity (14a) or Probability (14b) entered.

VI - Penalties – 13. Violation of Regulatory Requirements

Standard Interface



The screenshot shows the OSHA-1B (Worksheet) tab with the 'Penalty Calculation' sub-tab selected. The 'Standard: 1910.68 (b) (9) (i)' is indicated at the top. The 'Rationale For Penalty Calculation' section contains dropdowns for 14a (Severity: High), 14b (Probability: Lesser), 14c (Gravity: 05), 14e (Number of Times Repeated: 1), 14f (Size: 50), 14g (Good Faith: 10), and 14h (History: 10). To the right, a callout box states: 'Penalties are automatically calculated based on the Severity and Probability. Penalty amounts can be overridden to a different amount by entering a different Proposed Penalty'. Below this, another callout box for the '14h. History' field indicates: 'Click if employee < 18 (Penalty Multiplier=2)'. The 'O1A Values' section shows 50 for both rows. The 'Penalty Calculation' table has columns for Gravity Based Penalty, Penalty Multiplier, S, GF, & H Credits (%), Calculated Penalty, and Proposed Penalty. The data is: Gravity Based Penalty: 5000.00, Penalty Multiplier: 2, S, GF, & H Credits (%): 70%, Calculated Penalty: 1,500.00, Proposed Penalty: 3,000.00. At the bottom, section E. Evidence Which Supports Penalty Multiplier (Willful, Repeat, or Fatality) contains the text: 'Employee less than 18 years of age.' with an 'EDIT' button.

 The Standard interface requires that the user enter the severity and the probability for the violation at a minimum. Other aspects of the penalty calculation process have already been established based on other factors for the inspection. For example, the size, good faith, and history credits were defined at the inspection level.

The Ownership indicator that is stored with the establishment is used to determine whether the employer or organization is public or private.

14a. Severity (H/M/L/N). Select a value from the drop-down list for the severity of the violation. The severity and probability are the primary indicators for the amount of the penalty.

<i>H</i>	<i>High</i>
<i>M</i>	<i>Medium</i>
<i>L</i>	<i>Low</i>
<i>N</i>	<i>NonSerious</i>

14b. Probability (G/L). Select a value from the drop-down list for the probability of the violation to cause harm. The severity and probability are the primary indicators for the amount of the penalty.

<i>G</i>	<i>Greater</i>
<i>L</i>	<i>Lesser</i>

14c. Gravity. The gravity value is automatically calculated based upon the severity and probability factors for the violation.

14e. Number of Times Repeated. This field is only enabled when the citation type (Field 5B) indicates a repeat violation. The number of times that a violation is a repeat violation affects the penalty multiplier value.

14f. Size. The size credit is generally the same as the size credit that is indicated for the inspection (the OSHA-1AC Credits/Evaluation sub-tab).

14g. Good Faith. The good faith credit is generally the same as the good faith credit that is indicated for the inspection (the OSHA-1AC Credits/Evaluation sub-tab). However, the good faith credit will be automatically changed to 0 if the severity and probability rating is Higher/Greater or if the citation type is “Willful”.

14h. History. The history credit is generally the same as the history credit that is indicated for the inspection (the OSHA-1AC Credits/Evaluation sub-tab).

Gravity Based Penalty. The gravity based penalty is a calculated value based upon the severity and probability factors for the violation.

Penalty Multiplier. The penalty multiplier is generally set to 1; however, it can be modified to a different value, and will automatically be changed if the violation is a repeat or willful violation. The penalty is doubled (Penalty Multiplier=2) if an employee that is less than 18 years of age was affected (“*<18*” checkbox). The penalty multiplier is also automatically set to a value greater than 1 if it is a Failure to Abate (FTA) violation (based on the number of days past due).

Credits. The credits field is the total of all of the combined penalty credits (size, good faith, and history).

Calculated Penalty. The calculated penalty is the gravity based penalty multiplied by the penalty reduction credits. The default minimum penalty for serious violations is \$100 and will be automatically specified if the calculated penalty is less than \$100. The default minimum penalty for willful violations is \$5000. If a violation is “Non-Serious” and the calculated penalty is less than \$100, then no penalty will be assessed.

Proposed Penalty. The proposed penalty is the actual penalty that is calculated based on the gravity based penalty, penalty multiplier, and penalty reduction credits. Note that the proposed penalty can be overridden to be a value that is different than what is calculated. If the value is overridden, it will display as a value with a red font. When the proposed penalty is overridden, it will also require that an “Override Explanation” be entered.

Penalty Calculation				
Gravity Based Penalty	Penalty Multiplier	S, GF, & H Credits (%)	Calculated Penalty	Proposed Penalty
5000.00	1	70%	1,500.00	2,000.00

Override Explanation
The violation required a higher penalty.

E. Evidence Which Supports Penalty Multiplier (Willful, Repeat, or Fatality):

When the penalty amount is overridden
- it will show in red and an override explanation is required

EDIT

E. Evidence Which Supports Penalty Multiplier. If the penalty multiplier has been changed, or is otherwise set to a value greater than 1, as in the case of willful or repeat violations, an explanation to support the penalty multiplier is required.

Administrative Penalty Interface

Violation - 318032182 (02 001)

Inspection Number: 318032182 129141 Establishment: NCDOT, North Carolina State Ports Authority

Inspection Date: 02/01/2016 2202 Burnett Blvd., Wilmington, NC 28401

Violation OSHA 1B (Worksheet) Standard: 1904.39 (a) (2) Violation Info

Hazard Description/Evidence Instances/Details Penalty Calculation

Rationale For Penalty Calculation

14a. Severity (H/M/L/N)

14b. Probability (G/L)

14c. Gravity

14e. Number of Times Repeated

14f. Size

14g. Good Faith

14h. History

Probability Rating

Employees (1-8):

Frequency (1-8):

Proximity (1-8):

Other Factors:

Total / # Factors: Greater (4.6 - 8.0)

O1A Values

<18

Penalty Calculation

Administrative Penalty	Penalty Multiplier	S, GF, & H Credits (%)	Calculated Penalty	Proposed Penalty
5000.00	1	30%	3,500.00	3,500.00

E. Evidence Which Supports Penalty Multiplier (Willful, Repeat, or Fatality):

EDIT

This table is used to calculate the penalties and proposed penalties of violations associated with posting, reporting and recordkeeping where a **GDP is not applicable**. The system is designed so that it will only accept the Administrative Penalties in the OSHA Express table when the standard for those penalties are chosen.

Standard Processing of Administrative Penalties with No Override

Violation - 318026002 (02 001)

Inspection Number: 318026002 128427 Establishment: Thomas Farnell Shingleton dba Shingleton Farms
Inspection Date: 10/28/2015 12919 US Highway 17 South, Hampstead, NC 28443

Violation OSHA-1B (Worksheet) Standard/AVD Standard: 1904.29 (b) (3) Violation Info

Hazard Description/Evidence Instances/Details Penalty Calculation

Rationale For Penalty Calculation

14a. Severity (H/M/L/N)	14b. Probability (G/L)
14c. Gravity	14e. Number of Times Repeated
14f. Size	14g. Good Faith
14h. History	

O1A Values

60	60
0	0
10	10

Probability Rating

Employees (1-8):	<input checked="" type="checkbox"/>
Frequency (1-8):	<input checked="" type="checkbox"/>
Proximity (1-8):	<input checked="" type="checkbox"/>
Other Factors:	<input type="checkbox"/>
Total / # Factors:	Greater (4.6 - 8.0)

<18

Penalty Calculation

Administrative Penalty	Penalty Multiplier	S, GF, & H Credits (%)	Calculated Penalty	Proposed Penalty
1000.00	1	70%	300.00	300.00

E. Evidence Which Supports Penalty Multiplier (Willful, Repeat, or Fatality):

EDIT

There are 3 individual standards that will have and Option 1 or Option 2 associated with them in the table. You can only have one standard and one penalty per standard so Option 1 with the associated standard and penalty is the one that will pull to the OSHA 1B Worksheet when chosen. If you need option 2 that is when you will do the override.

Administrative Penalty with Override

Violation - 318032182 (02 001)

Inspection Number: 318032182 129141 Establishment: NCDOT, North Carolina State Ports Authority
Inspection Date: 02/01/2016 2202 Burnett Blvd., Wilmington, NC 28401

Violation OSHA-1B (Worksheet) Standard/AVD Standard: 1904.39 (a) (2) Violation Info

Hazard Description/Evidence Instances/Details Penalty Calculation

Rationale For Penalty Calculation

14a. Severity (H/M/L/N)	14b. Probability (G/L)
14c. Gravity	14e. Number of Times Repeated
14f. Size	14g. Good Faith
14h. History	

O1A Values

20	20
10	10
0	0

Probability Rating

Employees (1-8):	<input checked="" type="checkbox"/>
Frequency (1-8):	<input checked="" type="checkbox"/>
Proximity (1-8):	<input checked="" type="checkbox"/>
Other Factors:	<input checked="" type="checkbox"/>
Total / # Factors:	Greater (4.6 - 8.0)

<18

Penalty Calculation

Penalty	Penalty Multiplier	S, GF, & H Credits (%)	Calculated Penalty	Proposed Penalty
5000.00	1	30%	3,500.00	1,750.00

Override Explanation

Administrative Penalty is 2500.00 per CFR 1904.39(a)(2) FOM Chapter VI

E. Evidence Which Supports Penalty Multiplier (Willful, Repeat, or Fatality):

Note the Override Explanation

*See also VI - Penalties – 13. Violation of Regulatory Requirements – C. Migrant Housing Act Violations

Option 2

There are 3 standards that will have an Option 2. They are listed below:

1904.39(a)(1) Option 1 ; \$5,000	<i>Failure to report a fatality in 8 hours.</i>
1904.39(a)(1) Option 2 ; \$7,000	<i>Failure to report a fatality in 8 hours – BC Option.</i>
1904.39(a)(2) Option 1 ; \$5,000	<i>Failure to report hospitalization in 24 hours, eye loss and amputation of more than 1 digit.</i>
1904.39(a)(2) Option 2 ; \$2,500	<i>Failure to report other hospitalizations.</i>
NCGS 95-226(a) Option 1 ; \$5,000	<i>Failure to register migrant housing. No history reduction.</i>
NCGS 95-226(a) Option 2 ; \$1,000	<i>Failure to register migrant housing 45 days prior to occupancy. No history reduction.</i>

NOTES:

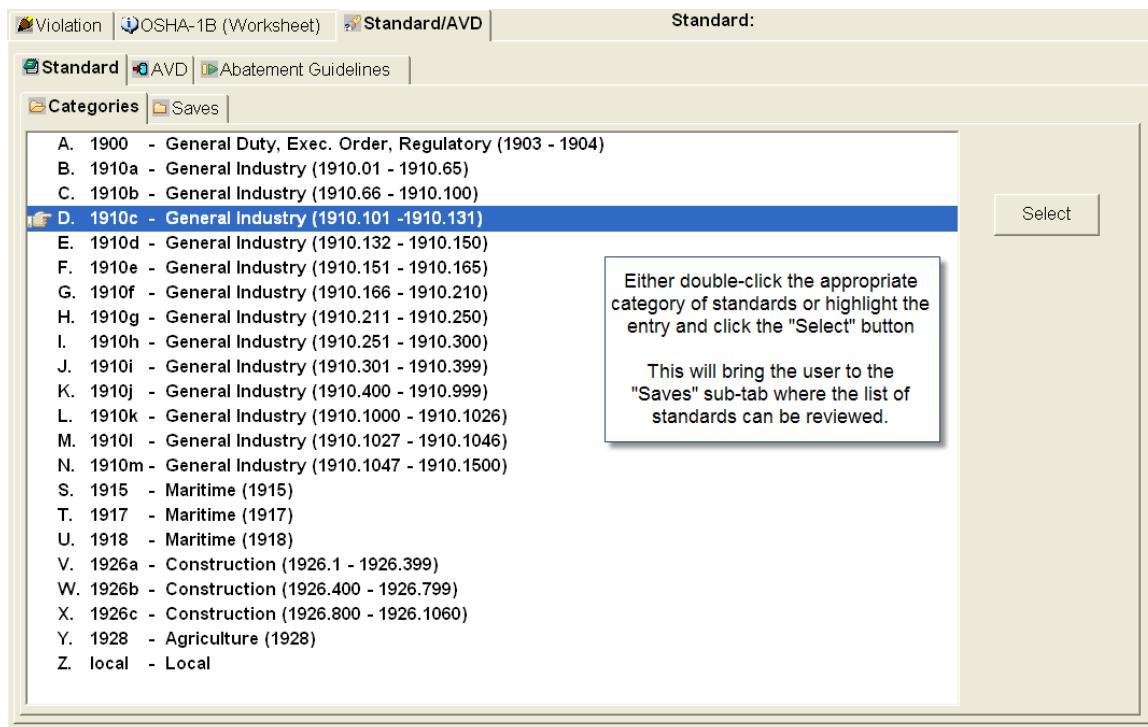
Standard/AVD Tab

The Standard/AVD tab on the Violation interface is designed to allow the user to review the various standards to locate the one that best fits the conditions for the violation. The standard information, including the standard description and the “Description” which the compliance officer will write, are used in the preparation of the citations.

Standard/SAVE Selection



Rather than having the compliance officer enter the standard into the standard field (Field 11), it is recommended that they use the Standard/Alleged Violation Description (AVD) tab to search for the appropriate standard, and when selected, it will automatically fill in the standard field. The standard description that is used as part of the citation will be automatically included and the CSHO will only be required to enter the AVD information specific to the violation.



The Standard/AVD tab is split into two sub-tabs, Standard sub-tab and the AVD sub-tab, to aid in the search for the appropriate standard. The Standard sub-tab is further split into two sub-tabs; the Categories sub-tab and the Saves sub-tab. After selecting a standard, the user must write the “Description” section for the citation.

When a standard has not yet been chosen for the violation, the user will be directed to the Categories sub-tab so that they can select the appropriate category of standards. The categories are broken apart based upon the Part and Section of the standard.

The user should either double-click on the appropriate Category or click the Select button. This will bring the Saves sub-tab into focus which has all of the standards/SAVES for the identified category. The user can scroll through the list of standards to review the title and narrative which will be selected for the violation/citation. As each row is highlighted, more detailed information is displayed at the bottom of the window, including the full narrative text for the standard/SAVE.

Violation | OSHA-1B (Worksheet) | Standard/AVD | Standard:

Standard | AVD | Abatement Guidelines |

Categories | Saves | Lamps

Type in keywords to search for the appropriate standard information

Search

Part	Sect	Para	Sub	Item	S1	S2	SAVE Title	Reference	PD	1910c
1910	107	b	9				Cleaning	Fed OIS 1		
1910	107	b	9				Clear Space	Fed OIS 2		
1910	107	c	6				Wiring Type Approved	Fed OIS 1		
1910	107	c	6				Wiring Type Approved	Fed OIS 2		
1910	107	c	7				Lamps	Fed OIS 1		
1910	107	c	7				Lamps	Fed OIS 2		
1910	107	d	4				Fan-Rotating Element	Fed OIS 1		
1910	107	d	5				Electric Motors	Fed OIS 1		
1910	107	d	5				Electric Motors	Fed OIS 2		

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Standard: 1910 | 107 | c | 7 | Lamps | Fed OIS 1

29 CFR 1910.107(c)(7): Electric lamps outside of but within 20 feet of spraying area(s), and not separated therefrom by partition(s), were not totally enclosed to prevent the falling of hot particles:

(a) (LOCATION) (IDENTIFY SPECIFIC OPERATION(S) AND/OR CONDITIONS) (DESCRIBE HAZARD(S) WHERE NECESSARY)

Double-click the SAVE or click the "Select" button to select a standard

Select

The user may not know the exact standard that they are looking for, but may have an idea about what the standard text will contain. A search feature is available which allows the user to enter keywords or partial text so that they can search for and locate the appropriate standard in the list.

If the compliance officer or other user decides that the correct standard is not in the current category of SAVES, they can click back on the Categories sub-tab and select a different category.

Once the appropriate standard has been reviewed, the user can select it by either double-clicking on the appropriate standard/SAVE entry or by clicking the Select button. This action will automatically fill in the standard information on the Violation tab (Field 11), and will also copy the standard description to the AVD sub-tab for the required data entry of the “As Follows” information.

Violation | OSHA-1B (Worksheet) | Standard/AVD | Standard: 1910.120 (b) (1) (i)

2. Citation 01 3. Item 002 4. Group 11. Standard 1910 | 120 | b | 1 | i |

5A. Citation Type (Federal) Serious 17. Abatement Completed

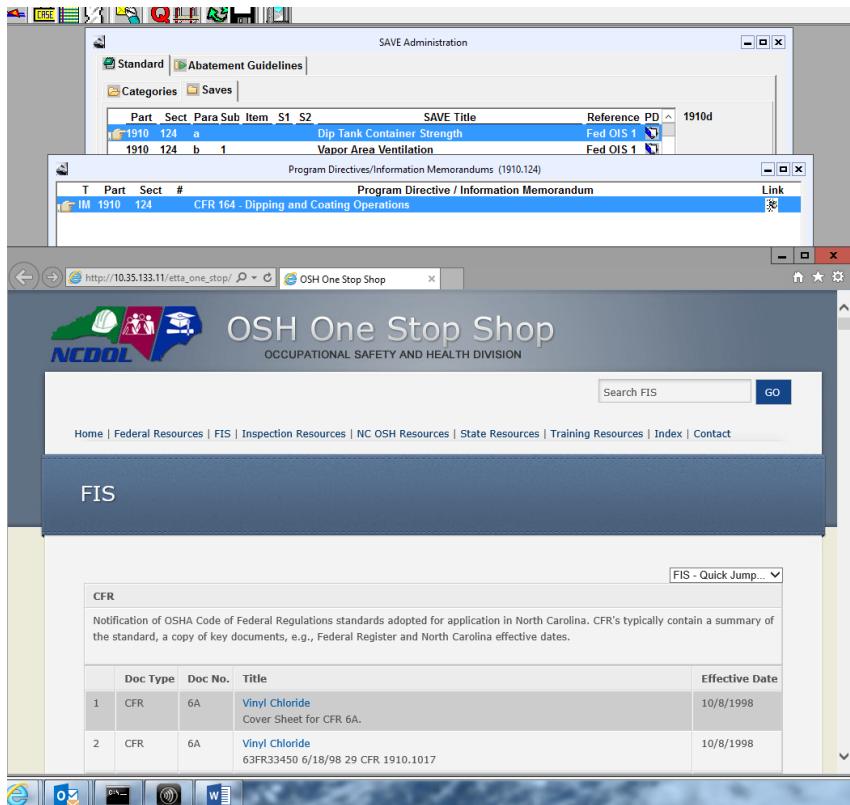
5B. Abatement Type Serious 18. Abatement Period Calendar

Standard is auto-filled when the SAVE is selected

Program Directives/Information Memorandums

The compliance officer is encouraged to research the standard by reviewing the program directives and/or information memorandums which may exist for the standard. By

clicking on the blue folder from the Saves sub-tab, a list of the relevant program directives and information memorandums will be available for review. The user can either click or scroll on the Program Directive (PD) or Information Memorandum (IM) entries to read the notes and reference information for each.



Additional information on a particular PD/IM entry can be obtained by clicking the icon under the Link column. This will launch a separate browser window that can link directly to a specified website or other URL. Each browser window is independent of the OSHA Express application and must be closed by the user after it has been reviewed.

SAVE/Description

Once the user selects the appropriate Standard/SAVE entry, the focus of the interface will automatically switch to the AVD sub-tab. The standard narrative description will be auto-filled in the SAVE portion of this section and the “Description” section will initially be blank. It is the user’s responsibility to write the “Description” in a manner which describes how the selected standard has been violated with regard to the specific conditions which were encountered at the worksite.

Violation | OSHA-1B (Worksheet) | Standard/AVD | Standard: 1910.107 (c) (7)

Once the standard/SAVE is selected it is automatically filled in on the Violation tab (Field 11)

SAVE: 29 CFR 1910.107(c)(7): Electric lamps outside of but within 20 feet of spraying area(s), and not separated therefrom by partition(s), were not protected from mechanical injury by suitable guards or by location:

Description: An electric lamp was missing a guard.

Abatement Guideline:

EDIT

EDIT

Click the Edit button to edit the text in a larger window

The “Description” should be descriptive for each instance of a violation. This is typically accomplished by entering the general information on how the standard was violated followed by a separate narrative for each instance.

Example:

Employees utilizing a Fire Storm FS1001 miter saw in lobby area to cut forms and it was missing a ground pin. 120 volt, 15 amps. No GFCI.

Employee utilizing a Makita band saw with a missing ground pin in the woodworking area to cut frames. 120 volt, 15 amps. No GFCI.

The information included on the AVD sub-tab is included in the citation text for each citation included in the citation package. The information can be edited in a separate window by clicking the Edit button. The user will be prompted as to whether they want to perform spell checking on any narrative fields whenever they are edited using the Edit button, and again when the information is being saved (if there have been changes to any narrative text data).

FTA Violations

Failure to Abate violations occur when an employer or organization has not corrected a previous citation, or potentially when they have not notified OSHA that a hazard was abated. A followup inspection is normally performed to determine if previously cited safety and/or health hazards have been corrected. An FTA violation/citation will be created if the hazard still exists or has only been partially abated.

The first step is to create a followup inspection which references the original inspection number as a related activity. A related activity row will be automatically created when the inspection type is specified as “Follow-up”. The user is required to enter the original inspection number in the related activity row.

Inspection Update - 317984268

Inspection Number: 317984268 126282 Establishment: Jose Marquez dba Jose Marquez
Inspection Date: 05/18/2015 1334 Asheville Hwy, Hendersonville, NC 28791

Establishment

Inspection Dates Contacts Emphasis/Initiatives OSHA-1AC OSHA-1671 Health Violations OSHA File

1. Reporting ID 0453720 24. Inspection Type Follow-up
2. CSHO Information 25. Inspection Classification
a. CSHO ID Thorpe, Gary Safety Manufacturing
b. Job Title Safety Compliance Officer Safety Construction
c. Supervisor Assigned Cagle, Jennie Safety Maritime
d. Trainee(1) Health Manufacturing
e. Trainee(2) Health Construction
26. Employed in Establishment Health Maritime
27. Covered by Inspection Migrant
28. Controlled by Employer
29. Union?
30. Employee Walk Around
31. Employee Interviewed
35. Scope of Inspection
43. Reason No Inspection
97. Federal Contractor
98. Attempt to collect info
99. Imminent Danger Notice
No Inspection
Process Not Active
No
Yes
No 00/00/0000

In order to create an FTA Violation, there must be a Follow-up inspection...

...and the original inspection must be referenced as a related Activity

5. Related Activity

Type	Number	Sat Safety?	Sat Health?	Cmp/Ref Close	Related Close Date
Inspection	317946432	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/23/2015

42. Optional Information

Type	ID	Value
S	03	2

Add Delete



Note that Failure to Abate violations can potentially be several layers deep. In effect there may be followup inspections to other followup inspections. All followup inspections should include all previous followup inspections and the original inspection as related activities. This allows all of the possible violations which were encountered on any of the related inspections to be viewed and/or processed as possible FTA violations.

When an inspection is created with an inspection type of “Follow-up”, a checkbox on the Violations tab is available so that any original violations can be viewed and potentially processed as FTA violations. The “Original Violations (FTA)” checkbox should be checked so that they can be referenced and viewed.

Inspection - 317361491

Inspection Number: 317361491 Establishment: Jons Pizza Parlor
Inspection Date: 00/00/0000 4 W Edenton St, Raleigh, NC 27601

Establishment

Inspection Dates Contacts Emphasis/Initiatives OSHA-1AC Health Violations OSHA File

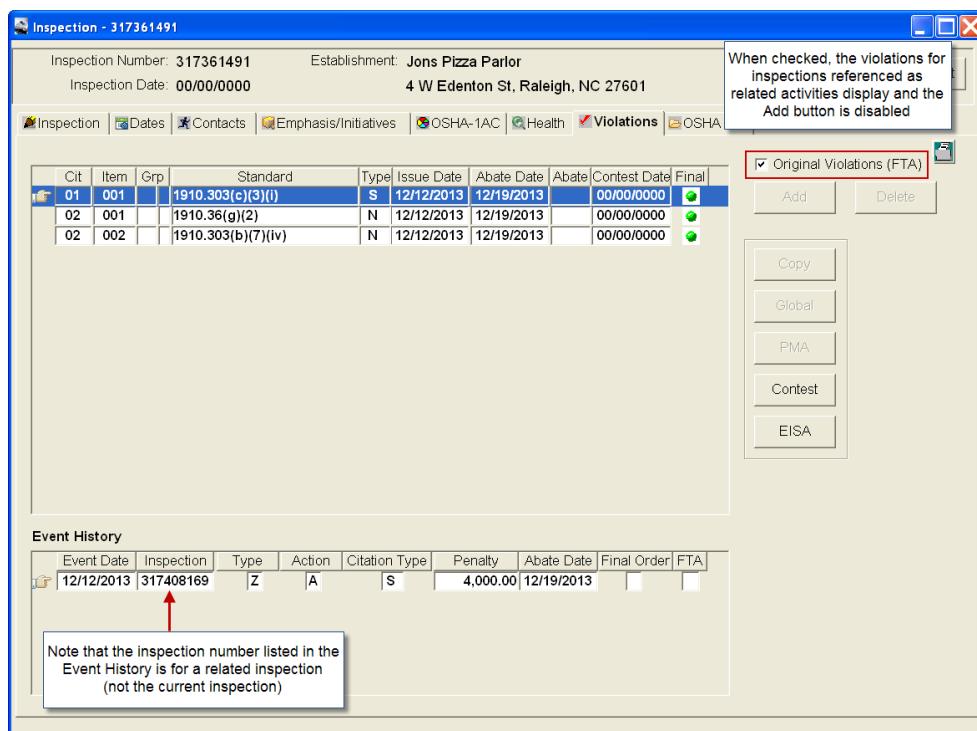
Cit Item Grp Standard Type Issue Date Abate Date Abate Contest Date Final

Original Violations (FTA)

Check this checkbox to view and process the original violations

New violations may also be encountered on the followup inspection. The user will create any new violations just as they normally would for a normal inspection. For new violations on the followup inspection, the user should ensure that the “Original Violations (FTA)” checkbox is NOT checked, and then click the “Add” button to create the new violation.

When the “Original Violations (FTA)” checkbox is checked, all previous violations/citations that have been issued for any of the inspections referenced as related activities will be displayed on the Violations tab.



In order to create the FTA violation, the user must double-click on the previous violation, or highlight the previous violation and press the Enter key. They will be prompted as to whether they want to continue with the creation of the FTA violation.



The Failure to Abate Violation interface is very similar to the normal Violation interface, with much of the same information available, including the original violation information on the Violation tab, and the original standard/SAVE and As Follows information on the Standard/AVD tab. The primary difference is the FTA Worksheet tab which is where the FTA penalty calculation is determined.

Failure to Abate Violation - 317361491 (01 001)

Original Inspection: 317408169 11/20/2013 Establishment: Jons Pizza Parlor
Followup Inspection: 317361491 02/07/2014 4 W Edenton St, Raleigh, NC 27601

Violation Standard/AVD FTA Worksheet Standard: 1910.303 (c) (3) (i)

2. Citation 01	3. Item 001	4. Group <input type="checkbox"/>	11. Standard 1910	303 c 3 i <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
5A. Citation Type (Federal) Serious	17. Abatement Completed <input type="text"/>	18. Abatement Period 5 Workdays																									
5B. Citation Type (State) Serious	19. Abatement Doc Required Yes	20. Final Abatement Date 12/19/2013																									
6. Egregious <input type="text"/>	21. Track? Yes	22. Date Verified 01/10/2014																									
9. Number Exposed 5	23. Last Day to Contest 00/00/0000	29. Grouped/Final Order <input type="checkbox"/>																									
12. Number Instances 1																											
13. REC <input type="text"/>																											
15. Original/FTA Penalty(\$) 4,000.00	45,000.00																										
16. Original/FTA Issue Date 12/12/2013	00/00/0000																										
25. Substance Codes																											
<table border="1"> <tr> <td>Substance</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="3"></td> </tr> </table>							Substance	Add	Delete																		
Substance	Add	Delete																									
FTA Event Processing																											
<table border="1"> <tr> <th>FTA Inspection</th> <th>Event Date</th> <th>Event Type</th> <th>Event Action</th> <th>Final Order</th> <th>Additional Penalty</th> <th></th> </tr> <tr> <td>00/00/0000</td> <td>Z</td> <td>A</td> <td><input type="checkbox"/></td> <td>45,000.00</td> <td><input type="button" value="Add"/></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td colspan="6"></td> <td></td> </tr> </table>							FTA Inspection	Event Date	Event Type	Event Action	Final Order	Additional Penalty		00/00/0000	Z	A	<input type="checkbox"/>	45,000.00	<input type="button" value="Add"/>	<input type="button" value="Delete"/>							
FTA Inspection	Event Date	Event Type	Event Action	Final Order	Additional Penalty																						
00/00/0000	Z	A	<input type="checkbox"/>	45,000.00	<input type="button" value="Add"/>	<input type="button" value="Delete"/>																					

The FTA Event Processing section can be used for any penalty reductions or final order information that is established during an informal conference or other formal proceedings.

Failure to Abate Violation - 317361491 (01 001)

Original Inspection: 317408169 11/20/2013 Establishment: Jons Pizza Parlor
Followup Inspection: 317361491 02/07/2014 4 W Edenton St, Raleigh, NC 27601

Violation Standard/AVD FTA Worksheet Standard: 1910.303 (c) (3) (i)

Failure to Abate Worksheet

Original Inspection Number	317408169	Follow-up Inspection Number	317361491
Original CSHO ID	X1470	Follow-up CSHO ID	R3311
Original Opt Report Number	012-14	Follow-up Opt Report Number	0001-14
Original Inspection Date	11/20/2013	Follow-up Inspection Date	2/7/2014

Standard Allegedly Violated	1910.303 (c) (3) (i)		
Original Violation Type	Serious	Original Citation Number	01 001
Original Abatement Date	12/19/2013	Number of Days Past Abatement	50

FTA Penalty Calculation

Original Severity/Probability	Original Unadjusted Amount (or \$1000)	% Unabated	FTA Factor	GF, S and H Credits (%)	Proposed Adjusted FTA Penalty
M/G	5,000.00	100	30	70%	45,000.00

A. Brief Description of Hazard:
This is where the description of the hazard goes...

B. Evidence Which Supports Basis for FTA Violation - See Photo(s):
Have not corrected the original violation.

The FTA Worksheet tab is used to determine the FTA penalty amount. Much of the information from the original penalty can be reviewed, including the original unadjusted penalty amount, which is used for the basis of the FTA penalty.

Number of Days Past Abatement. The number of days past the original abatement date for the violation is used to determine the FTA Factor.

% Unabated. The percent unabated will default to 100%, but can be changed by the CSHO if the violation has been partially corrected.

FTA Factor. The FTA factor is in direct relation to the number of days past the original abatement date. If the FTA factor is modified to something other than the number of days past abatement, an override explanation is required.

Proposed Adjusted FTA Penalty. The FTA penalty is calculated based on the original unadjusted penalty multiplied by the percent unabated, the FTA factor, and the penalty reduction credits. An override explanation is required if the field is modified.

Event History							
Event Date	Inspection	Type	Action	Citation Type	Penalty	Abate Date	Final Order
12/12/2013	317408169	Z	A	S	4,000.00	12/19/2013	
00/00/0000	317361491	Z	A	S	45,000.00	12/19/2013	F

Note the different inspection numbers listed in the Event History along with the FTA indicator

It will automatically put a checkmark next to each violation. The checkmarks can be also be individually checked or unchecked on each violation as well. This may be necessary if an abatement report is received where only a subset of the violations are addressed.

The user is required to click on one of the radio buttons for the type of global update that they need to perform. It is also required that there be one or more violations selected for processing. The operation will be performed when the user clicks the OK button.

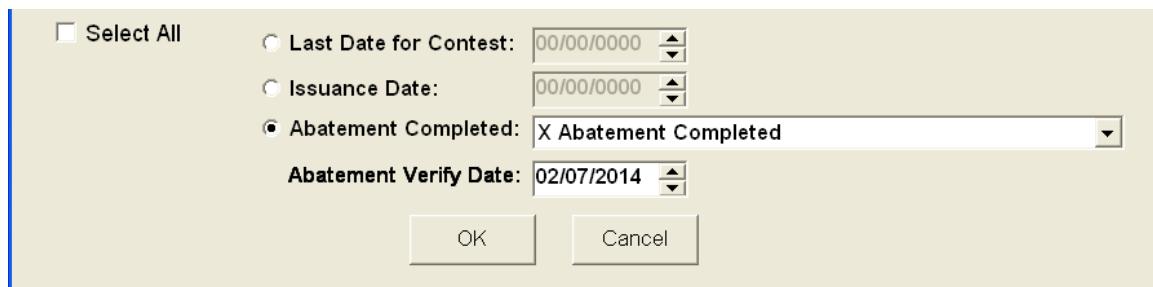
The user can also double-click on any of the violations on the Violation Global Updates interface. This will launch the Violation interface for the particular violation.

Global Abatement Verification

The establishments which have received citations are required to perform corrective action to abate the hazardous conditions or other violations that were encountered at the worksite. When the citations are issued, an abatement date is calculated from the number of abatement days specified by the CSHO on the violation. The employers and other organizations are required to notify OSHA that corrective actions have been performed by returning a progress report detailing their actions.

When the progress reports are received, they will be processed and may be routed to a specific workflow queue for subsequent processing. This allows a supervisor or

administrative personnel to process all progress reports in a consistent and streamlined manner. The user will open the inspection from the workflow queue and perform the global update from the Violation tab. Depending upon the contents of the progress report, they should select the appropriate violations by putting a checkmark next to the ones indicated on the progress report. Then the user should click the “Abatement Completed” radio button and select an entry from the drop-down list (e.g., X Abatement Completed). They should also specify the abatement verification date.



When the user clicks the OK button, all selected violations will have the specified abatement completed value (Field 17) and date verified (Field 22) automatically populated on the Violation interface.

2. Citation 01	3. Item 001	4. Group <input type="checkbox"/>	11. Standard 1910 68 b 9 i <input type="checkbox"/>
5A. Citation Type (Federal) Serious	5B. Citation Type (State) Serious	17. Abatement Completed Abatement Completed	
6. Egregious	9. Potential Number Exposed 1	18. Abatement Period 10 <input type="button" value="Calendar"/>	
12. Number Instances 1	13. REC	19. Abatement Doc Required Yes	
15. Proposed Penalty(\$) 5,600.00	16. Issuance Date 01/27/2014 <input type="button" value=""/>	20. Final Abatement Date 02/10/2014 <input type="button" value=""/>	
21. Track? Yes		22. Date Verified 02/07/2014 <input type="button" value=""/>	
29. Last Day to Contest 00/00/0000 <input type="button" value=""/>		99. Grouped/Final Order <input type="checkbox"/>	

The Event History for the violation will display a “P/M” entry with the latest abatement date indicated for the violation. A violation can potentially have several PMA requests granted that will be displayed in the Event History section for the violation.

Event Date	Inspection	Type	Action	Citation Type	Penalty	Abate Date	Final Order	FTA
01/27/2014	317361434	Z	A	S	900.00	02/10/2014		
02/07/2014	317361434	P	M	S	900.00	02/17/2014		

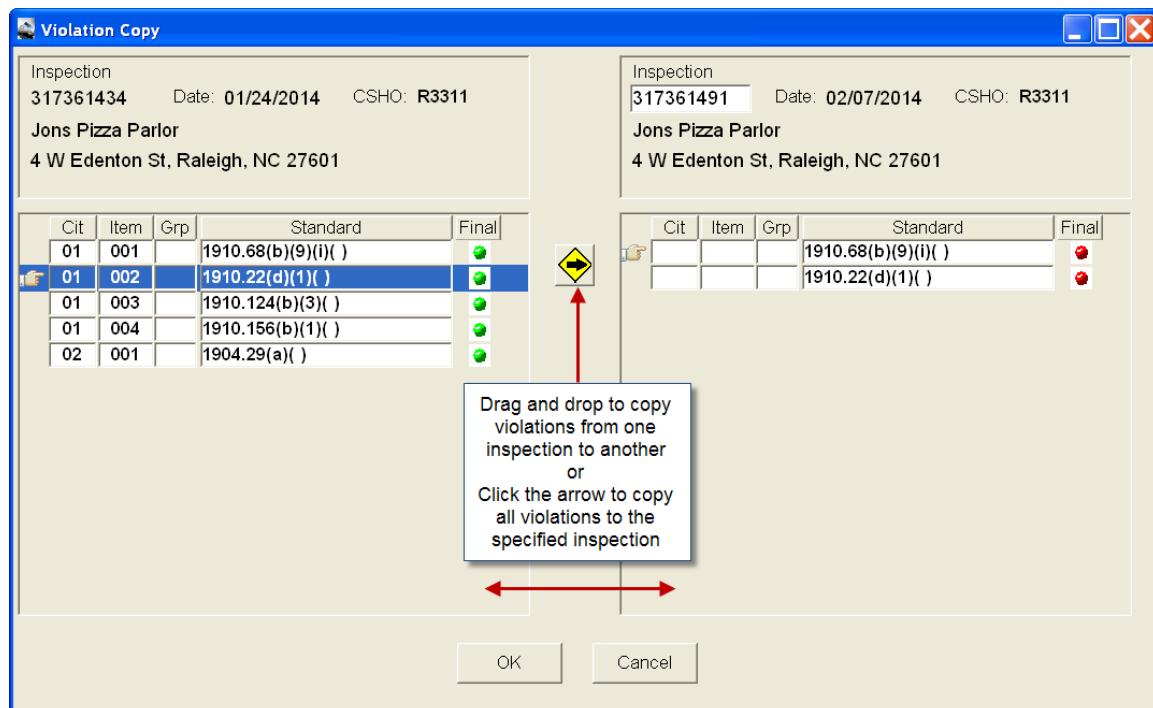
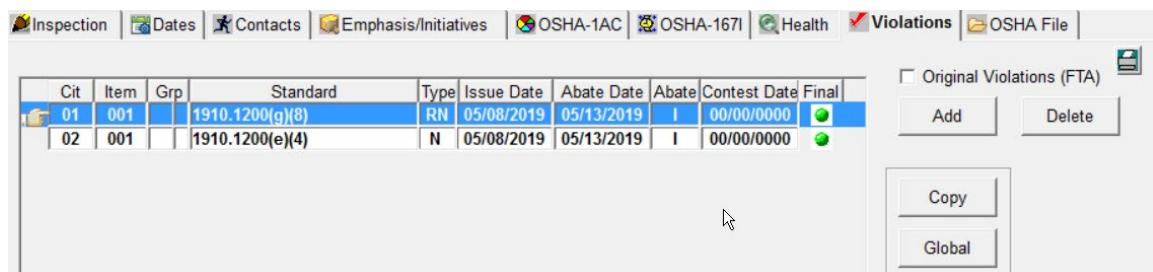
Any additional events that occur for a violation/citation (i.e., penalty reductions, final orders, etc.) will always reflect the latest abatement date which has been specified for the violation.

Violation Copy

The OSHA Express system provides the capability to copy violations from one inspection to another. This may be necessary when the same standard has been violated by more than one employer at a worksite (e.g., in a construction inspection where both the general contractor and a sub-contractor were responsible for a violation).

The Violation Copy functionality also makes it much easier for certain tasks after an informal conference or formal proceedings. This may be necessary when there have been negotiations at an informal conference or when there is a final order which indicates that certain citations should be grouped together which may also affect the penalties associated with the citations.

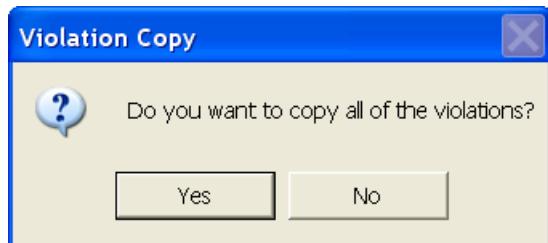
The Violation Copy interface can be launched from the Copy button located on the Violations tab of the Inspection interface. The interface is designed with two similar panes/sections with the current inspection and violations listed in the section to the left.



The user should first enter in the inspection number of the inspection to which they want the violations copied. When the Enter key is pressed, the inspection information and any existing violations will be listed in the right pane of the interface. At this point, the user can begin copying the required violations from the inspection in the left pane to the inspection listed in the right pane.

The copying of violations is accomplished by clicking on a row in the left pane and dragging it over to the inspection listed in the right pane. The drag and drop operation requires that the user left-click on a row, and while holding the mouse button down, sliding (i.e., dragging) the row over to the right pane, and then letting go of the mouse button (i.e., dropping).

If the user wishes to copy all violation entries from one inspection to another, they can click the “Left Arrow” icon in between the two inspections. The user will then be prompted as to whether they want to copy all of the violations from one inspection to another.

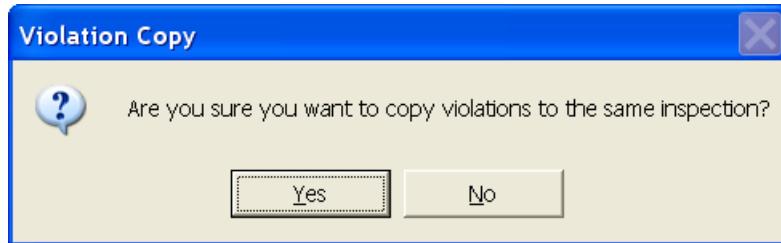


After the user clicks the OK button, the copy operation will be complete and the violations will have been copied to the new inspection. However, the citation number is left blank and will require the user to either renumber the violations/citations individually by opening up each violation and performing an update, or by renumbering the violations directly from the Inspection interface (see next section).

 The Violation Copy functionality may be used regularly while processing the results from informal conferences. Oftentimes violations are grouped and there are penalty reductions, which requires that a copy of the current violation be grouped and the original deleted. The key to copying an inspection to itself is the “Grouped/Final Order” indicator (Field 99) on the Violation interface (must be checked).

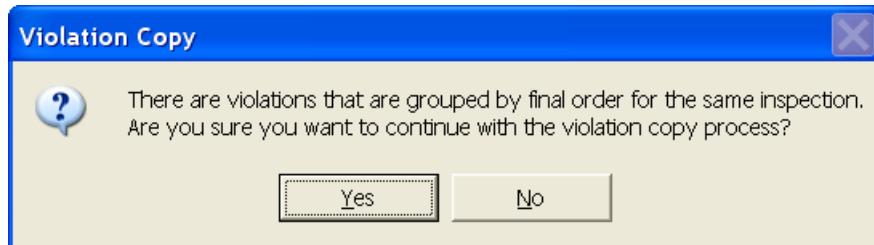
99. Grouped/Final Order

The user must confirm that they want to copy violations to the same inspection.

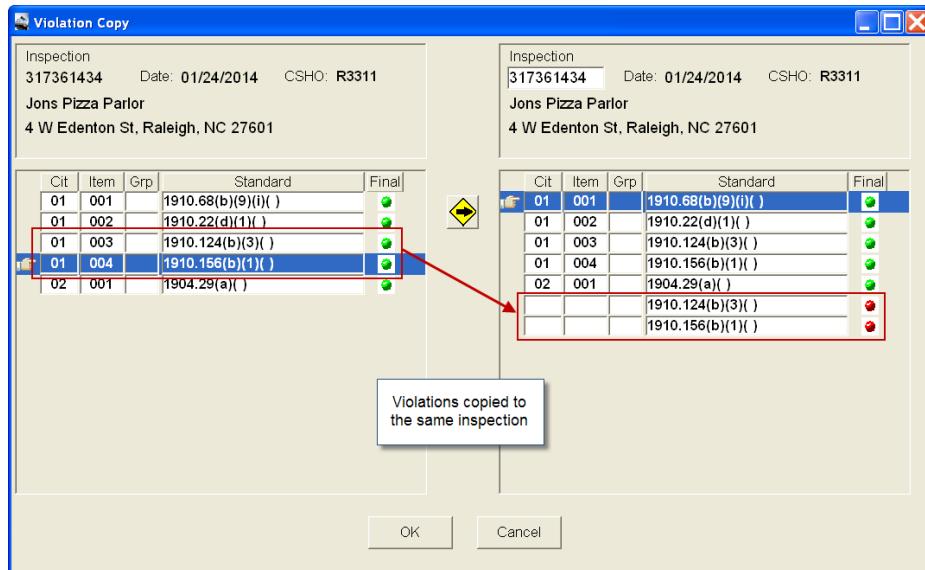


Note that the user will not be allowed to copy the violation to the same inspection unless the Field 99 Grouped/Final Order indicator is checked. An error message will be received if this indicator isn't set correctly for the copy.

A second “sanity check” message is displayed for the user if everything checks out to determine if they want to proceed with the same inspection copy process.



Similar to the normal Violation Copy process, the violations to be copied can be “dragged and dropped” into the same inspection violations in the right pane. The new violations will typically be renumbered so that the citation number is incremented by 1 from whatever the highest current citation is currently (in the example – the new violations would be numbered 03 001 and 03 002).



When the user clicks the “OK” button, they will be prompted as to whether they want to auto-number the copied violations. Click “Yes” to auto-number, otherwise the violation/citation numbering will have be done manually.

Renumbering Violations/Citations

While the compliance officer (CSHO) or other user is entering the violations into the system, they may be created in any order. However, there is typically a default order in which the citations are delivered to the establishment. The order is generally from the most egregious to the least serious.

Willful Serious

Willful Non-Serious

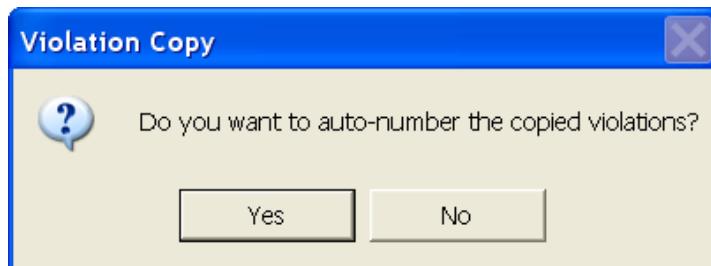
Repeat Serious

Repeat Non-Serious

Serious

Non-Serious

Per the Technical Writing course, there is a preference to put the violations/citations in standard number order within the default citation ordering. The violations can be individually renumbered from within the Violation interface itself; however, it is sometimes easier to perform the renumbering on all violations directly from the Violation tab of the Inspection interface. This can be accomplished as long as the violations are stored as “Draft”.



Inspection Update - 317361491

Inspection Number: 317361491 Establishment: Jons Pizza Parlor
 Inspection Date: 02/07/2014 4 W Edenton St, Raleigh, NC 27601

Cit	Item	Grp	Standard	Type	Issue Date	Abate Date	Abate	Contest Date	Final
01	002		1910.68(b)(9)(i)	S	00/00/0000	00/00/0000		00/00/0000	<input checked="" type="checkbox"/>
01	001		1910.22(d)(1)	S	00/00/0000	00/00/0000		00/00/0000	<input checked="" type="checkbox"/>
02	001		1904.29(a)	N	00/00/0000	00/00/0000		00/00/0000	<input checked="" type="checkbox"/>

While the violations are Draft - the citation numbering can be changed directly from the Violations tab

Event History

Event Date	Inspection	Type	Action	Citation Type	Penalty	Abate Date	Final Order	FTA
00/00/0000	317361491	Z	A	S	.00			

As soon as the inspection is saved, the new violation/citation numbering will be in effect.

Health Sampling

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The Health interface is used to enter all health sampling information into the system. New health samples can be created by using the “Add” button from the Health tab of the Inspection interface. Existing health samples can be updated/edited from the Health tab, but can also be searched for and located directly by using the Health Sample/Survey Lookup interface located under the Desktop menu.

Health Sample/Survey Lookup

The Health Sample/Survey Lookup interface can be used to search for health sample/survey information directly rather than using the Inspection interface to edit the health sample information. This may be useful if the inspection number or other identifying information is not available. An example may be when lab results are received and the sampling number is the only reference number available.

Sample #	CSHO	Inspection	Samp Date	Close Date	Type	Vio	Establishment	Address	Final
400888996	A1742	317361434	01/24/2014	01/24/2014	91	5	Jons Pizza Parlor	4 W Edenton St, Raleigh, NC 27601	
403144694		317476208	01/10/2014	00/00/0000	98	0	RSI Home Products Manufacturing, Inc.	838 Lincoln County Parkway, Lincolnton, NC 28092612	
400903035		317289569	12/20/2013	00/00/0000	98	0	Civitas Media, LLC	2175 North Roberts Avenue, Lumberton, NC 28358	
436675631	P3482	317358729	12/12/2013	00/00/0000	92	0	Gray Metal South, Inc.	600 N. Powell Ave., Dunn, NC 28335	
436675649	P3482	317358729	12/12/2013	00/00/0000	92	0	Gray Metal South, Inc.	600 N. Powell Ave., Dunn, NC 28335	
436675656	P3482	317358729	12/12/2013	00/00/0000	92	0	Gray Metal South, Inc.	600 N. Powell Ave., Dunn, NC 28335	
436675664	P3482	317358729	12/12/2013	00/00/0000	92	0	Gray Metal South, Inc.	600 N. Powell Ave., Dunn, NC 28335	
436675672	P3482	317358729	12/12/2013	00/00/0000	92	0	Gray Metal South, Inc.	600 N. Powell Ave., Dunn, NC 28335	
436675680	P3482	317358729	12/12/2013	00/00/0000	92	0	Gray Metal South, Inc.	600 N. Powell Ave., Dunn, NC 28335	
436675698	P3482	317358729	12/12/2013	00/00/0000	92	0	Gray Metal South, Inc.	600 N. Powell Ave., Dunn, NC 28335	
436675706	P3482	317358729	12/12/2013	00/00/0000	92	0	Gray Metal South, Inc.	600 N. Powell Ave., Dunn, NC 28335	
403138852	R3311	317145027	12/12/2013	00/00/0000	93	0	Yutaka USA, Inc.	2081 West Dixon Boulevard, Shelby, NC 28152	
403138860	R3311	317145027	12/12/2013	00/00/0000	93	0	Yutaka USA, Inc.	2081 West Dixon Boulevard, Shelby, NC 28152	
403138886	R3311	317145027	12/12/2013	00/00/0000	93	0	Yutaka USA, Inc.	2081 West Dixon Boulevard, Shelby, NC 28152	
403144652		317439131	12/10/2013	00/00/0000	98	0	Synder's-Lance, Inc.	8600 South Blvd., Charlotte, NC 28273	
403144686		317439180	12/10/2013	00/00/0000	98	8	US Colorworks, LLC	4910 Starcrest Dr, Monroe, NC 28110	
435848528	N8978	317408359	12/10/2013	12/11/2013	91	7	Cabinet Door World LLC	908 10th Street NE, Hickory, NC 28601	
436057780	Z4129	317382784	12/10/2013	00/00/0000	92	11	JACO Environmental, Inc.	625 Michael Wylie Rd, Charlotte, NC 282171546	

The Health Sample/Survey Lookup interface allows the user to search for previously created health sample entries using a variety of search criteria, including the sampling number, the CSHO ID, an inspection number, a date range of the sampling dates, or the establishment name and/or address information.

The Health interface can be launched to update/edit the data by either double-clicking the health sample entry or by clicking the “Select” button on the window. Note that the “New” button cannot be used to create new health sample entries directly, but will

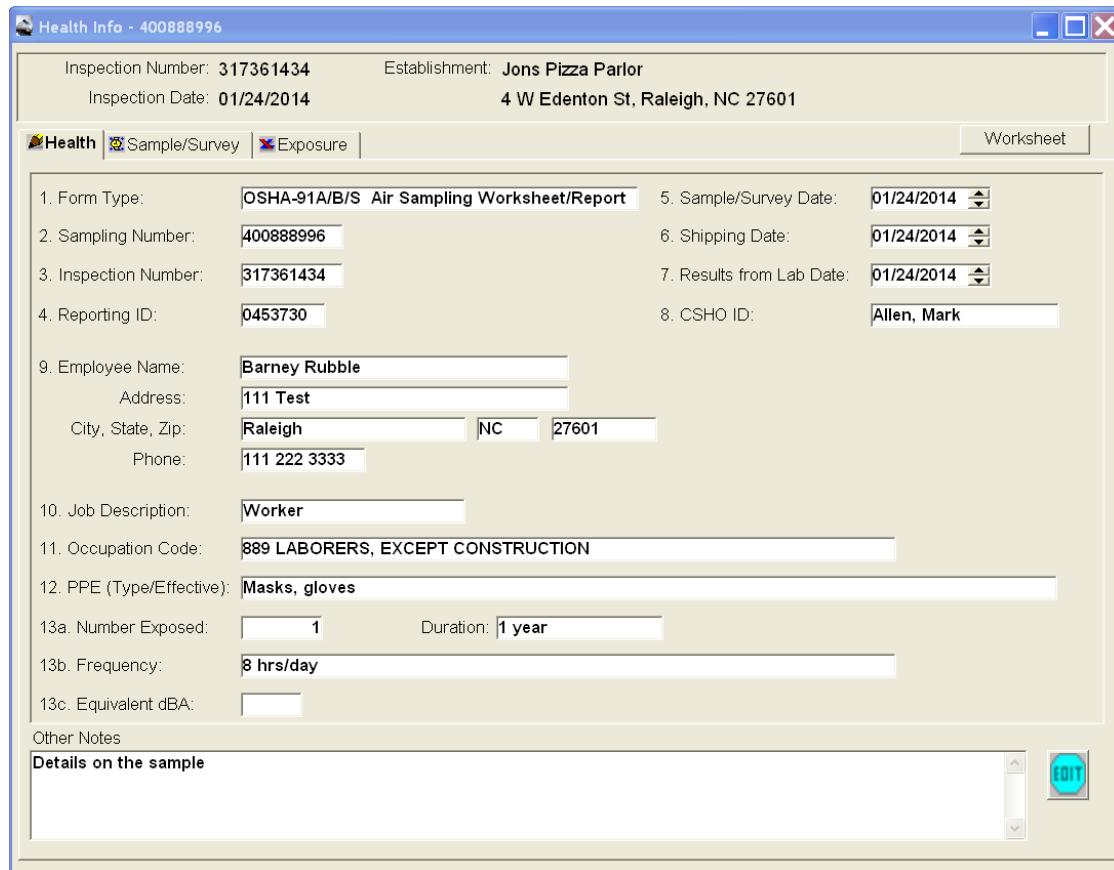
instead, provide a reminder that the user is required to create new health sample entries from the Inspection interface.

Health Interface

The Health interface is the primary means to enter the health sampling information into the system. Much of the data entered into the Health interface is transmitted to Federal OSHA once the health entry is saved as “Final”. The Health interface is comprised of multiple tabs where the data entry can be performed. The information on the tabs may be different depending on the type of health sampling/survey data that is collected and processed.

Health Tab

Some of the information on the Health tab of the Health interface will be pre-populated when a new entry is created. The inspection number, reporting ID, sample/survey date and the CSHO ID will be automatically filled when the interface is initially displayed. Many of the fields are required in order for the entry to be saved, dependent on the form type for the health sample/survey entry. Other fields may only be enabled depending upon the form type being processed.



Health Info - 400888996

Inspection Number: 317361434 Establishment: Jons Pizza Parlor
Inspection Date: 01/24/2014 4 W Edenton St, Raleigh, NC 27601

Health | Sample/Survey | Exposure | Worksheet

1. Form Type: OSHA-91A/B/S Air Sampling Worksheet/Report 5. Sample/Survey Date: 01/24/2014
2. Sampling Number: 400888996 6. Shipping Date: 01/24/2014
3. Inspection Number: 317361434 7. Results from Lab Date: 01/24/2014
4. Reporting ID: 0453730 8. CSHO ID: Allen, Mark

9. Employee Name: Barney Rubble
Address: 111 Test
City, State, Zip: Raleigh NC 27601
Phone: 111 222 3333

10. Job Description: Worker
11. Occupation Code: 889 LABORERS, EXCEPT CONSTRUCTION
12. PPE (Type/Effective): Masks, gloves

13a. Number Exposed: 1 Duration: 1 year
13b. Frequency: 8 hrs/day
13c. Equivalent dBA: [empty]

Other Notes
Details on the sample EDIT

1. Form Type. The first item that must be entered is the form type for the health sample/survey information that is being created. The data that needs to be collected can differ depending upon the form type. Once the form type for the health entry is chosen, it cannot be changed to something else.

XV- Industrial Hygiene Compliance- C - 4. Sampling Types

OSHA-91A/B/S Air Sampling Worksheet/Report

OSHA-92 Noise Survey Report

OSHA-93 Direct Reading Report

OSHA-98 Screening Report

2. Sampling Number. The sampling number will be automatically populated once the appropriate form type is selected.

3. Inspection Number. The inspection number is automatically pre-filled.

4. Reporting ID. The Reporting ID (RID) is automatically pre-filled.

5. Sample/Survey Date. The sample/survey date is automatically defaulted to the date when the entry is created, but can be subsequently changed to a previous date if necessary.

6. Shipping Date. The shipping date is a required date for certain health sample entries (i.e., OSHA-91A/B/S).

7. Results from Lab Date. Enter the date that the lab results are received.

8. CSHO ID. The CSHO ID will default to the CSHO ID of the current user, but can be changed to another if necessary.

9. Employee Info. Enter any available information about the employee in the vicinity of the sampling.

10. Job Description. Enter narrative information on the job being performed or the location of the sampling.

11. Occupation Code. An entry of the documented occupation codes can be selected from the drop-down list.

12. PPE (Type/Effective). Enter an explanation of the type and effectiveness of any personal protective equipment.

13a-c. Exposure Info. Enter any exposure information. The Equivalent dBA field is only enabled for noise survey reports (i.e., OSHA-92).

Other Notes. While not a required field, the compliance officer may want to enter any details, special circumstances, or conditions which were encountered during the sampling and monitoring process.

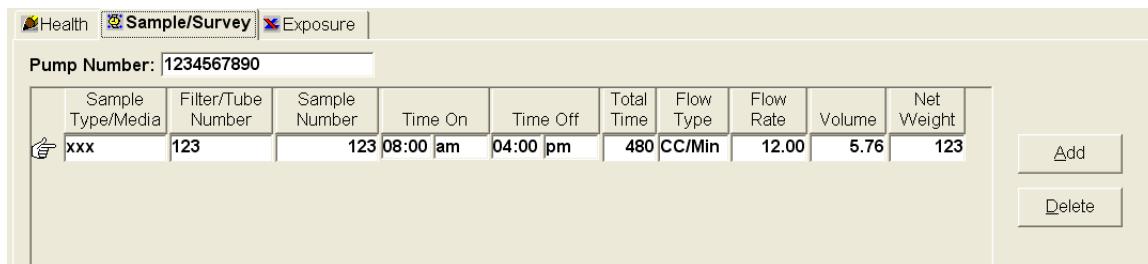
Note that only fields 1-5 are available when entering an OSHA-98 Screening Report.

Health Sample/Survey Tab (91,92,93)

The Sample/Survey tab is used to capture data that was previously entered onto a paper worksheet. None of the information is reported or transmitted to Federal OSHA. The data that is collected on the Sample/Survey tab varies depending upon the type of sampling being performed.

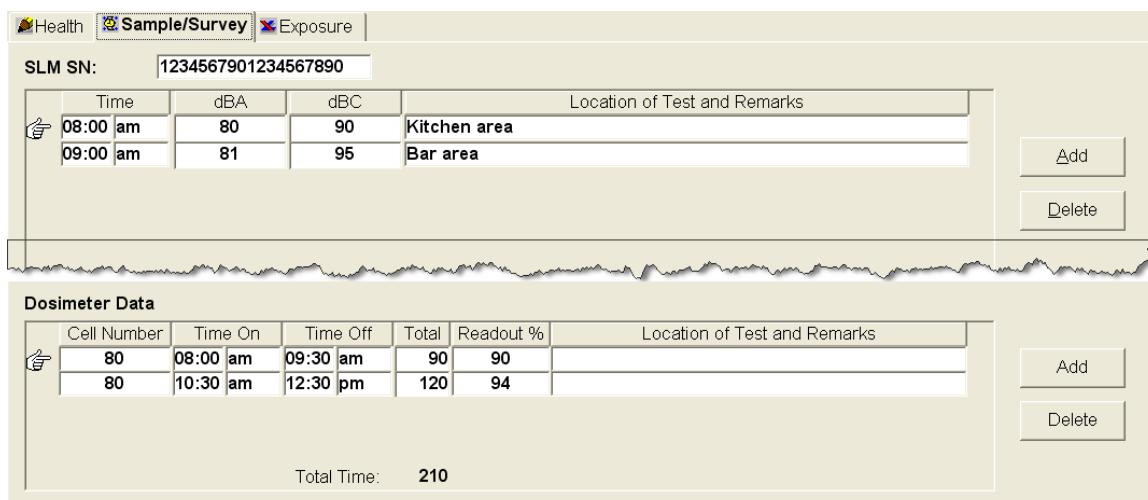
Many of the fields allow the user to enter information with limited validation. Other fields will auto-calculate based upon the contents of some of the data entry fields (i.e., Total Time, Volume, etc.).

OSHA-91A/B/S Air Sampling Worksheet/Report



Sample Type/Media	Filter/Tube Number	Sample Number	Time On	Time Off	Total Time	Flow Type	Flow Rate	Volume	Net Weight
xxx	123	123	08:00 am	04:00 pm	480	CC/Min	12.00	5.76	123

OSHA-92 Noise Survey Report



Time	dBa	dBc	Location of Test and Remarks
08:00 am	80	90	Kitchen area
09:00 am	81	95	Bar area

Cell Number	Time On	Time Off	Total	Readout %	Location of Test and Remarks
80	08:00 am	09:30 am	90	90	Kitchen area
80	10:30 am	12:30 pm	120	94	Bar area

OSHA-93 Direct Reading Report

Health | Sample/Survey | Exposure

Substance	Time	Reading	Location of Test and Remarks
0117	08:00 am	1234	Direct reading of contaminants
0390	09:30 am	1234	Direct reading of bromine levels
Z100	11:00 am	1234	Zinc readings

Add | Delete

Exposure Tab (91, 92, 93)

The Exposure tab is comprised of two sub-tabs; the first for information related to the actual exposure to specific substances, and the second, for any additives that were created from the substances. Exposure entries can be created by clicking the “Add” button and deleted by clicking the “Delete” button.

The contents of the drop-down lists on the window will differ depending upon the form type being processed. The Severity field is automatically calculated based on the exposure level and the permissible exposure level (PEL). An entry for the “Citation Information” will be automatically created when the Citation Issued field is “Yes”.

Exposure Sub-Tab (91,92,93)

Health | Sample/Survey | Exposure

Exposure | Additives

Line Nr	Sub Code	Request	Sample Type	Expose Type	Exposure Level	Units	PEL	Adjust	Severity	Citation Issued?
01	0070	L	A	L	50.00000	G	40.00000	No	1.25000	Yes
02	0122	L	B	D	22.00000	M	30.00000	No	.73333	No

Add | Delete

Row 1 of 2

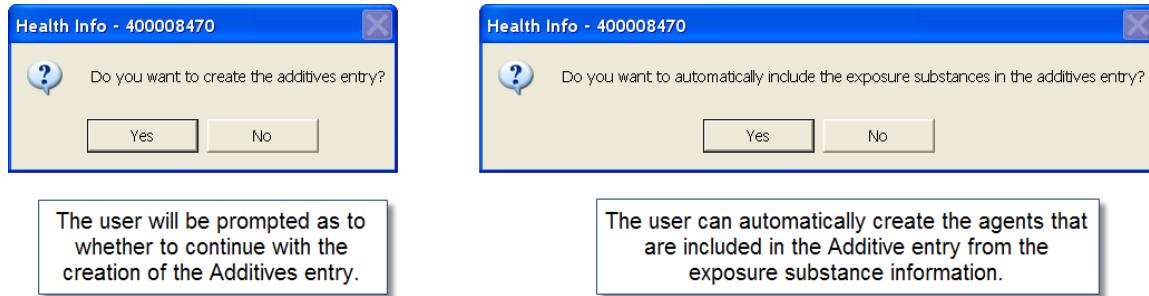
Citation Information

Line Nr	Citation Issued?	FTA (Enf)	Over Expose	Admin Engineer	PPE	Training	Medical	Other
01	Yes		Yes	No	Yes	Yes	No	Yes

Row 1 of 1

Additives Sub-Tab (91, 93)

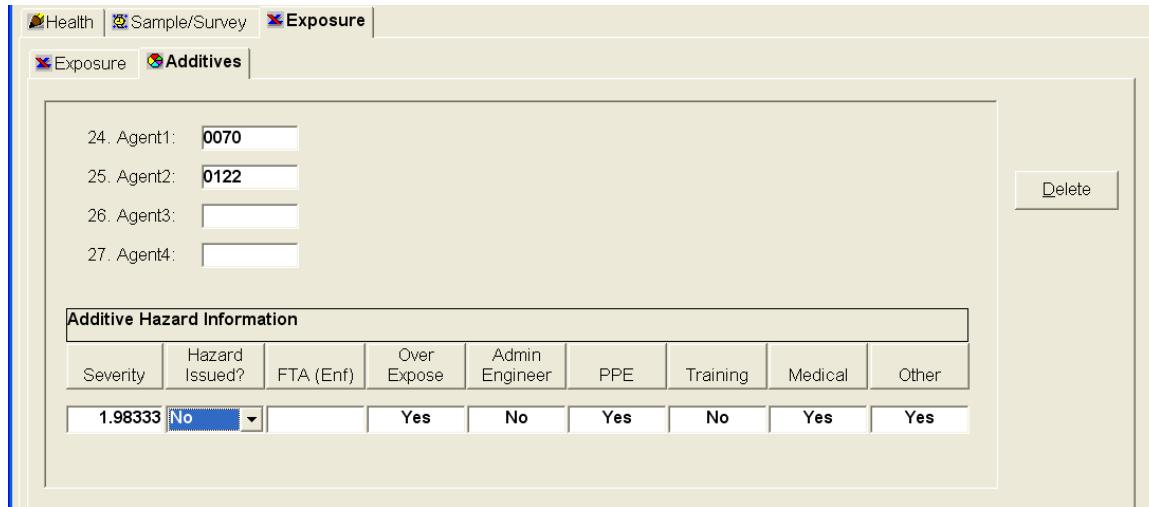
When the user clicks on the Additives sub-tab, they will first be prompted to continue with the creation of the Additives entry. There must be a minimum of at least two exposure entries on the Exposure tab in order to create an additives entry. The user will then be prompted as to whether to automatically include the exposure substances.



The user will be prompted as to whether to continue with the creation of the Additives entry.

The user can automatically create the agents that are included in the Additive entry from the exposure substance information.

The Additives tab allows up to four substances to be included in the additive entry. The drop-down lists can be used to select the substance codes that are included in the additive entry. The Severity field is automatically calculated from the total of the calculated severity values from the Exposure sub-tab.



Health Screening Data Tab (98)

The Screening Data tab is only available for the health screening entry when the form type is the “OSHA-98 Screening Report”. A drop-down list can be used to select the substance codes that are included in the screening report. A drop-down list is also available when specifying the units measurement (i.e., parts per million, etc.).

Health  Screening Data

Line Nr	Sub Code	Number Screens Taken	Highest Exposure Level	Units
01	0670	12	150.0	M
02	2038	16	777.0	P

Add

Delete

Row 1 of 2

OSHA File

The OSHA File tab is available from all the primary activity interfaces. The OSHA File tab is used to review and maintain imaged documents, pictures, attachments, and notes for an activity and any related activities. The OSHA File tab is the last tab included on the following interfaces:

Inspection Interface

Complaint Interface

Referral Interface

Accident/Event Interface

Serious Injury/Fatality Interface

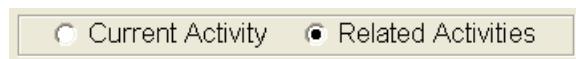
Discrimination Interface

Intervention Interface



Note that the OSHA File tab can effectively be used to replace the paper file. OSH has phased in a paperless file process, effective 10/1/2019, and maintains an imaged inspection case file for retention purposes. The OSHA File tab shows the documents, pictures, and attachments for the current activity.

If there are related activities that have been associated with the current activity, the user can click the "Related Activities" radio button to view the documents, pictures, and attachments for the current case and all of the related activities (e.g., an inspection case file may have a complaint or accident/event as a related activity).



The information contained within the OSHA File tab is available to any user with access to the interfaces. By clicking on the tab headers, the user can review the TOC with the pertinent information on documents, pictures, and attachments. The user can then double-click on an entry to launch the interface to view the images, pictures, or attachments.

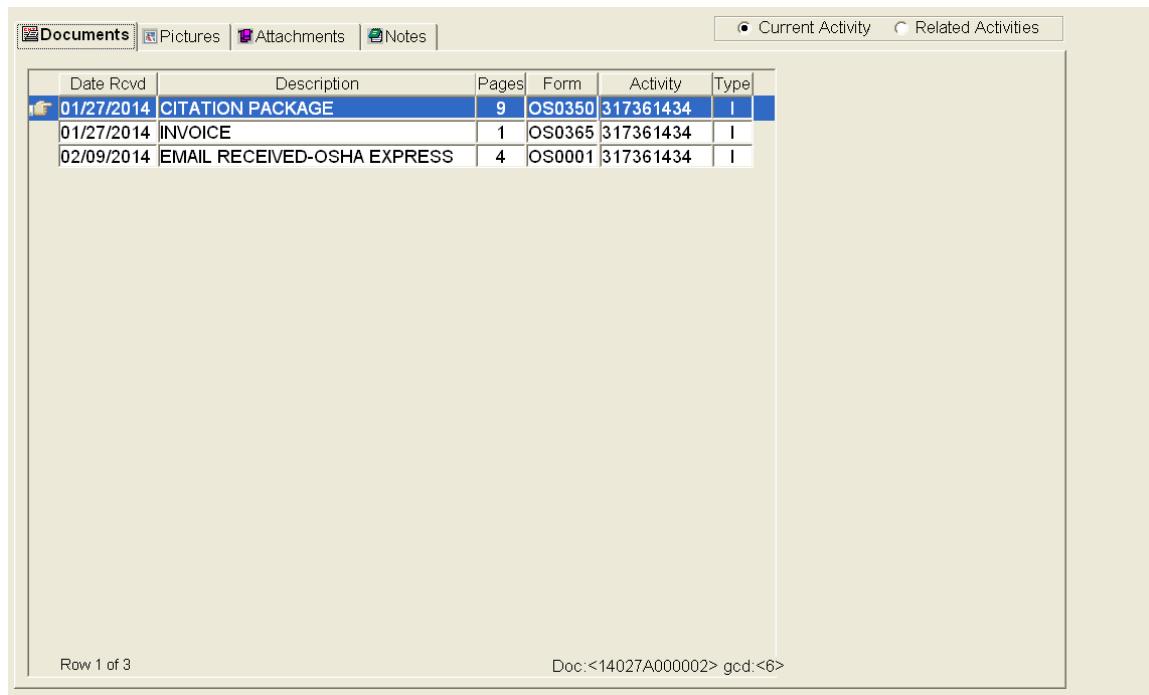
The following sections describe the characteristics and usage of the various sub-tabs that are available with the OSHA File.

Documents

Documents can be rendered as TIFF images into the system in a variety of ways. They can be generated as documents through the document generation facilities of the system (see the Document Generation section), via the scanning capabilities of the system (see the Document Management section), and by “tiffing” an external document using the Informatik Image Driver.

Documents Tab

The Documents tab provides the details on all documents that exist for an activity file.



The screenshot shows a software interface for managing documents. At the top, there are tabs for 'Documents', 'Pictures', 'Attachments', and 'Notes'. To the right of these tabs are two radio buttons: 'Current Activity' (selected) and 'Related Activities'. Below the tabs is a table with the following data:

Date Rcvd	Description	Pages	Form	Activity	Type
01/27/2014	CITATION PACKAGE	9	OS0350	317361434	I
01/27/2014	INVOICE	1	OS0365	317361434	I
02/09/2014	EMAIL RECEIVED-OSHA EXPRESS	4	OS0001	317361434	I

At the bottom left of the table area, it says 'Row 1 of 3'. At the bottom right, it says 'Doc:<14027A000002> gcd:<6>'

Date Rcvd. Indicates the date when the document was received by the department or the date when the document was created as an imaged document.

Description. Displays a brief explanation of the document.

Pages. Indicates the number of pages in the document. Note that there may be more images in the document if it includes both front and back sides to a page.

Form. Specifies the form ID which was assigned to the document when it was indexed.

Activity. Specifies the activity number (i.e. the Federal number). There may be documents for more than the current activity when the “Related Activities” checkbox is checked.

Type. Specifies the type of activity (i.e. related to the activity number), I=Inspection, C=Complaint, R=Referral, A=Accident/Event, etc.

Document Images

A document can be viewed by double-clicking on the document entry on the Documents tab TOC. The document image will be displayed in a window next to the activity window, allowing the document images to be viewed with the interface open. The user can scroll through the pages of the document by using the following keys:

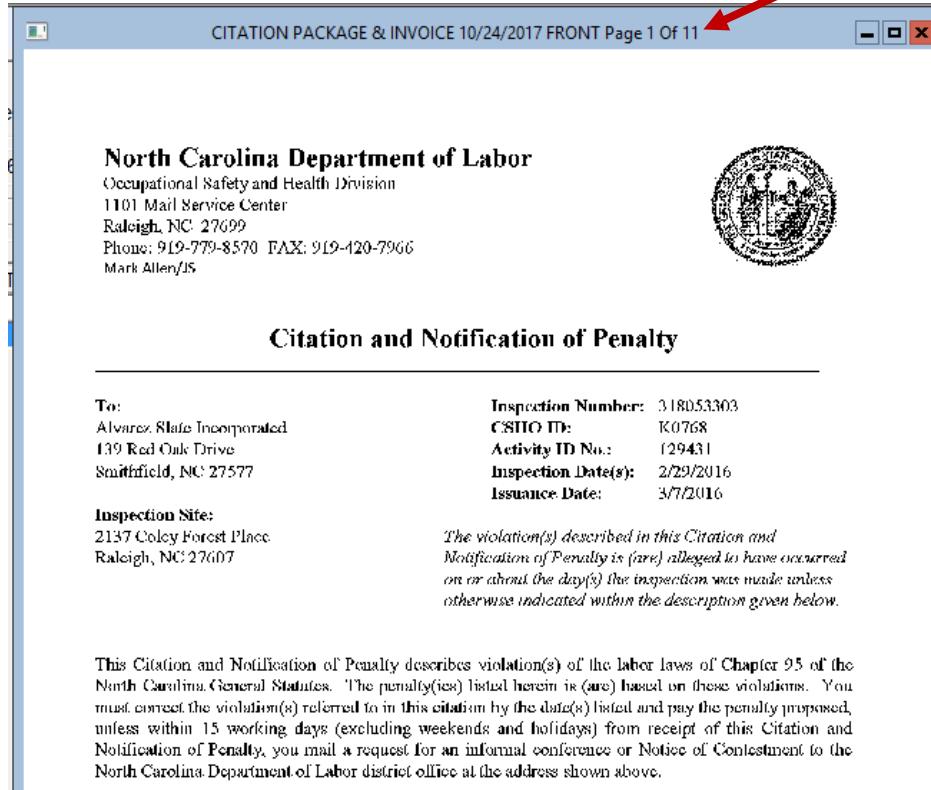
Page Down - Next page

Page Up - Previous page

Home - Beginning of document

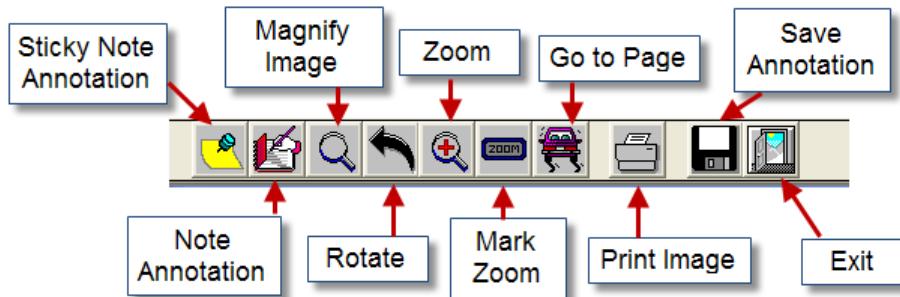
End - End of document

Note number of pages in the document. You will page down for each one.

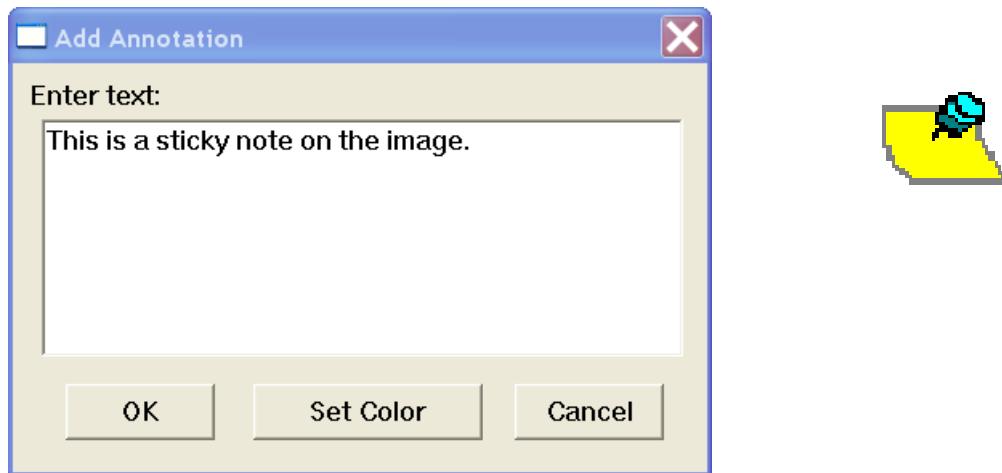


Please note that the OSHA Express system is optimized to run at a screen resolution of 1600x1200 with large fonts so that a full-size image can be displayed on the screen. The system will operate with a different resolution; however, the user may have to use the scroll bars on the interface to view the necessary information.

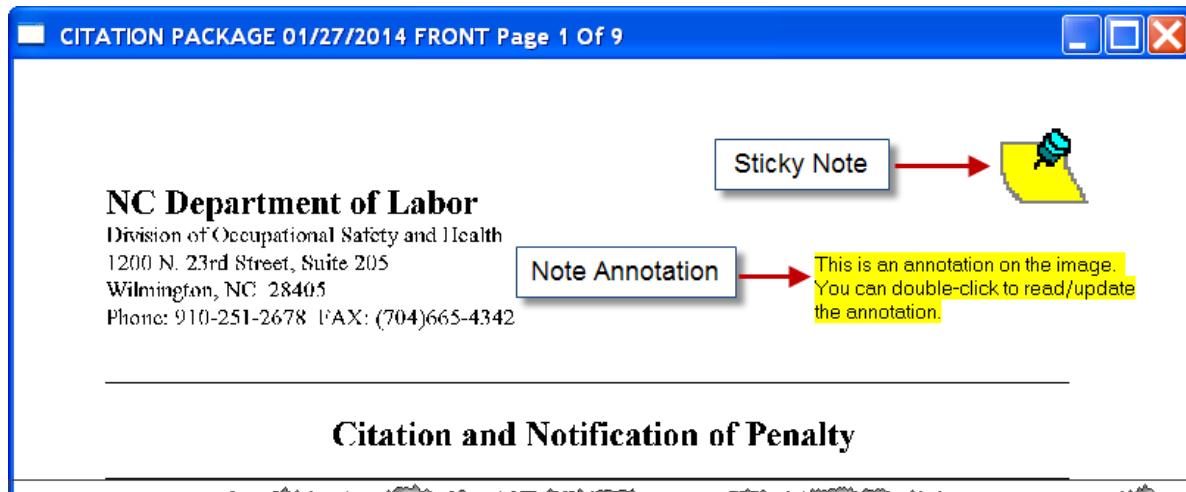
When an image is displayed, there is a toolbar rack with specific functionality related to image handling and manipulation. The same functions provided on the toolbar can be found under the Tools menu. One of the features is the ability to add annotations to an image. An annotation is similar to a “Post-It” note attached to a piece of paper.



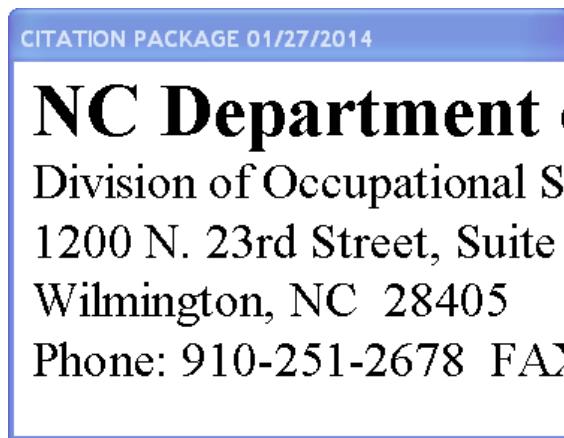
Add Sticky Note. A sticky note is an annotation that can be affixed to an image. This annotation can be put on an image by clicking the “Add Sticky Note” toolbar. The user can then use their mouse pointer to draw a box on the image. Then the “Add Annotation” window will be displayed to enter the annotation text. The sticky note annotation will be displayed on the image as a yellow “Note” icon. The annotation text can be viewed by double clicking the yellow “Note” icon on the image.



Add Note. The “Add Note” function is similar to a sticky note annotation that can be affixed to an image. The primary difference is that the text of the annotation can be viewed directly on the image. This annotation can be put on an image by clicking the “Add Note” toolbar. The user can then use their mouse pointer to draw a box on the image and the “Add Annotation” window will be displayed to enter the annotation text. The note annotation will display on the image as a note highlighted in yellow (or another color if selected by the user). The full annotation text can be viewed by double-clicking the annotation on the image.



Magnify. The user can use the “Magnify” functionality to open a magnifier window over a portion of the image. As the user clicks or drags the mouse over the image, the magnifier window will display the magnified information on the image.



Rotate. The user can rotate the image by clicking the “Rotate” toolbar or menu item. The image will be rotated 90 degrees counter-clockwise.

Zoom. The user can click the “Zoom” toolbar or menu item to zoom in on the image to view 25% larger text.

Mark Zoom. The user can click the “Mark Zoom” toolbar or menu item and draw a box over the image with their mouse pointer to zoom in on that portion of the image.

Go To Page. The user can click the “Go To Page” toolbar or menu item to go directly to a specific page in the document.

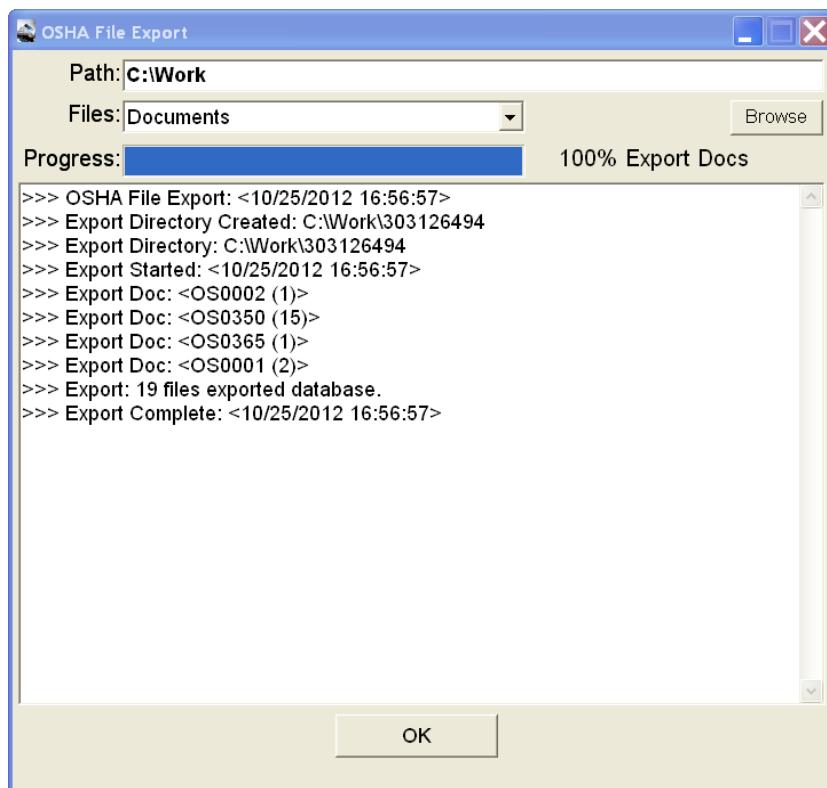
Print Image. The user can click the “Print Image” toolbar or menu item to print the current image to their default printer.

Save Annotation. The annotations that were added to the image can be saved by clicking the “Save Annotation” toolbar button. The annotations will also be saved when the image is closed.

Export Document Images

The documents and images are stored directly in the OSHA Express database. However, there may be times when the images need to be unloaded from the database for one reason or another. This may be necessary for an open records request when all of the documents in a case file need to be printed.

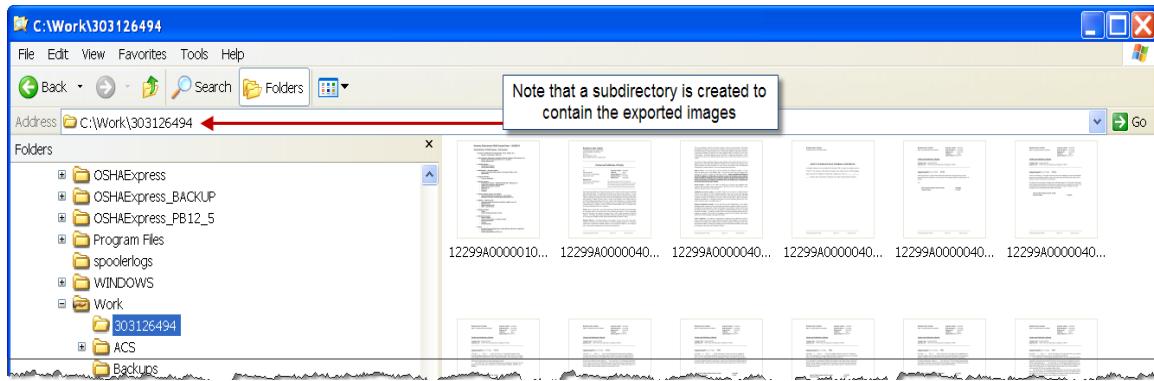
The functionality to export documents, pictures, and/or attachments can be initiated by clicking the “Export” menu item under the “Tools” menu. The OSHA File Export window will be displayed. The user is required to enter a path where the documents (and other items in the OSHA File) can be unloaded. Click the OK button to start the export process.



Path. The user must enter a valid path to contain the exported images, pictures, and attachments. The “Browse” button can be used, but note that a file name must be selected while browsing to get the path to show up. A subdirectory named with the activity number (i.e., Federal number) will be automatically created with the exported files contained within.

Files. The user should select what they want to export from the OSHA File.

*All
Documents
Pictures
Attachments*



Pictures

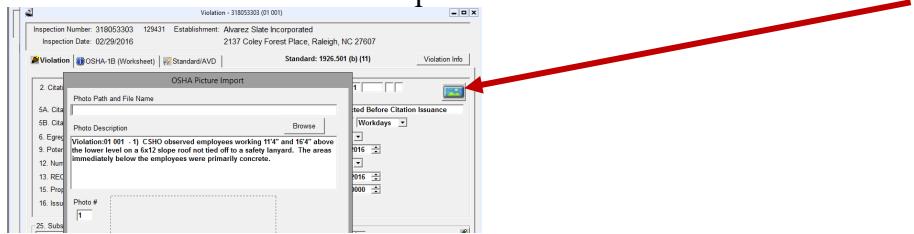
Photos of hazards are often taken to document the violations in a case file. There may also be photos that are emailed to the department from outside parties in the case of a complaint, referral, or accident. Pictures that document the hazards can be imported into the OSHA File so that they can be viewed as part of the OSHA case file.

It is highly recommended that the users burn their photos to a compact disc (CD) for long term storage purposes. Because of limitations on database storage, there are constraints on the number and size of the photos to be imported into the system. Only photos that document the violation of a hazard should be included in the OSHA File.

Another reason to back up the photos is to ensure that a backup copy of the pictures is maintained. All pictures that are imported into the system are automatically purged from the system at certain intervals (three years) after the case has been closed.

Pictures Tab

The Pictures tab provides the details on the photos that have been imported for an activity case file. Pictures can also be imported to the file in the Violation screen.



Screenshot of the OSHA File Pictures tab showing a list of imported photos and a preview image.

The screenshot shows a software interface for managing OSHA files. At the top, there are tabs for 'Documents', 'Pictures' (which is selected), 'Attachments', and 'Notes'. Below the tabs is a toolbar with buttons for 'Import', 'Export', 'Edit', 'Delete', 'View', and a checked 'Preview' checkbox. The main area contains a table with the following data:

#	Activity	Type	Date	User	Stat	Size	Description
1	317361434	I	01/27/2014	jonh	M	128k	No Fall Protection
2	317361434	I	02/09/2014	jonh	M	85k	Scaffold
3	317361434	I	02/09/2014	jonh	M	223k	Lago di Garda, Italy

Row 2 of 3

Below the table is a preview image of a construction site with workers on a scaffold. A red arrow points from a callout box to the 'Preview' checkbox in the toolbar, with the text: 'Check the Preview checkbox to see the photo'.

Number (#). Indicates the number of the photo that can be cross-referenced in the documentation when referring to a violation or hazardous condition.

Activity. Specifies the activity number. There may be photos for more than the current activity when the “Related Activities” checkbox is checked.

Type. Specifies the type of activity (i.e. related to the activity number), I=Inspection, C=Complaint, R=Referral, A=Accident/Event, etc.

Date. Indicates the date when the photo was imported into the system.

User. Specifies the user who imported the photo into the system.

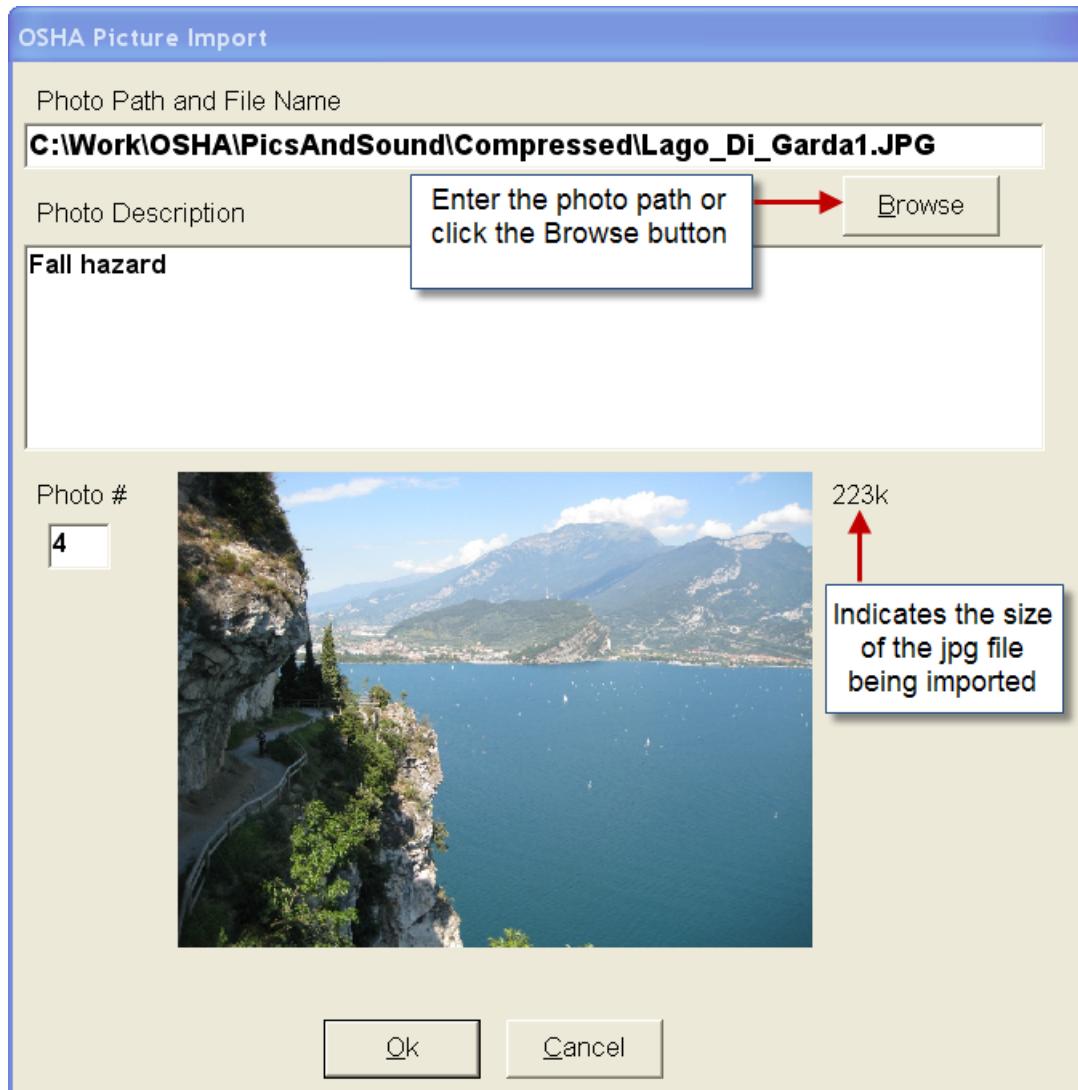
Stat. Indicates the status of the photo in the system (M=Magnetic storage, D=Deleted/Purged from system). Pictures in the OSHA File are purged after the activity file is closed for a certain number of days.

Size. Indicates the size of the imported photo in kilobytes (k). Note that photos must be compressed below a certain threshold in order to be imported into the system.

Description. Displays a brief description of the photograph. There are several buttons that are available on the Pictures tab of the OSHA File.

Import. The Import button is used to import new pictures into the OSHA File. When the user clicks the Import button, the OSHA Picture Import window will open. The user is required to enter in the path and file name for the picture to be imported, or they can

use the “Browse” button to locate the photo. The user is required to enter a photo description and a photo number that can be used for reference.



There will be a message displayed if the user attempts to import a photo that is larger than the maximum allowed on the system. The photo will be required to be compressed in order to import the picture.



Export. The Export button can be used to export a picture from the OSHA File.

Edit. The Edit button is available to update the photo description or photo number.

Delete. The Delete button can be used to delete a picture from the OSHA File. Note that the activity case file should be saved after the delete, otherwise it may show up again if there is a refresh or if the changes are discarded.

View. The View button is available to view and/or print pictures that exist in the OSHA File. The photo page can be printed by clicking the Print menu item under the Tools menu. The user can view the photo in the default viewer for jpg files by double-clicking anywhere on the photo. Most users are set up to use the Microsoft Office Picture Manager as the default picture viewer.

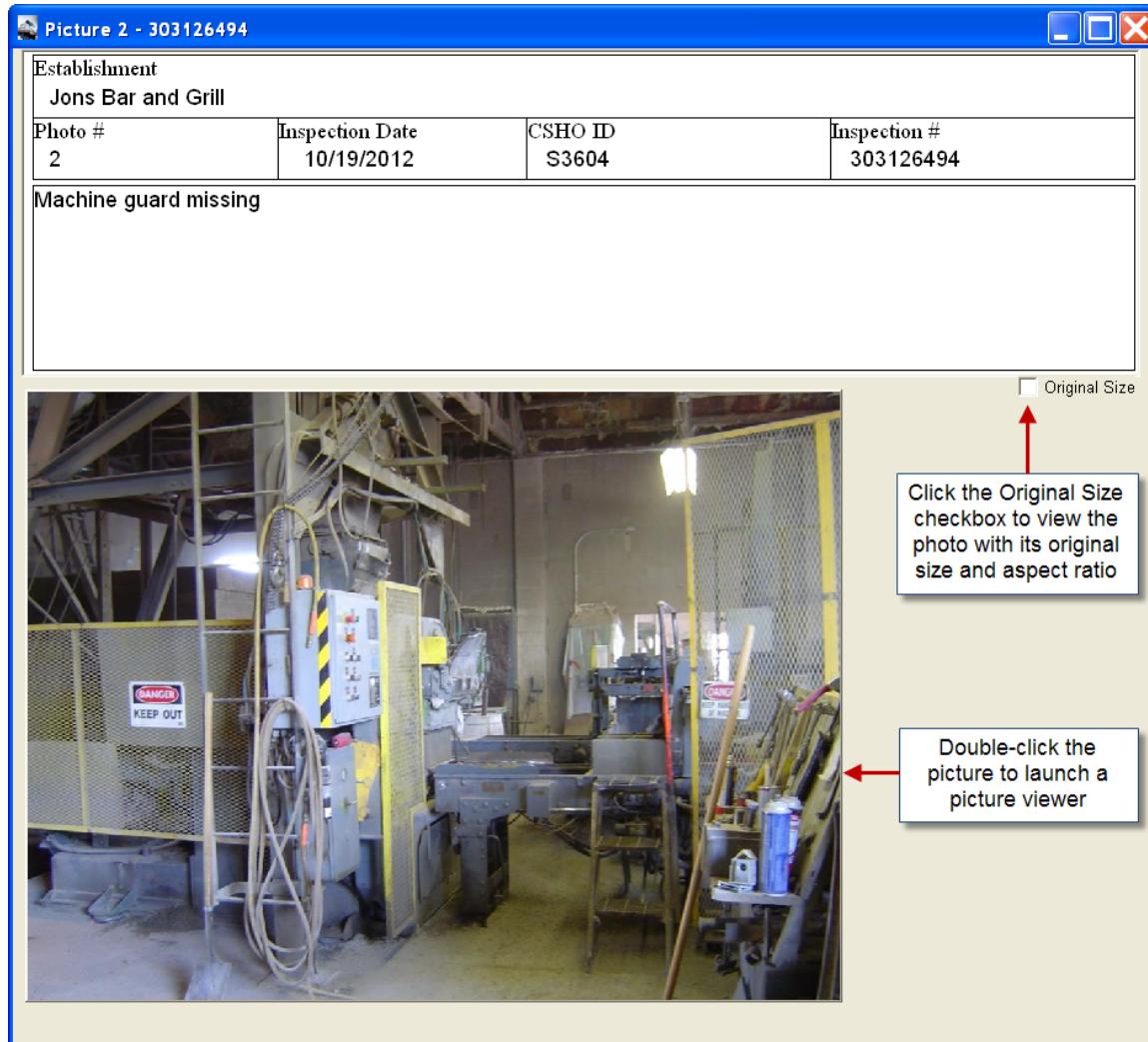


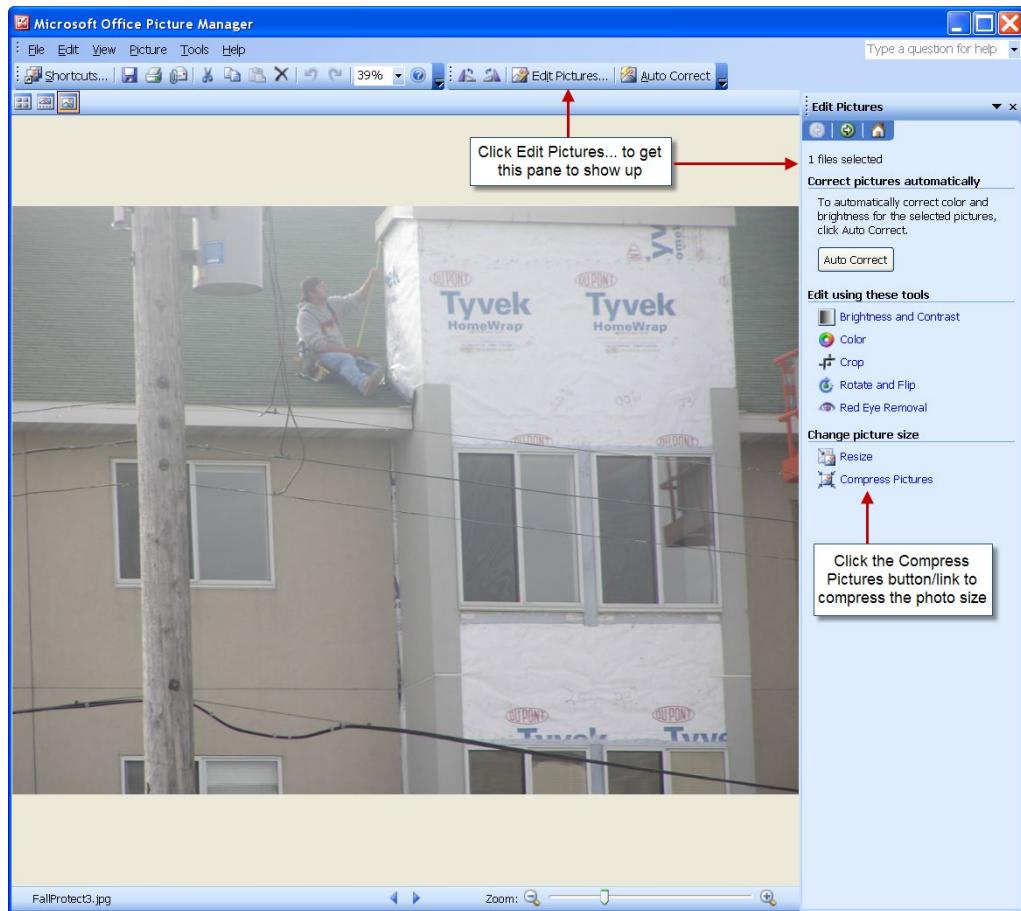
Photo Compression

This Section is currently under construction changes

It is a requirement of the system that only photos that have been compressed below a certain threshold be allowed to be imported into the system. There are several tools that are available to perform the compression of the photos. The tool that everyone has available with the Microsoft Office suite is Microsoft Office Picture Manager.

There are several steps that the user will be required to perform to ensure that the photo to be imported is below the threshold size limit.

Locate the photo in an Explore session. Double-click the jpg file to open it with the Microsoft Office 2010 Picture Manager.



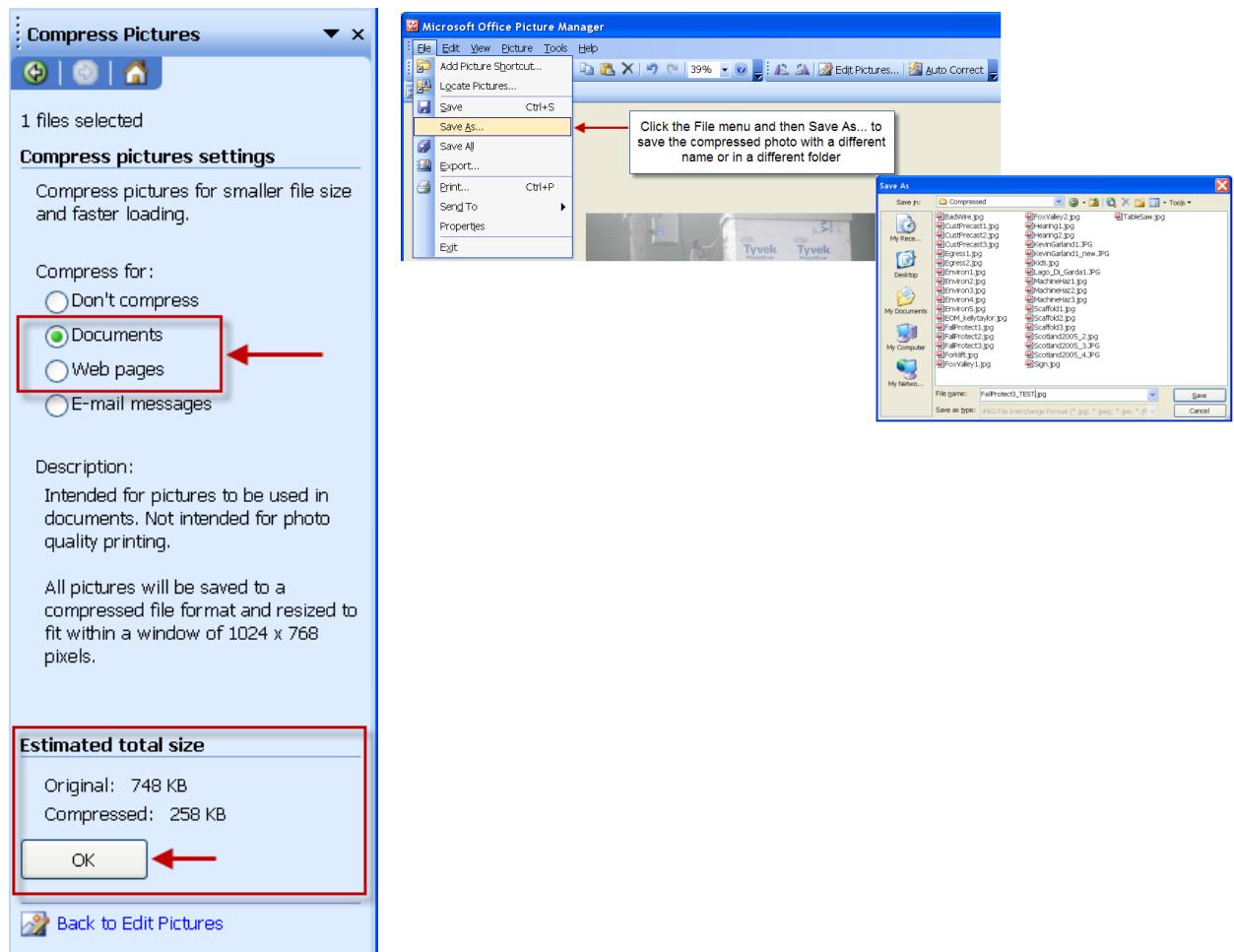
Click the “Edit Pictures” button on the toolbar of the Microsoft Office Picture Manager. This will open the Edit Pictures pane to the right of the displayed photo. Click the “Compress Pictures” button/link where it allows the user to “Change Picture Size”

Click the radio button that indicates to “Compress for: Documents or Web pages”. An estimate for the total size of the original and the compressed photo will be displayed at the bottom. Note that the compressed size is an estimate and the actual compression size may be less than what is indicated.

If the compressed size is not below the current 250k size threshold required for the picture import, the user can click on the next radio button to “Compress for: Web pages”.

Click the OK button to compress the photo.

It is important to not save over the original photo. This can be handled by clicking the File menu, and then the “Save As...” menu. It may be advisable to change the file name or have a separate folder for compressed photos that can be used during the import step.



Attachments

There is a feature of the system that allows other types of attachments to be included with the OSHA File. These may include Word documents, Excel spreadsheets, Portable Document Files (PDF files), digital sound recordings, video recordings, etc. Note that in order to open and use the attachment, the user is required to have the necessary software to view or play the file (e.g., a user without a PDF reader like Adobe Reader will not be able to view PDF files).

Users are reminded of the limitations on database storage, and must be cognizant that only attachments necessary to document the violation of a hazard should be included in the OSHA File. Similar to imported pictures on the Picture tab, attachments are automatically purged from the system at certain intervals after the case file has been closed (thirty days).

Attachments Tab

The Attachments tab provides the details on any attachments that have been imported for an activity case file.

#	Activity	Type	Date	User	Stat	Size	Ext	Description
1	317361434	I	02/09/2014	jonh	M	758k	pdf	PDF File - Project Plan
2	317361434	I	02/09/2014	jonh	M	294k	xls	Excel File
3	317361434	I	02/09/2014	jonh	M	49k	doc	Word document

Number (#). Indicates the number of the attachment that can be cross-referenced in the documentation when referring to a violation or hazardous condition.

Activity. Specifies the Federal activity number. There may be attachments for more than the current activity when the “Related Activities” checkbox is checked.

Type. Specifies the type of activity (i.e. related to the activity number), I=Inspection, C=Complaint, R=Referral, A=Accident/Event, etc.

Date. Indicates the date when the attachment was imported into the system.

User. Specifies the user who imported the attachment into the system.

Stat. Indicates the status of the attachment in the system (M=Magnetic storage, D=Deleted/Purged from system). Attachments in the OSHA File are purged after the activity file is closed for a certain number of days.

Size. Indicates the size of the imported attachment in kilobytes (k).

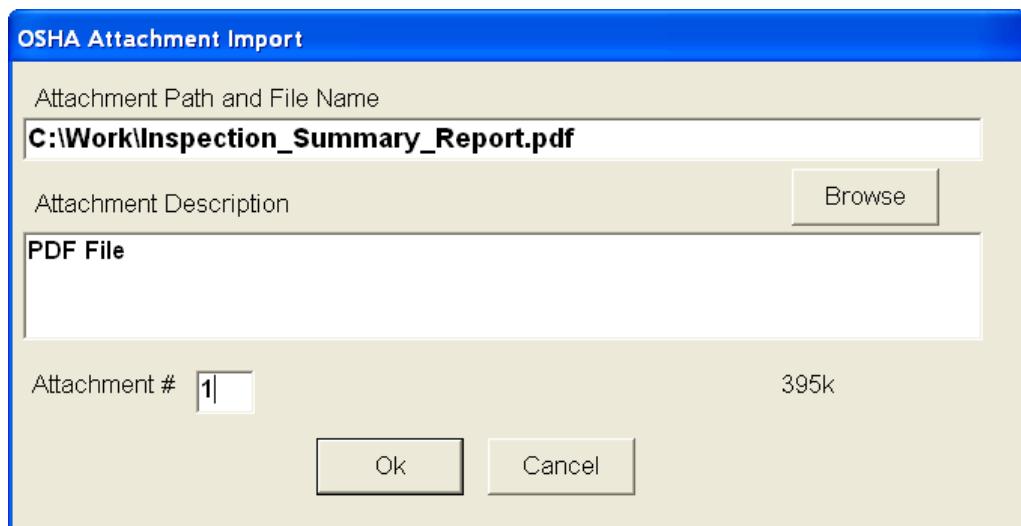
Ext. Indicates the extension of the imported attachment. This determines what software is used to launch the attachment file.

Description. Displays a brief description of the attachment.

Buttons

There are several buttons that are available on the Attachments tab of the OSHA File.

Import. The Import button is used to import attachments into the OSHA File. When the user clicks the Import button, the OSHA Attachment Import window will open. The user is required to enter in the path and file name for the attachment to be imported, or they can use the “Browse” button to locate the attachment. The user is required to enter a description and an attachment number that can be used for reference.



Export. The Export button can be used to export an attachment from the OSHA File.

Edit. The Edit button is available to update the attachment number or description.

Delete. The Delete button can be used to delete an attachment from the OSHA File. Note that the activity case file should be saved after the delete, otherwise it may show up again if there is a refresh or if the changes are discarded.

Launch. The Launch button is available to open the attachments that exist in the OSHA File. Whatever software utility is set up to use a certain file extension will be the software that is launched (i.e., Word will be used for *.doc files, Excel for *.xls files, etc).

Notes

The Notes tab is available within the OSHA File and can be used in a variety of ways. It may be used to document phone calls with contacts at establishments, to pass information and feedback for corrections between supervisors and compliance officers, attorney comments, case file review comments, to inform others on the status of a case file, or to provide readers any additional information not included elsewhere in the case file.

Note's are to never become part of a case file.



Inspection Update - 318105129

Inspection Number: 318105129 134351 Establishment: NC Department of Public Safety - Bertie Correction
Inspection Date: 04/27/2017 218 Cooper Hill Road, Windsor, NC 27983

Establishment

Inspection Dates Contacts Emphasis/Initiatives OSHA-1AC OSHA-167I Health Violations OSHA File

Documents Pictures Attachments Notes

Current Activity Related Activities

Notes Communication Log Audit Log

05/01/2017 09:23:12 njhill
Initial NOK letter mailed.
05/01/2017 11:35:26 awoods5
Initial NOK letter mailed today in the mail pick up. Put copy with green slip in CSHOs cube. aw 5/1/2017

06/20/2017 09:55:19 njhill
CFR meeting requested to provide a status update.

06/20/2017 15:06:47 nhbrown
pre-citation meeting to bring everyone up to date; it could be a video conference meeting w/ just management

06/21/2017 14:14:52 llcrawford
Pre CFR meeting scheduled for 07.07.2017 at 9:00 am ORB large conference room.

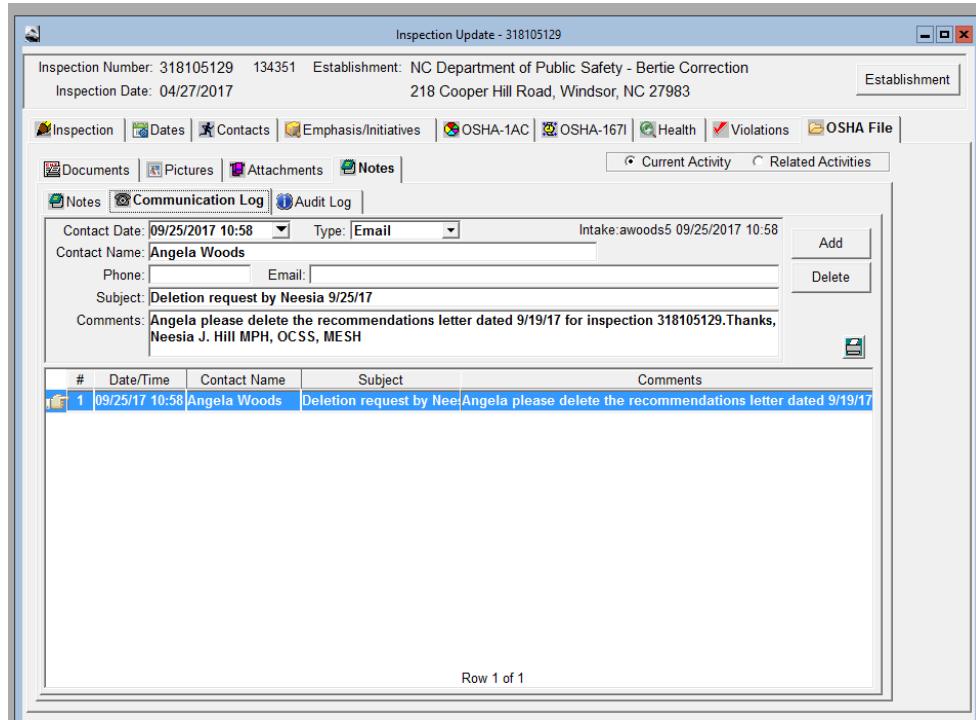
08/28/2017 14:30:38 njhill
The file was submitted to Supervisor Hill for review on 8/18/17 by CSHO Lewis. CSHO Lewis and Supervisor Hill worked on file corrections together on the dates of 8/25 and 8/28/17. File submitted to BC Brown and AG Voight for review at the same time due to time constraints.

08/29/2017 12:07:19 nhbrown
From: Brown, Nicole

A useful feature on the Notes tab is to put a date/time stamp and user ID on an entry in the notes. This provides information and context to others who may review the notes included with the OSHA File.

Communication Log

The Communication log is the case file summary log in the paperless process for complaints/referrals but should also be used in conjunction with an inspection file. The Communication log entries can be printed out and do not purge in the system after the file is closed.



Inspection Update - 318105129

Establishment: NC Department of Public Safety - Bertie Correction
218 Cooper Hill Road, Windsor, NC 27983

Inspection Number: 318105129 134351 Inspection Date: 04/27/2017

OSHA File

Notes

Current Activity

Contact Date: 09/25/2017 10:58 Type: Email Intake: awoods5 09/25/2017 10:58

Contact Name: Angela Woods

Phone: Email:

Subject: Deletion request by Neesia 9/25/17

Comments: Angela please delete the recommendations letter dated 9/19/17 for inspection 318105129.Thanks, Neesia J. Hill MPH, OCSS, MESH

Add

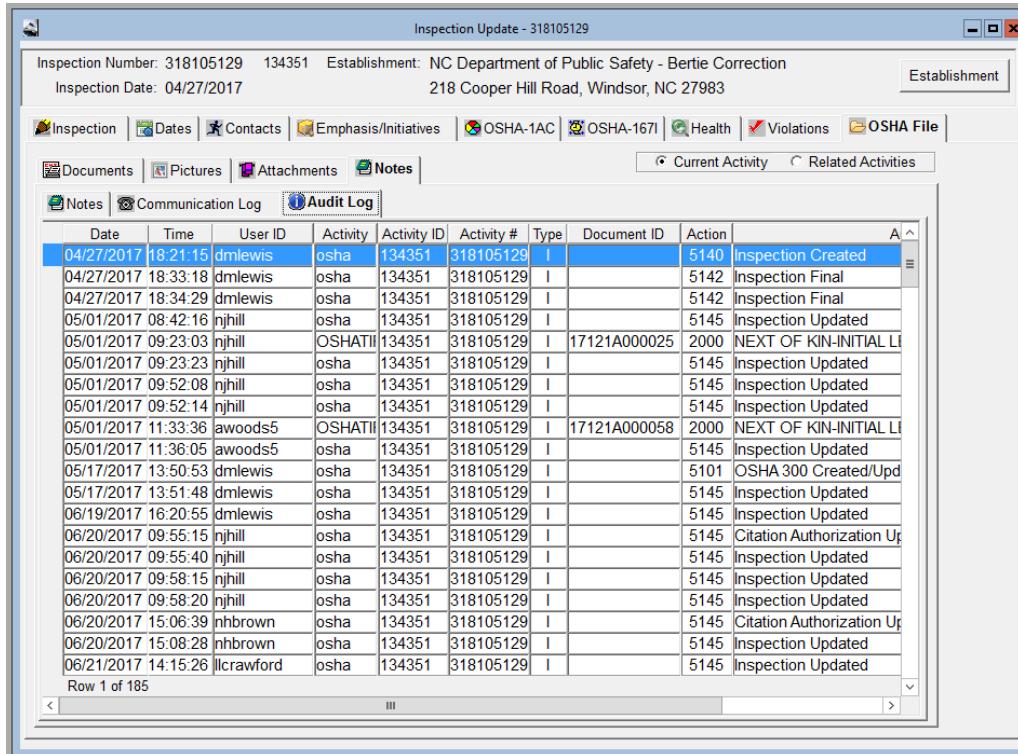
Delete

#	Date/Time	Contact Name	Subject	Comments
1	09/25/17 10:58	Angela Woods	Deletion request by Neesia 9/25/17	Angela please delete the recommendations letter dated 9/19/17

Row 1 of 1

Audit Log

Every file contains its own individual audit tracking log. This Audit log enables the user to see how the process started from beginning to end.



The screenshot shows a software window titled "Inspection Update - 318105129". The window displays an audit log for an inspection. At the top, it shows the inspection number (318105129), user ID (134351), establishment name ("NC Department of Public Safety - Bertie Correction"), and address ("218 Cooper Hill Road, Windsor, NC 27983"). Below this is a toolbar with various icons and buttons. The main area is a table titled "Audit Log" with columns: Date, Time, User ID, Activity, Activity ID, Activity #, Type, Document ID, and Action. The table lists 185 rows of activity data, with the first few rows shown below:

Date	Time	User ID	Activity	Activity ID	Activity #	Type	Document ID	Action
04/27/2017	18:21:15	dmlewis	osha	134351	318105129	I		5140 Inspection Created
04/27/2017	18:33:18	dmlewis	osha	134351	318105129	I		5142 Inspection Final
04/27/2017	18:34:29	dmlewis	osha	134351	318105129	I		5142 Inspection Final
05/01/2017	08:42:16	njhill	osha	134351	318105129	I		5145 Inspection Updated
05/01/2017	09:23:03	njhill	OSHATII	134351	318105129	I	17121A000025	2000 NEXT OF KIN-INITIAL LI
05/01/2017	09:23:23	njhill	osha	134351	318105129	I		5145 Inspection Updated
05/01/2017	09:52:08	njhill	osha	134351	318105129	I		5145 Inspection Updated
05/01/2017	09:52:14	njhill	osha	134351	318105129	I		5145 Inspection Updated
05/01/2017	11:33:36	awoods5	OSHATII	134351	318105129	I	17121A000058	2000 NEXT OF KIN-INITIAL LI
05/01/2017	11:36:05	awoods5	osha	134351	318105129	I		5145 Inspection Updated
05/17/2017	13:50:53	dmlewis	osha	134351	318105129	I		5101 OSHA 300 Created/Upd
05/17/2017	13:51:48	dmlewis	osha	134351	318105129	I		5145 Inspection Updated
06/19/2017	16:20:55	dmlewis	osha	134351	318105129	I		5145 Inspection Updated
06/20/2017	09:55:15	njhill	osha	134351	318105129	I		5145 Citation Authorization Up
06/20/2017	09:55:40	njhill	osha	134351	318105129	I		5145 Inspection Updated
06/20/2017	09:58:15	njhill	osha	134351	318105129	I		5145 Inspection Updated
06/20/2017	09:58:20	njhill	osha	134351	318105129	I		5145 Inspection Updated
06/20/2017	15:06:39	nhbrown	osha	134351	318105129	I		5145 Citation Authorization Up
06/20/2017	15:08:28	nhbrown	osha	134351	318105129	I		5145 Inspection Updated
06/21/2017	14:15:26	lcrawford	osha	134351	318105129	I		5145 Inspection Updated

Weekly Activity Reports

The compliance officers are required to enter information related to their time spent on various activities for OSHA Enforcement. A weekly activity time report should be submitted by each CSHO for each “Friday” date. The compliance officers should track their time spent on inspections and other activities, program support, and unavailable time. There are several reports that use the weekly activity report data to report on activities within OSHA Enforcement.

Weekly Activity Lookup

The Weekly Activity Lookup interface is the primary window used to create new weekly activity reports and to search for previously entered weekly activity reports. The Weekly Activity Lookup interface can be launched from the Weekly Activity Lookup menu item under the Desktop menu or from the Weekly Activity Lookup toolbar icon. When a CSHO launches the Weekly Activity Lookup interface, their CSHO ID will be pre-filled and protected on the interface.

Activity	Friday Date	Hours	Other	Total	CSHO	Name	Final
219261328	01/17/2014	14.5	1	0	B9671	Prevette, Emylee	
219429214	01/17/2014	0	40	40	L8836	Mann, Michelle	
219429008	01/17/2014	12	0	12	N5655	Jarman, Dawn	
219261377	01/17/2014	25	3	28	Y8949	Thorpe, Gary	
219261163	01/10/2014	30.5	9.5	40	A1742	Alford, Angela	
219261294	01/10/2014	32	8	40	A3237	Murdock, Chuck	
219261070	01/10/2014	31	9	40	A6044	Laurie, Howard	
219261138	01/10/2014	25	15	40	B9671	Prevette, Emylee	
219429024	01/10/2014	21	19	40	C1964	Kees, Lori	
219074911	01/10/2014	33.5	6.5	40	C9882	Dowdle, Leighton	
219074937	01/10/2014	16	24	40	D3822	Laasiter, Dean	
219261054	01/10/2014	23	17	40	D4557	Juneau, Tim	
219261187	01/10/2014	30	10	40	D9827	Slade, Ulysses	
219261161	01/10/2014	37	3	40	E6791	Gibbs, Derrick	
219261203	01/10/2014	0	40	40	F1857	Almonte, Cristina	

The Weekly Activity Lookup interface accepts the following search criteria to search for existing weekly activity reports:

Activity Number (previously generated weekly activity report)

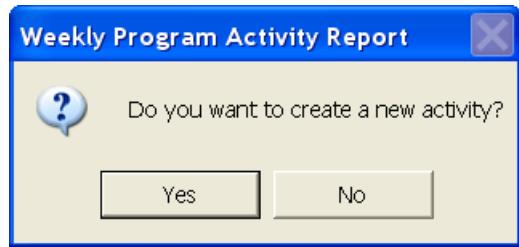
CSHO ID

“Friday” Date Range

The user can enter search criteria and click the Retrieve button to retrieve any weekly activity reports that match the search request. Any entries that are listed can either be selected and double-clicked or the user can click the Select button to launch the Weekly Activity Report interface. The “New” button must be used to initiate the data entry for a new weekly activity report.

Weekly Activity Report Interface

The user can click the “New” button on the Weekly Activity Lookup interface to create a new weekly activity report. They will be prompted as to whether they want to continue with the creation of the new weekly activity report.



When the user confirms the prompt, the Weekly Activity Report interface will be launched. If the user has a valid CSHO ID, their CSHO ID will be pre-filled and they will be required to enter the date for the week in which they are submitting the report (must always be a “Friday” date).

Recording Time in OSHA Express

Consistent recording of the time spent on various compliance activities by CSHOs is an important aspect of ensuring that the OSH Division has accurate data for analysis, training and strategic planning purposes. The comprehensive guidance attached should be used for reporting weekly program activity time in the OSHA Express database management system. The field descriptions contained in this document should be used as a guideline for recording all weekly compliance activities.

The weekly program activity form (WPAF) should be completed by each CSHO no later than Tuesday of each week, for previous week’s activity. After reviewing the guidance, if you have any questions associated with recording your time, please discuss with your supervisor. Thank you for your cooperation in following these guidelines.

Weekly Program Activity Processing

A. Overview: Program Activity Processing allows the user to add, modify and delete information regarding the level of activity devoted to various OSH programs. The time expended on the following activities is reported through Program Activity Processing.

- Inspections or attempted inspections
- Discrimination investigations
- Complaint investigations
- Referral investigations
- Other Interventions
- Program support activities
- Full service resource center activities
- State plan activities

Program Activity data may be entered directly into OE. This Memo defines each data item and five specific instructions for completing an item when required.

B. Reportable Activities: Reportable activities are those activities that OSH has determined necessary to track; complaint and referral investigations, inspections, discrimination investigations and interventions.

C. Who Should Report Time:

1. All Compliance Officers shall complete the Weekly Program Activity Form (WPAF) each week and account for all their time. Supervisors shall complete WPAFs, as required.
2. Full-time Trainees for positions that require time reporting shall complete the WPAF each week and account for all time.

D. Special Instructions:

1. **Report Actual Hours Worked:** Time reported should reflect the actual hours worked on given activities and/or leave taken; however, there is no requirement that these hours total to 40 hours or that they match time cards. Also there is no requirement that two consecutive WPAFs total 80 hours.

When counting the number of actual hours worked include any credit or compensatory time **earned** for the reporting period. Do not count leave hours **used** when redeeming credit for compensatory time as this would inflate the hours.

Continue to enter all annual, sick, holiday and/or administrative leave when used in the *Leave Time* field (field 47).

However, credit and compensatory time is recorded only during the week it is earned and not when it is used.

Note: Credit time cannot be used in the same Pay period that it is earned. For example, you worked 40 hours of regular time plus 8 extra hours considered as “credit” to a total of 48 hours for the week; report 48 hours. Another week, you worked 24 hours of regular time and took 8 hours of previously earned “credit” time and 8 hours of annual leave. You report a total of 32 hours (24 hours worked and 8 hours in the *Leave Time* field). The 8 leave hours are for annual leave, not credit leave.

Because the WPAF is the tool for measuring our resources and time expended in achieving our mission, accuracy and integrity is important when completing this form. The data derived from the WPAF is tabulated and used for a variety of statistical measures. It is essential that the data represent a true reflection of where OSH employees spend their time.

2. **State Responsibilities:** Entering full service activities data on the WPAF does not eliminate the requirement for reporting formal training hours.
3. **Team Activities:** When a team activity is conducted each participant should report his/her hours on the WPAF for the activity.
4. **Job Title:** Every employee completing a WPAF must enter their job title in field 2b. The employee’s primary job title will pre-fill on the screen but that may be modified. The following is a partial list of available Job Title codes:

Code	Job Title
A	Area Director (Bureau Chief)
S	Supervisor
C	Safety Compliance Officer
I	Health Compliance Officer
TC	Safety Compliance Officer Trainee
TI	Health Compliance Officer Trainee

5. **Working Away from the Home Office:** When a CSHO is sent out to an office on a temporary assignment, complete the Weekly Program Activity Report as if permanently assigned to the visited office. This means using the visited office’s Reporting ID when reporting this time.

When a CSHO is on temporary duty in the Directors Office, the WPA data should be reported under the Reporting ID of the home office and the hours entered in Central Office Support, Item 44, or for reportable activities, in items 5-16 under Activity Details, as appropriate.

6. **Long-Term Training or Assignments Outside the Office:** Staff, including CSHOs participating in long-term (90 days or more) training programs, or on long term (90 days or more) assignments outside of the office should not complete an WPA Form unless they work on a reportable activity.
7. **On The Job Evaluations:** When a CSHO II accompanies a trainee on an inspection or intervention **for evaluation purposes only**, he or she is performing supervisory activities. Although these activities have an indirect impact on future inspections and

interventions, they do not directly contribute to the current reportable activity. Therefore, the time is recorded in *Item 40: Supervisory Duties*.

8. **Recording Hours:** On the WPAF, time must be recorded against a single inspection, investigation, other intervention or strategic initiative by summarizing the hours spent on that activity/effort during the week and entering the information on one line.

The WPA form allows for the recording of **DAILY** activity. Time can be recorded against the same activity on five different days of the week by putting an alphabetic code to designate the day in Day, Item 5. The OE database will summarize the hours and maintain only summary information in the file.

9. **Rounding to the Nearest Tenth Hour:** All hours should be reported to the nearest tenth hour (six minutes). Tents of hours are entered to the right of the decimal point (“.1” column on the paper form).

10. **Reporting Hours on Every Inspection/Investigation/Intervention/Strategic Initiative:** Where possible, time should be reported for every inspection, discrimination investigation, intervention and strategic initiative. For each inspection, discrimination investigation, intervention and strategic initiative activity number reported on the WPAF, a record must reside in OE.

Note: All hours reported against an activity number are recorded in items 7-14 of all the Activity Details popup window.

11. **Multi-employer Worksite Activities:** For multi-employer worksites where several activities are conducted in a short period of time, the time should be apportioned among all the activities. For example assume a multi-employer worksite was inspected and three inspections resulted. Preparation time was .5 hours; Travel time was .5 hours; On-Site Activity was 1.0 hours; and Report Preparation was 1.0 hours. One hour should then be reported against each inspection, maintaining the proper division of hours spent in each category, for example, .5 hours for Preparation, etc.

Do **NOT** inflate hours in order to report time against each activity. If in the above example; seven inspections were conducted in the same amount of time enter .5 hours against six of the inspections and do **NOT** enter the seventh inspection number on the WPA form at all.

12. **Reporting Complaint/Referral Time:** Complaint and referral processing time is reported in items 7-12 as follows.

- a. Report all phone/fax/letter/email investigation time expended on the complaint or referral number where no inspection is conducted. This includes Rapid Response Investigations (RRI's).
- b. **All** phone/fax/letter/email investigation time expended on the complaint/referral before an inspection is conducted, such as when a decision to inspect is made after the phone/fax/letter/email mode is concluded, is presorted against the complaint/referral number
- c. When an inspection is conducted, report any/all complaint/referral processing time that has not already been recorded against the complaint referral number against the inspection number.

Think of the investigation in terms of the phases of an inspection and charge the time appropriately to the various time categories. For instance, the time spent preparing correspondence would be equivalent to case file preparation and reported in **Item 7, Preparation**. Time spent in phone conversations would be reported in **Item 12, Other Conference**.

Note: Time spent receiving safety and health or discrimination complaints that do not result in an investigation or inspection is reported in **Item 43, Receiving Complaints**.

13. **CSHO II's/Team Leader Supervisory Duties:** If time spent by CSHO IIs/ Team Leaders in instructing/coaching employees contributes to the goal of the specific reportable activity (see definition in paragraph B. above), the time is to be reported against the appropriate activity number. The hours could be recorded in Technical Support (**Item 10**), Report Preparation (**Item 11**), Other Conference (**Item 12**), or Litigation (**Item 13**) depending upon what the “coaching” entailed. CSHO II's should use their best judgement in reporting this time. If the coaching/supervision is generally directed at overall performance, it should be reported in **Item 40**, Supervisory Duties.
14. **Case File Reviews and Ensuing Activities:** The review of a case file and ensuing supervisory activities are direct contributions to a reportable activity. Time expended on case file review by a CSHO II should be reported as supervising duties.
15. **Disclosure Processing and General Support:** Time spent on Disclosure requests and/or general support shall be recorded in Employees/Unions (**Item 29**), Employers/Associations (**Item 30**), or Professional Groups (**Item 31**) depending upon the entity submitting the request.
16. **Reporting Hours for WPA forms Marked “No Inspection”:** Time Spent on cases with a scope marked “No Inspection” (e.g., the establishment has moved or the employees are on strike) is to be reported against the Inspection Number under the appropriate category.
17. **Reporting CSA Related Activity:** Time spent on Corporate-wide Settlement Agreement (CSA) related cases shall be reported on the WPA form as follows:
 - a. Enter time spent reviewing progress and other reports (i.e., milestone abatement status) in **Item 10, Technical Support**, against the *Intervention activity number*.
 - b. Enter time spent in off-site meeting/conferences (e.g., telephone conferences, conferences with the Bureau Chief) in **Item 12, Other Conference** against the inspection number.
 - c. Enter time spent conducting CSA related follow-up inspections against the resulting inspection number.

E. Screen Illustration: The main Weekly Program Activity Report data entry screen is illustrated by Figure 1.

Figure 1

Weekly Program Activity Report Screen

The screenshot shows the 'Weekly Program Activity Report' screen in the OSHA Express software. The top menu bar includes 'Desktop', 'Queries', 'Tools', 'Reports', 'Administration', 'Window', and 'Help'. The title bar reads 'OSHA Express - Enforcement - [Weekly Program Activity Report - 220069470]'. The main area is divided into sections:

- 1. Reporting ID:** 0453710 (highlighted with a red box)
- 2. CSHO ID:** Beuaregard, Kevin
- 3. Job Title:** Safety/Compliance Analyst
- 4. Friday Date:** 06/17/2016
- 5. Activity Details:** A table showing activity types and hours for the week. The table includes columns for Day, SA, Type, Activity, Prep, Train, Travel, Dental, Tech Supp, Rgt, Other, Conf, Litig, Dem, Tot, and Miles. Total hours for the week are 26.3.
- 6. Unavailable Hours:** A table showing unavailable hours for various categories like Non/Normal Off Support, Reg Off Support/Fed Only, and Annual Leave (Vacation).
- 7. Totals:** A summary table showing total hours for different categories: 51 Total Hours (Items 7-14) is 29.3, 52 Total Hours (Items 21-28) (Fed Only) is 0.0, 53 Total Hours (Items 29-50) is 19.2, and 54 Total Hours is 40.6.

F. Data Item Definitions/Instructions: Each data item on the WPA Form on the Weekly Program Activity Report Screen is defined below. Instructions for completing an item are given when required.

1. **Reporting ID:** The office's appropriate ID for reporting to OE.
- 2a. **CSHO ID:** The employee's assigned ID.
- 2b. **Job Title:** The job title of the employee identified in CSHO ID. This field pre-fills on the screen when an entry is made in CSHO ID but may be modified as appropriate.
3. **Friday Date:** The month, day and calendar year of the Friday covered by the report.
4. **Activity Number:** The number that uniquely identifies this Weekly Program Activity Report. The system automatically assigns a number when you create a new WPA form and the user does not have access to this field.

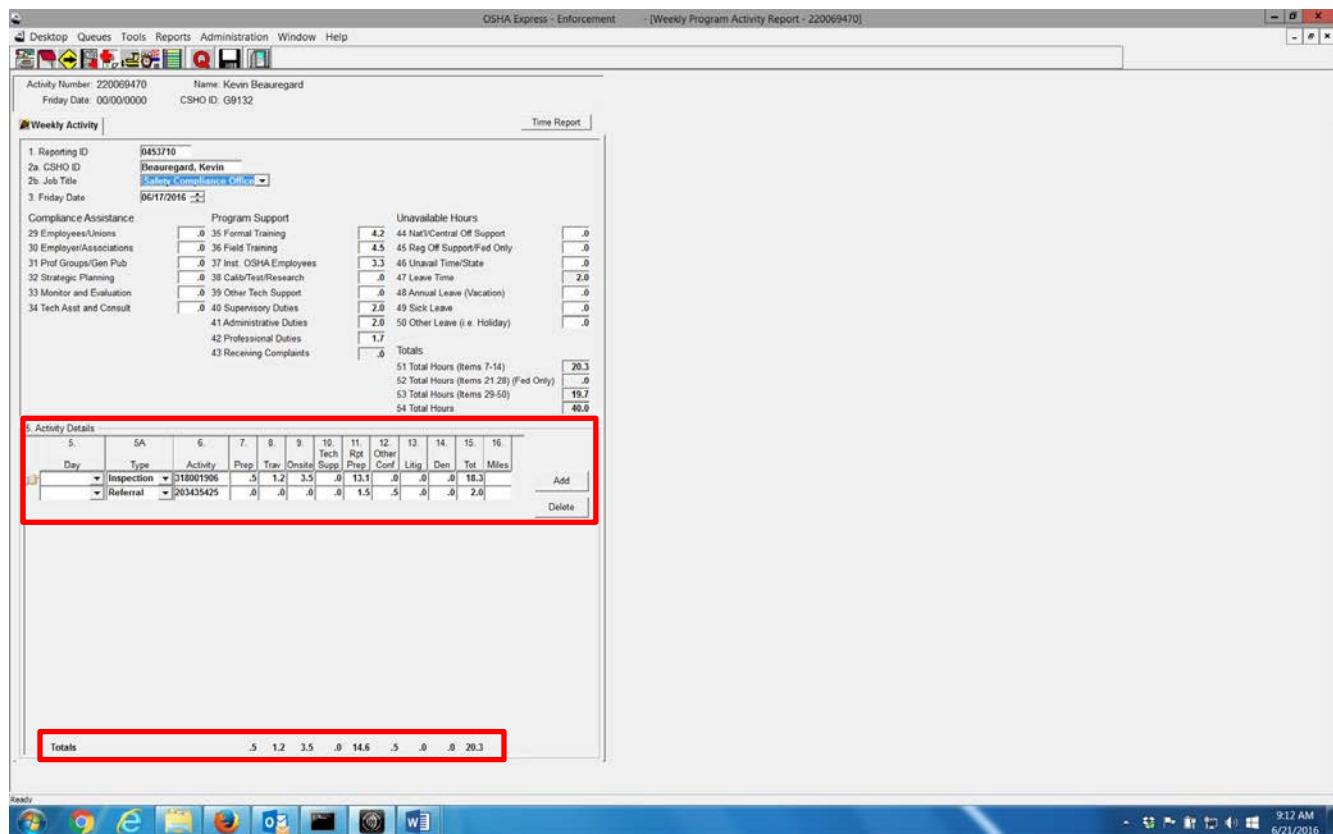
Inspection/Discrimination Investigation Activity

In OE, Items 5 through 16 are located in a submenu/popup window (see Figure 2) under “Activity Details” at the bottom of the WPA form. The add button is used to add each new activity. Any time spent by a CSHO in training (CSHOIT) prior to being “cut loose”, shall be recorded in fields 35, 36 or 47. CSHO’s should record their time associated with a specific inspection in fields 7-14 as appropriate. If a CSHOIT is accompanied by a supervisor on an inspection and they conduct the inspection and prepare the inspection report then the associated activities shall be written under the CSHOIT’s ID number (this generally would be the CSHOIT’s “cut loose” inspection, but could occur on other occasions).

In addition to inspections, the activity time recorded in this window has been expanded to include event/complaint/referral investigations, and other interventions (reported via the Inventory form). Planning and overhead time which cannot be contributed to an “identifiable: initiative is entered in **Item 32, Strategic Planning**.

Figure 2

Weekly Program Activity Report Screen



Activity Number: 220069470 Name: Kevin Beauregard
Friday Date: 00/00/0000 CSHO ID: G9132

Weekly Activity

Activity Details	5.	6A	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.
Day	Type	Activity	Prep	Trav	Onsite	Tech	Rpt	Other	Conf	Ltg	Den	Tot	Miles
Inspection	018001906		.5	1.2	3.5	.0	10.1	.0	.0	.0	16.3		
Referral	0203435425		.0	.0	.0	.0	1.5	.5	.0	.0	2.0		
Totals			.5	1.2	3.5	.0	14.6	.5	.0	.0	20.3		

5. **Day:** OSHNC does not utilize this field. An inspection # should only be recorded once per week (all time spent on an inspection during a week should be recorded in the same

line entry). Although the states may break out inspection time by days on the WPA form, only the WEEKLY totals for each inspection will be stored in OE.

5A. **Accident Activity, Complaint activity and Referral Activity:** OSHNC only uses “Inspection” and “Intervention” in field 5A. All time in fields 7-14 should be associated with an inspection number or an invention number. Time should not be recorded toward any other activity in field 5A. Time spent on Complaint/Referral (Accident) Investigations (un-programed activities handled via mail, phone, fax or email) should be recorded against the Complaint or Referral number. Time spent on Accidents, Complaints or Referrals that result in an inspection should be recorded against the Inspection number.

6. **Activity Number:** The Identifying number for the activity specified in Item 5A, Type.
7. **Preparation:** The time spent in preparation for the inspection, investigation, or other intervention activity, whether or not the activity was actually completed. “Preparation” includes, but is not limited to the following:

- Research of processes, types of equipment and machinery likely to be encountered.
- Review of applicable standards
- Review of the establishment history report and case files if a previous inspection has been made
- Investigation prior to inspection complaints
- Calibrating or testing equipment for use on a specific inspection
- Getting anticipatory warrants
- Developing training/outreach materials
- Developing technical/non-technical assistance documents
- Preparing correspondence

If time is spent during one week preparing for an activity that will not be initiated until a later week, report the preparation time in the current WPA form. Initiate the data entry for the activity (e.g., inspection), completing as many items as feasible, and save the data. Report the preparation time against the activity number; do not hold the WPA form. When appropriate, retrieve the activity form and complete data entry; do NOT generate a new activity number for this data.

8. **Travel:** Time spent traveling to and from the establishment to be inspected/investigated or other intervention site, including travel related to a denial of entry.

If more than one activity (i.e. inspection, investigation, or intervention) is conducted during a single trip, the travel time for each activity is to be the average of the total hours traveled. To obtain this average add the total travel time for the trip and divide by the total number of inspections, investigations, and interventions conducted. Enter the resulting number against each activity number.

Do not inflate total hours in entering the average. For example, if the total travel time is one hour and 3 interventions were conducted, you can either divide the hour as evenly as

possible by tenths of an hour to total 1 hour or report “.5” hours against 2 interventions and no travel time against the third.

9. **Onsite Activity:** Time spent in the establishment or for interventions, at the location of the event. This activity includes, but not limited to, the following:
 - Walk around time
 - The opening and on-site closing conference with the employer or its representative
 - Time spent reviewing the establishment’s injury/illness records and calculating the DART rate
 - Abatement assistance provided during the course of an inspection
10. **Technical Support:** Time spent providing technical assistance related to an activity defined in 5A. This includes abatement assistance, reviewing petitions for modifications of abatement (PMA’s), reviewing abatement progress reports, interpreting standards and policies (related to a specific inspection activity), providing language translation, speeches/training provided somewhere other than the inspection site and instructing/coaching employees of an employer.
11. **Report Preparation:** Time spent writing, researching, and completing a case file. This includes, but is not limited to: researching applicable standards, evaluating inspection notes, documenting findings of supporting information related to an inspection, completing all case file forms, reviewing your own case files, processing letters related to your own case file, reviewing abatements, and case file management.
12. **Other Conferences:** Time spent in any conference related to an inspection, but not held on the inspection site. Travel to and from off-site conferences should be included in this field. Examples include: telephone closings, informal conferences attended (by CSHO), employee conferences, telephone conferences associated with complaints and referral processing.
13. **Litigation:** Time spent preparing for a hearing, after a case has been contested. This includes travel, interviewing witnesses (after contestment), testifying, subpoenas and depositions associated with OSH contestments. It does not include time spent associated with a refusal of entry (warrants, traveling to the county courthouse, etc.). Time associated with refusals should be recorded under the “Denial” field.
14. **Denial:** Time spent by the CSHO associated with a refusal of entry (denial). Time spent on the inspection from the initial refusal until the CSHO re-enters the establishment should be recorded. This includes time devoted to obtaining warrants, discussing matters with attorneys, BCs and supervisors. This also includes any time spent returning the warrant to a judge or magistrate following the inspection.

Totals: The total hours entered in Items 7-14 for the line (per inspection). The system automatically enters the total line hours.

15. **Mileage:** Complete this item if instructed to do so by your Bureau Chief or Supervisor.

Note: The total hours for all entries entered under Activity Details (fields 7-15) are located at the bottom of the screen

Compliance Assistance

In OE, Items 29 through 34 are located under the “Compliance Assistance” heading. (See *Figure 3*)

Activity	Hours
0.05 Formal Training	4.2
0.05 Field Training	4.5
0.37 Inst. OSHA Employees	3.3
0.08 Calib/Test/Research	0
0.09 Other Tech Support	47 Leave Time
0.40 Supervisory Duties	0
1.41 Administrative Duties	40 Annual Leave (Vacation)
2.00 Professional Duties	2.0
2.00 Receiving Complaints	49 Sick Leave
	50 Other Leave (i.e. Holiday)
	1.7
	Totals
	51 Total Hours (Items 7-14) 20.3
	52 Total Hours (Items 21-28) (Fed Only) 0
	53 Total Hours (Items 29-50) 19.7
	54 Total Hours 40.0

29. **Employees/Unions:** Time spent on providing information to employees, employee groups, or unions when the activity is NOT related to an inspection or an intervention activity. This includes but is not limited to: distributing printed materials, making speeches to employee groups/unions, and participating in training of employees/unions (speeches to employee groups associated with a strategic plan item(s) should be recorded as an intervention in field 5a and time should be recorded in fields 7-14. In addition an intervention form should be completed).

30. **Employer/Associations:** Time spent on providing information to Employers or Employer Groups, when the activity is NOT related to an inspection or an invention. (i.e., NCALGESO, ABC, HBA, etc.). Time spent on STAR inspection activity should be entered in field 5a (intervention) and time should be recorded in fields 7-14. In addition an intervention form should be completed for all STAR activity. This also includes training/speeches to Employer/Employee Associations (speeches to employer groups' associated with strategic plan item(s) should be recorded as an intervention in field 5a and time should be recorded in fields 7-14. In addition an intervention form should be completed).
31. **Professional Groups:** Time spent providing information and assistance to civic groups, professional organizations, general public, Congress, Senate and the Legislature that is NOT related to a specific inspection or an intervention (i.e., NC Senate, PTA, ASSE). This also includes training/speeches to professional Groups (speeches to professional groups associated with strategic plan item(s) should be recorded as an intervention in field 5a and time should be recorded in fields 7-14. In addition an intervention form should be completed).
32. **Strategic Planning:** All strategic planning and participation with SEP committees that cannot be contributed to an identifiable initiative should be reported here.
33. **Monitoring and Evaluation:** Enter time spent monitoring and evaluating public sector safety and health programs NOT covered by an inspection or an intervention. Include the hours spent in study, preparation and travel.

Note: *Do not include time spent on public sector activities where an activity form has been completed. Enter that time in Items 7-14.*
34. **Technical Assistance and Consultation:** Time spent providing training to non- OSH public sector agencies. This includes hours spent on study, preparation and travel. Do not include any time spent related to a specific public sector inspection.
 - a. Recording, conducting or scheduling assistance with ETTA and or delivering on-site training.
 - b. Consulting on both technical and program operation problems.
 - c. Distributing safety and health program literature.

Note: *Do NOT include time spent on public sector activities where an activity form has been completed. Enter that time in Items 7-14.*

Program Support

In OE, Items 35 through 43 are located under the “Program Support” heading. (See *Figure 4*)

Figure 4
Weekly Program Activity Report Screen

The screenshot shows the OSHA Express - Enforcement software interface. The title bar reads "OSHA Express - Enforcement - [Weekly Program Activity Report - 220069470]". The menu bar includes Desktop, Queues, Tools, Reports, Administration, Window, and Help. The main window is titled "Weekly Activity". It displays activity details for a specific day (06/17/2016) and includes a "Time Report" button. The "Program Support" category is highlighted with a red box. The report lists various activity types and their corresponding hours:

Activity Type	Hours
35 Formal Training	4.7
36 Field Training	4.5
37 Inst. OSHA Employees	3.3
38 Calib/Test/Research	.9
39 Other Tech Support	.6
40 Supervisory Duties	2.8
41 Administrative Duties	2.6
42 Professional Duties	1.7
43 Receiving Complaints	.0
Totals	20.3

Below this, there are summary totals:

51 Total Hours (Items 7-14)	20.3
52 Total Hours (Items 21-28) (Fed Only)	.0
53 Total Hours (Items 29-50)	19.7
54 Total Hours	40.0

The bottom section shows activity details for inspection and referral types:

Day	Type	Activity	Prep	Trav	Onsite	Tech Supp	Rpt Prep	Other Conf	Ltrig	Dien	Tot	Miles
1	Inspection	318001906	.5	1.2	3.5	.0	13.1	.0	.0	.0	18.5	
1	Referral	203435425	.0	.0	.0	.0	1.5	.5	.0	.0	2.0	
Totals			.5	1.2	3.5	.0	14.6	.5	.0	.0	20.3	

35. **Formal Training:** Time in which OSH personnel RECEIVE formal classroom training conducted by the OSHA Training Institute, ETTA, OSH, OSP, HR or other public/private educational institutions during regular duty hours. Include preparation and travel time related to this activity.

Note: *Time spent in after hour courses, whether paid for the government or not, is NOT to be entered on the WPA form.*

36. **Field Training:** Informal OJT of CSHOs and CSHO-ITs. Also includes time spent on: Bureau meetings, District meetings, staff meetings, safety conferences sponsored by OSH or Federal OSHA, FIS Review (FOM, SN, OPN, etc....). Includes preparation and travel time related to these activities. All time a trainee spends prior to being cut loose (except for formal training, leave, and supervised inspection activity where the CSHO II is **observing only**) should be recorded in

this field.

37. **Instructing OSH Employees:** Any time spent by a CSHO (CSHO I's or CSHO II's) instructing other CSHOs NOT related to a specific inspection (or other reportable activity), should be recorded in this field. A CSHO providing OJT while conducting or writing an inspection shall enter their time in fields 7-14, as appropriate.

Note: CSHO-IT's shall not use this field. Any time spent by the CSHO-IT preparing, conducting or writing reports associated with specific accompanied inspections, shall be recorded in field 36.

38. **Calibration/Test/Research:** Time spent calibrating or testing equipment which is not attributable to a specific inspection. Include time spent packaging instruments which are to be shipped for calibration. Time spent maintaining a technical equipment inventory should also be entered here.

Note: If any of the above activities are performed as a service activity, enter the time spent in the appropriate Compliance Assistance category, Items 29, 30 or 31.

39. **Other Technical Support:** Time spent providing technical support to employers, Employees, etc. . . . that is NOT related to a specific inspection or intervention activity. This includes: interpreting or clarifying standards, procedures, regulations or policies; review of safety programs; variance reviews; designing PPE; redesigning equipment; and providing general information.

40. **Supervisory Duties:** CSHO II's time spent planning, scheduling, directing, coordinating and reviewing employee activities by a CSHO. Supervisors should not record time in this field. This would also include time spent as "acting supervisor" which would include time spent on informal conferences, settlement agreements, and case file review.

41. **Admin Duties:** Time spent on completing weekly activity reports; DOLB-8's, coordinating combined campaign activities; employee appreciation fund raising activities; answering office phones; transporting state owned vehicles to and from servicing/carwash and; time spent by a CSHO trouble shooting problems with computer hardware or software (troubleshooting that cannot be resolved within several hours, should be referred to the IT section). Usually most CSHOs administrative time **should not exceed 2 hours a week** unless their supervisor is made aware of the circumstances.

Note: Time spent on activities that normally would be classified as Administrative leave such as jury duty, blood donations, work-required physical examinations and job interviews are recorded in Item 47, Leave time.

42. **Professional Duties:** Time spent on: reading professional and technical manuals

(not associated with an inspection); reviewing any OSH publications (FOM, etc.); developing or revising procedures; reviewing CPL's, OPN's etc.; conducting organizational management and financial analysis (when assigned, such as the "employee retention committee"); and monitoring potential inspection sites*. This also includes time spent working on an OSH committee that is developing operating procedures, policies, etc. (i.e., work at home committee, FOM revision committee, work plan committee, etc...). Time spent on Area Office Safety Committees should be recorded in this field.

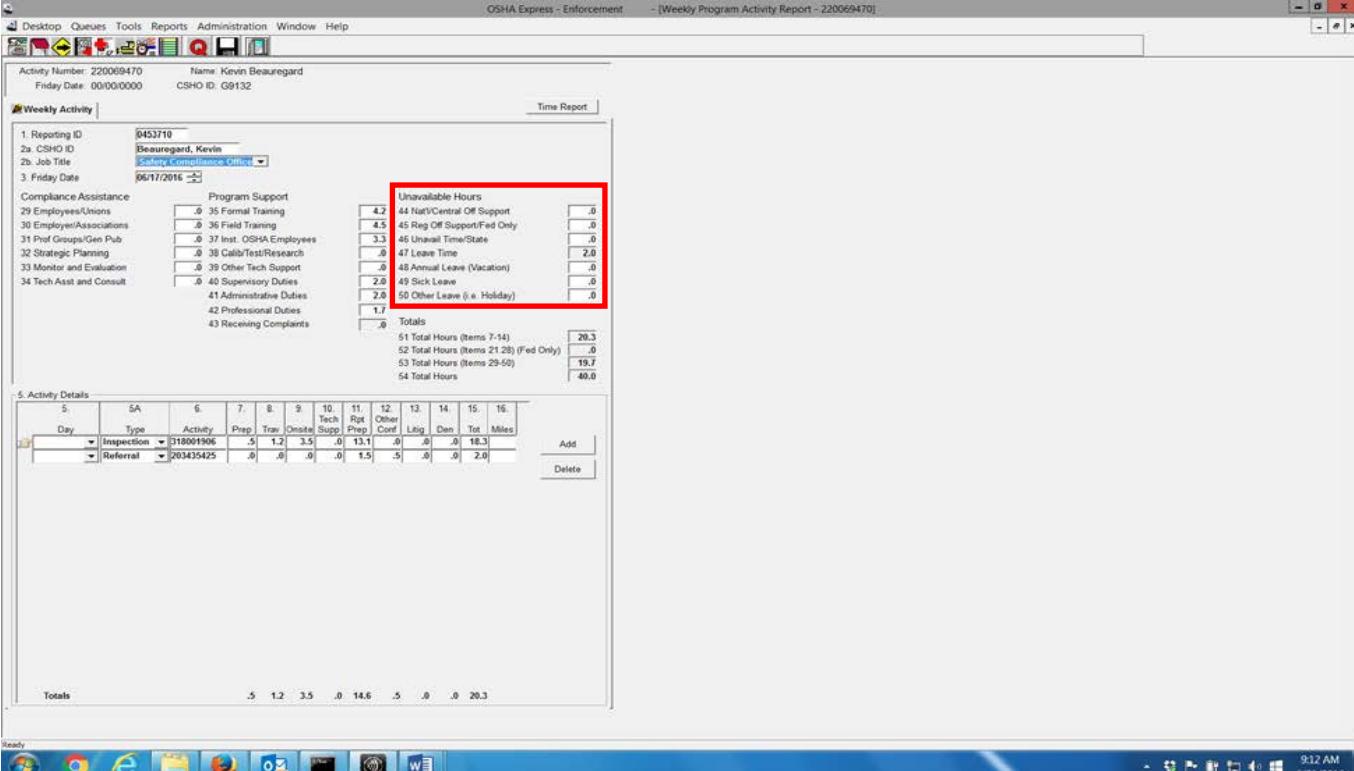
**Note: An inspection form should be completed for all "no inspection" activity)*

43. This field is not utilized by State Plans

Unavailable Hours

In OE, Items 44 through 50 are located under the "Unavailable Hours" Heading. (See *Figure 5*)

Figure 5
Weekly Program Activity Report Screen



Leave Type	Hours
44 Natl/Central Off Support	.0
45 Reg Off Support/Fed Only	.0
46 Unavail Time/State	.0
47 Leave Time	2.0
48 Annual Leave (Vacation)	.0
49 Sick Leave	.0
50 Other Leave (e.g. Holiday)	.0

Activity Details

Day	Type	Activity	Prep	Trav	Onsite	Tech Supp	10. Rpt Prep	11. Other Conf	12. Litig	13. Dan	14. Tot	15. Miles
Inspection	318001906	.5	1.2	3.5	.0	13.1	.0	.0	.0	.0	18.3	
Referral	203435425	.0	.0	.0	.0	1.5	.5	.0	.0	.0	2.0	

44. **National/Central Office Support:** Time spent in direct support of OSHA's National Office, OSH Director's Office or NCDOL that are NOT Covered by a specific inspection activity and that are not included in Professional Duties. This includes: pre-variance visits to gather technical information related to a variance request; attending/participating in National meetings, committees or subcommittees (i.e., Central Safety Committee); time spent receiving/processing complaints directly from a complainant in a field office and; time spent working on the OSH Complaint Desk (except for time spent on the Complaint Desk by trainees; this should be recorded in Field #36 as Field Training). All time associated with complaint inspections and investigations should be recorded in fields 7-14.

46. **Third Party and Related Unavailable Time:** Time spent on 3rd party litigation matters (telephone calls, completion of contact form, testimony, etc.)

47. **Leave Time:** Time taken for annual, sick, holiday and/or administrative leave. Time spent on jury duty, blood donations, work required physical examinations, job interviews and other administrative leave categories should also be entered here. Use only field 47 for leave. Do not use fields 48-50.

48. **Annual Leave:** Field not utilized in NC

49. **Sick Leave:** Field not utilized in NC

50. **Other Leave:** Field not utilized in NC

Total Hours

Figure 6
Weekly Program Activity Report Screen

In OE, Items 51 through 54 are located under the “Total Hours” Heading. (See *Figure 6*)

Weekly Activity		Time Report																
Activity Number: 220069470	Name: Kevin Beauregard	OSHA ID: 09132																
Find Date: 09/09/2000																		
Program Support		Unavailable Hours																
2a. CSHO ID: 0453790	2b. Job Title: Safety Compliance Office	4.2	44. Natl/Central Off Support	0.0														
29. Employee/Assessors	36. Formal Training	0.5	45. Reg Off Support/Fed Only	0.0														
30. Employee/Assessors	37. Field Training	0.3	46. Jury Duty/State	0.0														
31. Employee/Assessors	38. Other Employees	0.6	47. Leave Time	2.0														
32. Strategic Planning	39. Other Tech Support	0.0	48. Annual Leave (Vacation)	0.0														
33. Monitor and Evaluation	40. Supervisory Duties	2.0	49. Other Leave (e.g. Personal)	0.0														
34. Tech Assit and Consult	41. Adminstrative Duties	2.0	50. Other Leave (i.e. Holiday)	0.0														
	42. Professional Duties	1.0																
	43. Traveling/Complaints	0.0																
		4. Total:	51. Total Hours (Items 2-14)	29.3														
		52. Total Hours (Items 21-28) (Field Only)	19.2															
		53. Total Hours (Items 29-50)	19.2															
		54. Total Hours	49.0															
5. Activity Details																		
Day	SA	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	Miles					
Inspection		318011906	5	1.2	3.5	1.0	1.0	1.2	1.0	0	0	0	0					
Referral		203435425	0	0	0	0	0	1.5	0	0	0	0	2.0					
Totals			.5	1.2	3.5	.0	14.6	.5	.0	.0	0	0	0	29.3				

51. **Total Hours (Items 7-14):** The sum of all hours entered in Items 7-14.
53. **Total Hours (Items 29-50):** The sum of all hours entered in Items 29-50
54. **Total Hours:** The sum of all hours reported. This includes Inspection Activity, Investigation Activity, Compliance Assistance, Program Support and Unavailable Hours. Enforcement Inspection time in Items 29-45 is included.

***Note:** At this time, supervisors should not complete weekly activity reports unless they are conducting an inspection or are writing an inspection report.*