



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

 <b>Fast</b>	 <b>Intuitive</b>	 <b>Feature-Rich</b>
Makes use of the latest database and development environments for unparalleled speed	Well-designed interfaces that are ergonomically suited for easy and efficient processing	State-of-the-art technology that streamlines workflow and business processes

**Secure → Simple → Streamlined**

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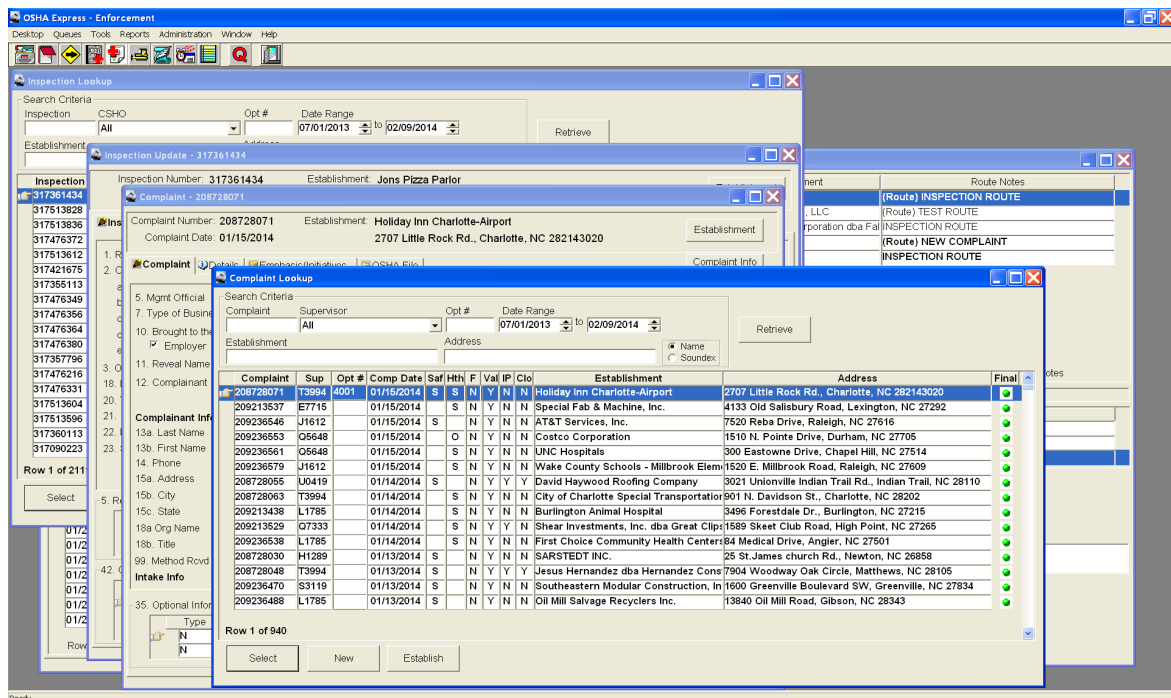
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## **OSHA EXPRESS DATABASE SYSTEM - 04/24/2014**

# **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.).

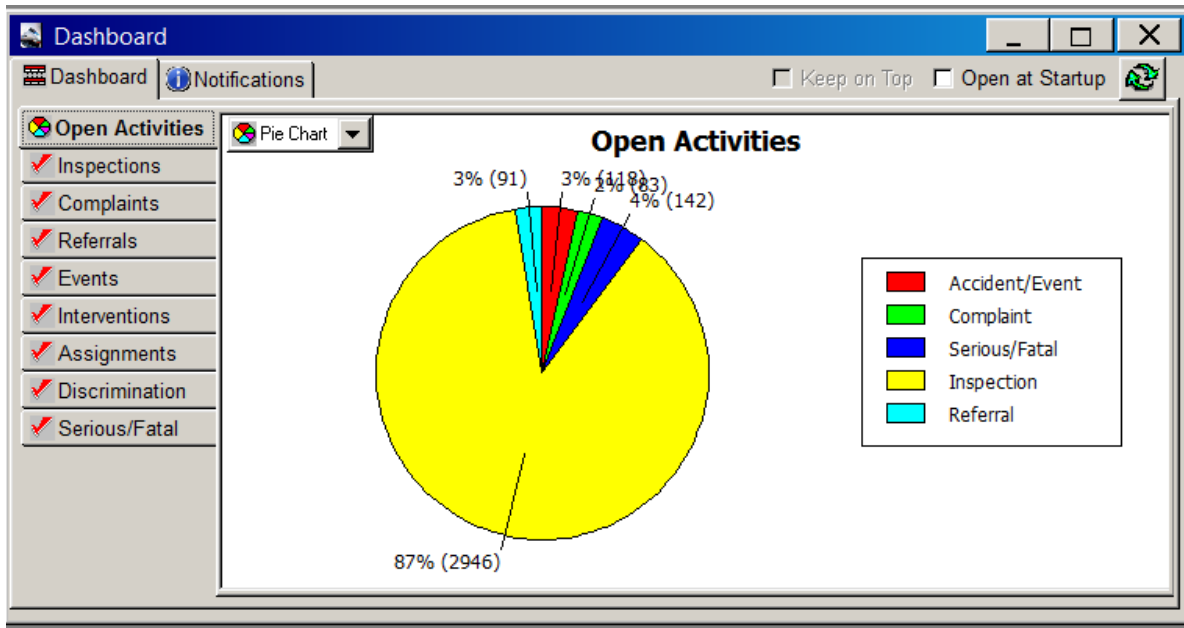


The OSHA Express system has a unique menu and toolbar related directly to the required OSHA functionality. The menu and toolbar allow the user to open all necessary windows within the OSHA Express system. Each window that opens within the system will also have a separate toolbar that controls its specific 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
209493444	C 04/14/2015		E7715	Randstad HR Solutions, LP.	0	●
209493410	C 04/13/2015		E7715	R & L Construction of Mt. Airy, LLC	0	●
209493402	C 04/13/2015		E7715	R & L Construction of Mt. Airy, LLC	0	●
209493345	C 04/10/2015		E7715	Joe's Tractor Sales, Inc	0	●
209493287	C 04/09/2015		E7715	Topsider Building Systems	0	●
209493170	C 04/07/2015		E7715	Somerset Court University Place	0	●
209493386	C 04/13/2015		H1289	E. F. Drum's Funeral Home, Inc.	0	●
209493436	C 04/13/2015		H1289	Industrial Fabricators Inc.	0	●
209493337	C 04/10/2015		H1289	England Brothers, Inc	0	●
209493246	C 04/09/2015		H1289	BH Media Group Holdings, Inc. dba The Hi	0	●
209492784	C 03/30/2015		H1289	Clearwater Paper Corp	0	●
209493279	C 04/09/2015	N8978	H1289	Pennsylvania Steel Company	0	●
209493428	C 04/13/2015		J1612	G4S Secure Solutions	0	●

Row 1 of 83

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.

**Complaint - 209482439**

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

**Complaint Details**

5. Mgmt Official: Mark Hunt  
 7. Type of Business: Retail - Home Improver  
 10. Brought to the attention of: ☒ Employer ☐ Other Gov Agency (See OSHA File Notes)  
 11. Reveal Name: No  
 12. Complainant: Employee  
 13a. Last Name: Anonymous  
 13b. First Name: [Blank]  
 14. Phone: 919 460 6130 14b. Fax: [Blank]  
 15a. Address: 221 Bay Dr.  
 15b. City: Cary  
 15c. State: NC 15d. Zip: 27511  
 15a. Org Name: [Blank]  
 15b. Title: [Blank]  
 99. Method Rcvd: Email Send OSHA-77  
 Intake Info: Curt Davis 03/20/2015

19. Reporting ID: 0453710  
 21. Optional Complaint No: 0369  
 29. Date/Time Received: 03/20/2015 02:29 PM  
 31a. Safety Sup Assigned: Wells, Ron  
 31b. Health Sup Assigned: [Blank]  
 31c. Safety CSHO Assigned: [Blank]  
 31d. Health CSHO Assigned: Wiggins, Jacopo  
 32. Primary NAICS/SIC: 444110 0211  
 33. Complaint Classification: ☐ Discrimination ☒ NACB/SIC Violation  
 Safety: ☐ Imminent Danger ☒ Serious ☐ Other  
 Health: ☐ Imminent Danger ☒ Serious ☐ Other  
 36. Valid? Yes  
 37. Formal/NonFormal: Non-Formal  
 42a. Inspection Planned? No b. Priority: [Blank]  
 48. Close Complaint? [Blank]  
 49. Employer Response: [Blank]

**Optional Information**

Type	ID	Value
N	20	Complainant emailed the complaint. Called and she did not want her name on complaint, but did leave

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

OSHA Express - Enforcement

Complaint - 209493279

Complaint Number: 209493279 Establishment: Pennsylvania Steel Company  
Complaint Date: 04/09/2015 1000 North Hwy 27, Stanley, NC 28164

Complaint Details

5. Mgmt Official: [Blank]  
7. Type of Business: Steel Mill  
10. Brought to the attention of: [Blank]  
11. Reveal Name: No  
12. Complainant: Employee

Complainant Information

13a. Last Name: Sam  
13b. First Name: Willy  
14. Phone: 704 915 6551 14b. Fax: [Blank]  
15a. Address: 717 Raindrops Rd.  
15b. City: Gastonia  
15c. State: NC 15d. Zip: 28054  
15a Org Name: [Blank]  
18b. Title: [Blank]  
99. Method Rec'd: Telephone  
Intake Info: Curt Davis 04/09/2015

35. Optional Information

Type	ID	Value
N	28	Complainant had a rack collapse while trying to place steel on top section of rack last week.

19. Reporting ID: 0453730  
21. Optional Complaint No: 0453  
29. Date/Time Received: 04/09/2015 11:20 AM  
31a. Safety Sup Assigned: Saunders, John  
31b. Health Sup Assigned: [Blank]  
31c. Safety CSO Assigned: Zhao, Dafang  
32. Primary NAICS/SIC: 33120 1791  
33. Complaint Classification: Safety Health Discrimination NAICS/SIC Ref  
36. Valid? Yes  
37. Formal/Non-Formal: Formal  
42a. Inspection Planned? Yes b. Priority: [Blank]  
48. Close Complaint? Yes  
49. Employer Response: [Blank]

Inspection Lookup

Search Criteria

Inspection: CSO Opt # [Blank] Date Range: 00/00/0000 to 00/00/0000  
Establishment: All Address [Blank] Site [Blank] Mail [Blank]  
Name [Blank] Soundex [Blank]

Inspection	CSO	Opt #	Open Date	Close Date	Cal	Vio	Establishment	Address	Find
------------	-----	-------	-----------	------------	-----	-----	---------------	---------	------

Select New Establish Draft

## Assigned and Opened

OSHA Express - Enforcement

Complaint - 209482439

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

Complaint Details

5. Mgmt Official: Mark Hunt  
7. Type of Business: Retail - Home Improver  
10. Brought to the attention of: [Blank]  
11. Reveal Name: No  
12. Complainant: Employee

Complainant Information

13a. Last Name: Anonymous  
13b. First Name: [Blank]  
14. Phone: 919 460 6130 14b. Fax: [Blank]  
15a. Address: 521 Bay Dr.  
15b. City: Cary  
15c. State: NC 15d. Zip: 27511  
15a Org Name: [Blank]  
18b. Title: [Blank]  
99. Method Rec'd: Email  
Intake Info: Curt Davis 03/20/2015

35. Optional Information

Type	ID	Value
N	20	Complainant emailed the complaint. Called and she did not want her name on complaint, but did leave

19. Reporting ID: 0453710  
21. Optional Complaint No: 5360  
29. Date/Time Received: 03/20/2015 02:29 PM  
31a. Safety Sup Assigned: Wells, Ron  
31b. Health Sup Assigned: [Blank]  
31c. Safety CSO Assigned: Wiggins, Jacopo  
32. Primary NAICS/SIC: 44410 5211  
33. Complaint Classification: Safety Health Discrimination NAICS/SIC Ref  
36. Valid? Yes  
37. Formal/Non-Formal: Non-Formal  
42a. Inspection Planned? No b. Priority: [Blank]  
48. Close Complaint? [Blank]  
49. Employer Response: [Blank]

Inspection - 317982684

Inspection Number: 317982684 Establishment: Lowe's Home Centers, LLC  
Inspection Date: 03/27/2015 2000 Walnut Street, Cary, NC 27518

Inspection Details

1. Reporting ID: 0453710  
2. CSO Information: a. CSO ID: Wiggins, Jacopo b. Job Title: Health Compliance Officer c. Supervisor Assigned: Wells, Ron d. Trainee(1): [Blank] e. Trainee(2): [Blank]  
3. Optional Report Number: 04215  
18. Legal Entity: Corporation  
20. Type of Business: Retail  
21. Inspection Category: Health  
22. Primary NAICS/SIC: 44410 5211  
23. Secondary NAICS/SIC: [Blank]  
24. Inspection Type: Complaint  
25. Inspection Classification: Safety Manufacturing Safety Construction Safety Maritime Health Manufacturing Health Construction Health Maritime  
26. Employed in Establishment: 160  
27. Covered by Inspection: 30  
28. Controlled by Employer: 20000  
29. Union? No  
30. Employee Walk-Around: Yes  
31. Employee Interviewed: Yes  
35. Scope of Inspection: Partial Inspection  
43. Reason No Inspection: [Blank]

5. Related Activity

Type	Number	Sat Safety	Sat Health	Cmp/Rat	Close	Related Close Date
Complaint	209482439					

42. Optional Information

Type	ID	Value
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## 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.

Inspection Update - 318093770

Inspection Number: 318093770	133063	Establishment: Robert Banner DBA Banner Nursery & Landscaping	Establishment
Inspection Date: 12/09/2016		11625 Faires Road, Charlotte, NC 28215	

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.

NC NC DOA Documents NC OSC All Accounts NC NC Archives Functional Sch... Identity Manager Dashboard

Occupational Safety and Health Administration English | Spanish

OSHA WORKER EMPLOYER STANDARDS ENFORCEMENT CONSTRUCTION TOPIC NEWS/RESOURCES DATA TRAINING

### Establishment Search

#### Reflects inspection data through 05/15/2019

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:** Please read important information below regarding interpreting search results before using.

Search By:

Establishment 133063

(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

**Case Status: CLOSED**

**Inspection: 1198296.015 - 133063 - Robert Banner**

Inspection Information - Office: Nc Charlotte	
Nr: 1198296.015	Report ID: 0453730
Open Date: 12/09/2016	
133063 - Robert Banner	
11625 Faires Road	
Charlotte, NC 28215	
Union Status: NonUnion	
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	



## 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)

Inspection	CSHO	Opt #	Open Date	Close Date	Cat	Vio	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	A7605	033-18	09/18/2017	10/02/2017	S	0	Litwin 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, In	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	S4339	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 Stantonsburg 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)

Enter Inspection Numbers

<input checked="" type="checkbox"/>	318118148	Add
<input checked="" type="checkbox"/>	318118163	Add
<input checked="" type="checkbox"/>	318118577	Add
<input checked="" type="checkbox"/>	318118593	Add
<input checked="" type="checkbox"/>	318118072	Add
<input checked="" type="checkbox"/>	318118155	Add
<input checked="" type="checkbox"/>	318117975	Add
<input checked="" type="checkbox"/>	318118056	Add

☒ Clear All    OK    Cancel

**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.

Inspection Lookup

Search Criteria: Inspection: CSHO, Opt #: , Date Range: 07/13/2014 to 09/18/2017, Establishment: RUFF\*, Address: , Site: , Mail: , Name: , Soundex: .

Retrieve    Reset

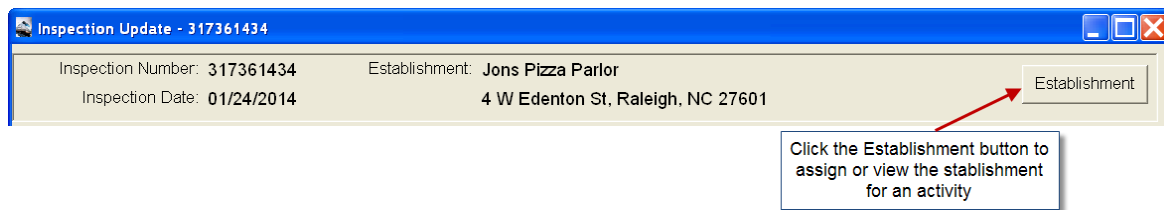
Inspection	CSHO	Opt #	Open Date	Close Date	Cat	Vio	Establishment	Address	Final
318118098	V4294	011-18	09/18/2017	00/00/0000	H	3	Paws 4 Fun, LLC DBA Ruff Housing	15 Battleground Court, Greensboro, NC 27408	

**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.

Establishment Lookup

Search Criteria  
Establishment  
JON\*

Enter search criteria

Address

Name  
Soundex

FEIN

Retrieve

Click Retrieve to perform the search

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 Sn	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

Row 58 of 157

Select New View Link Cancel

Select the establishment to assign to an activity

View the establishment info

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.

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

Row 51 of 157

Select New View Link Cancel

Click the New button to create a new establishment

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

Establishment: NC

Establishment Parent Company OSHA 200 OSHA 300

Establishment:

DBA Name:

DUNS No:  Emp ID:  FEIN:  CAGE:

Control Corp:

Contact (First):  Last Name:

Contact Title:

Contact Email:

Site Street:

City:

State: NC Zip:

City Code:  County Code:

Phone:  FAX:

Mail Street:

City:

State:  Zip:

Phone:  FAX:

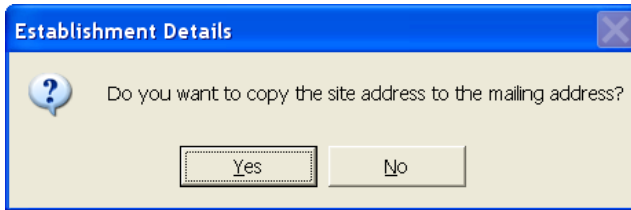
Ownership:  Agency:

Link Name:

Ok Cancel

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. 2<sup>nd</sup> 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 (2<sup>nd</sup> 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.

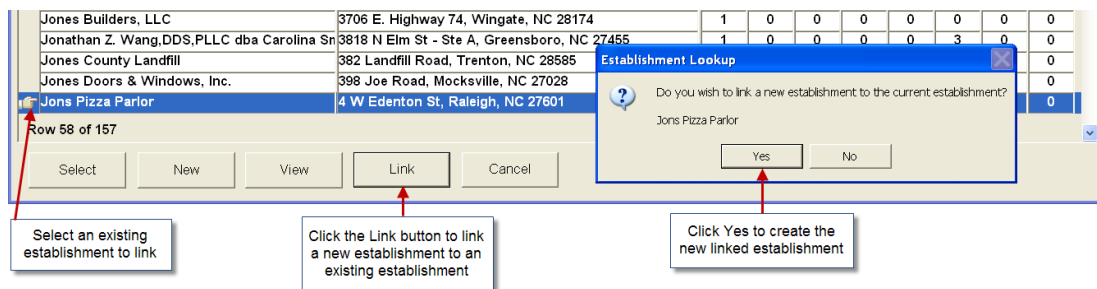
**Link Name.** The link name will be automatically populated if a link establishment is created. It is recommended not to use a linked establishment for construction sites.



## 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.

The screenshot shows the 'OSHA 200' tab interface. At the top, there are navigation arrows and a text box stating 'Use the arrow controls to view each year's data - Indicates the number of years'. Below this, the data for the year 1998 is displayed. The interface includes sections for 'A. Log Year', 'B. Data Not Available', 'C. Data Not Required', 'D. LWDI Rate', 'E. LWDII Rate', 'F. Injury Rate (IR)', 'G. Injury Incidence Rate (IIR)', 'H. Partial Log Year', 'I. Number of Weeks', 'J. Total Hours Worked', 'K. Employment Average', and a detailed breakdown of 'Injuries' and 'Illnesses'. A 'Delete' button is located at the bottom right.

Establishment OSHA 200 OSHA 300

Use the arrow controls to view each year's data - Indicates the number of years

2 of 2

A. Log Year: 1998

B. Data Not Available: ☐

C. Data Not Required: ☐

D. LWDI Rate: 5.8

E. LWDII Rate: 7.2

F. Injury Rate (IR):

G. Injury Incidence Rate (IIR):

H. Partial Log Year: ☐

I. Number of Weeks: 0

J. Total Hours Worked:

K. Employment Average: 2,378

Injuries

Illnesses

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		

Delete

958

## 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.

Establishment OSHA 200 OSHA 300

Use the arrow controls to view each year's data - Indicates the number of years

1 of 1

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

1

Add Delete

- 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.

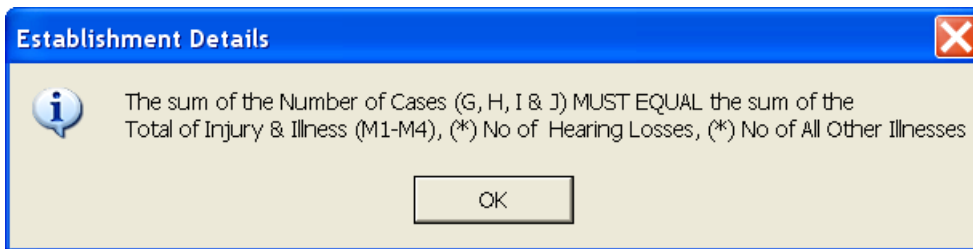
**(\*) Number of Hearing Losses** – Enter the number of hearing losses.

**(\*) 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.*



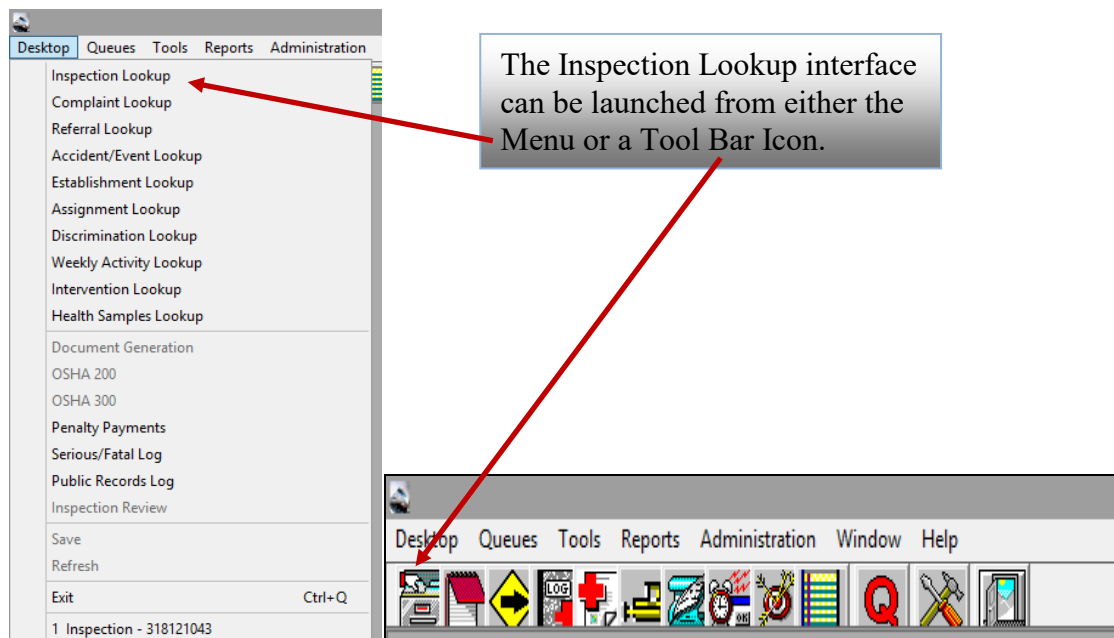
# Inspections

## *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*

The screenshot shows the 'Inspection Lookup' window. It has a 'Search Criteria' section with fields for 'Inspection' (set to CSHO), 'Opt #' (set to All), 'Date Range' (07/22/2017 to 09/22/2017), 'Establishment', and 'Address'. There are 'Retrieve' and 'Reset' buttons. Below the search criteria is a table with columns: Inspection, CSHO, Opt #, Open Date, Close Date, Cat, Vio, Establishment, Address, and Final. The table contains 20 rows of inspection data. At the bottom, there are buttons for 'Select', 'New', 'Establish', and 'Draft'.

Inspection	CSHO	Opt #	Open Date	Close Date	Cat	Vio	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	✓
318118478	C9882	014-18	09/22/2017	00/00/0000	S	2	Southern Quality Company, LLC	1020 Asheville Highway, Brevard, NC 28712	✓
318120466	D1115	029-18	09/22/2017	00/00/0000	S	0	Primoris Energy Services Corporation	111 Transco Drive, Grover, NC 28073	✓
318120474	D1115	030-18	09/22/2017	00/00/0000	S	0	The Williams Companies, Inc.	111 Transco Drive, Grover, NC 28073	✓
318118486	O3058	0036-18	09/22/2017	00/00/0000	H	3	Flowserve US Inc.	1900 South Saunders Street, Raleigh, NC 27603	✓
318119088	K0085	017-18	09/21/2017	00/00/0000	S	8	Charlie Jones DBA Jones Roofing	714 E Cumberland St, Dunn, NC 28334	✓
318118387	K0768	000-018	09/21/2017	09/21/2017	S	0	Unknown Contractor	3163 Eric Street, Willow Spring, NC 27592	✓
318118403	K0768	000-018	09/21/2017	09/22/2017	S	0	Unknown Contractor	1824 NC-42, Willow Springs, NC 27592	✓
318118411	K0768	015-18	09/21/2017	00/00/0000	S	1	Aless Construction, LLC	805 Apalachia Lake Drive, Fuquay Varina, NC 27091	✓
318118437	L1173	019-18	09/21/2017	00/00/0000	H	12	McBride Lumber Company Partnership	618 McBride Lumber Road, Star, NC 27356	✓
318118452	L4494	018-18	09/21/2017	00/00/0000	H	1	Drs. Mango & Mango D.D.S., P.A.	200 E. Wendover Avenue Ste A, Greensboro, NC 27406	✓
318118395	U7477	013-18	09/21/2017	00/00/0000	H	0	NT Techno USA Corporation	3124 Montague Centre Road, Oxford, NC 27565	✓
318118445	V4994	000-18	09/21/2017	09/29/2017	H	0	Concrete Supply Company, LLC	1100 S. Elm St., Greensboro, NC 27406	✓
318118536	V4994	012-18	09/21/2017	00/00/0000	H	4	G & B Radiator Service Incorporated	3417 Burlington Road, Greensboro, NC 27405	✓
318118429	W4970	023-18	09/21/2017	00/00/0000	S	3	Elevate Roofing, LLC DBA Elevate Roofing	3015 Brook Valley Run, Monroe, NC 28110	✓
318118361	C9882	012-18	09/20/2017	00/00/0000	S	2	HTC Pro Siding, Inc.	100 Summit Tower Circle, Asheville, NC 28804	✓
318118460	C9882	013-18	09/20/2017	10/03/2017	S	0	Osada Construction, LLC	100 Summit Tower Circle, Asheville, NC 28804	✓
318118346	D9370	013-18	09/20/2017	00/00/0000	S	7	Town of Murphy - Public Works	5 Wofford Street, Murphy, NC 28906	✓

## 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.

The screenshot shows a small dialog box titled 'Inspection'. It contains a question mark icon and the text 'Do you want to create a new inspection?'. Below the text are two buttons: 'Yes' and 'No'.

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.

Inspection - 318055951

Inspection Number: 318055951 129652 Establishment: [Establishment]  
Inspection Date: 00/00/0000

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

1. Reporting ID: 0453710  
2. CSHO Information  
a. CSHO ID: Able, Stephen  
b. Job Title: Health Compliance Officer  
c. Supervisor Assigned: Cagle, Jennie  
d. Trainee(1):  
e. Trainee(2):  
3. Optional Report Number:  
18. Legal Entity:  
20. Type of Business:  
21. Inspection Category: ☐ Joint  
22. Primary NAICS/SIC: ☐  
23. Secondary NAICS/SIC: ☒ NAICS/SIC Xref  
a. Guide: ☐  
b. Inspected: ☐  
24. Inspection Type:  
25. Inspection Classification  
☐ Safety Manufacturing ☐ Health Manufacturing ☐ Migrant  
☐ Safety Construction ☐ Health Construction  
☐ Safety Maritime ☐ Health Maritime  
26. Employed in Establishment: ☐  
27. Covered by Inspection: ☐  
28. Controlled by Employer: ☐  
29. Union?: ☐  
30. Employee Walk Around: ☐  
31. Employee Interviewed: ☐  
35. Scope of Inspection: ☐  
43. Reason No Inspection: ☐  
97. Federal Contractor: Unknown  
98. Attempt to collect info: Yes  
99. Imminent Danger Notice: No 00/00/0000

5. Related Activity

Type	Number	Sat Safety?	Sat Health?	Cmp/Ref Close	Related Close Date
------	--------	-------------	-------------	---------------	--------------------

Add Delete

42. Optional Information

Type	ID	Value
------	----	-------

Add Delete

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

b. Entry Date  c. Time

d. Opening Conference Date  e. Time

f. Walkaround Date  g. Time

h. Final Closing Conference  i. Time

j. Closing Conference Date 2  k. Time

l. Exit Date  m. Time

n. Follow Up

o. Reason for Follow Up

p. Case Closed Date

q. No Citations Issued ☐

r. Number of Days on Site

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*

The screenshot displays the 'Contacts' tab within the OSHA-1AC Health and Safety interface. The top navigation bar includes tabs for Inspection, Dates, Contacts (selected), Emphasis/Initiatives, OSHA-1AC, Health, Violations, and OSHA. The main content area is divided into five sections, each with a title and a form for adding contact information:

- 44. Additional Citation Mailings:** Includes fields for Organization Name and Address/City, with Add and Delete buttons.
- 45. Union Information:** Includes fields for Union Name, Local, and Address/City, with Add and Delete buttons.
- 46. Employee Representative:** Includes fields for Name and Address/City, with Add and Delete buttons.
- 47. Employer Representative:** Includes fields for Name, Title, and a row of checkboxes for F1, F2, F3, F4, and WA, with Add and Delete buttons.
- 48. Other Persons Contacted:** Includes fields for Name and Address/City, with Add and Delete buttons.

A tooltip with the text 'Click to display sheet of all contacts' and a red arrow points to a button in the top right corner of the interface.

## Contact Tab – Additional Citation Mailings

The screenshot shows a dialog box titled "Additional Citation Mailing" with a blue header bar. The main area is light beige and contains the following fields:

- 44. Additional Citation Mailing Address
  - a. Organization Name:
  - b. Attention:
  - c. Address:
  - d. City/State/Zip:
  - g. Phone/Extension:

At the bottom are two buttons: "OK" and "Cancel".

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

The screenshot shows a dialog box titled "Union Information" with a blue header bar. The main area is light beige and contains the following fields:

- 45. Union Information
  - a. Union Name:
  - b. Local:
  - c. Address:
  - d. City/State/Zip:
  - g. Phone/Extension:
  - i. Mail Citation:

At the bottom are two buttons: "OK" and "Cancel".

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 screenshot shows a dialog box titled "Employee Representative" with a blue header bar. The main area is light beige and contains the following fields:

- 46. Employee Representative
- a. Name: A single-line text input field.
- b. Address: A single-line text input field.
- c. City/State/Zip: Three separate input fields for city, state, and zip code.
- f. Phone/Extension: A single-line text input field.
- g. Walkaround: A dropdown menu.

At the bottom of the dialog are two buttons: "OK" and "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 screenshot shows a dialog box titled "Employer Representative" with a blue header bar. The main area is light beige and contains the following fields:

- 47. Employer Representative
- a. Name: A single-line text input field.
- b. Title: A single-line text input field.
- c. Functions: Four dropdown menus labeled F1, F2, F3, and F4.
- d. Walkaround: A dropdown menu.

At the bottom of the dialog are two buttons: "OK" and "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**

Other Persons Contacted

48. Other Persons Contacted

a. Name

b. Occupation

c. Address

d. City/State/Zip

g. Phone

OK Cancel

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 selected in a software interface. The tab bar at the top includes 'Inspection', 'Dates', 'Emphasis/Initiatives', 'OSHA-1AC', 'Health', 'Violations', and 'OSHA File'. The main content area is divided into three sections, each with a table and 'Add'/'Delete' buttons.

Name	Local Emphasis Description
------	----------------------------

Add Delete

Name	National Emphasis Description
SILICA	Insp - Presence of Crystalline Silica/Silicates

Add Delete

Strategic Plan Activity Description
-------------------------------------

Add Delete



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.

The screenshot shows a software interface for the OSHA-1AC Narrative tab. At the top, there is a header bar with the following information: Inspection Number: 318055951, 129653, Establishment: (blank), and Inspection Date: 00/00/0000. Below the header is a navigation bar with tabs: Inspection, Dates, Contacts, Emphasis/Initiatives, OSHA-1AC (selected), Health, Violations, and OSHA File. Under the OSHA-1AC tab, there are sub-tabs: Narrative (selected), Program Evaluation, and Credits/Evaluation. The main area contains seven sections, each with a text input field, a vertical scroll bar, and an 'EDIT' button:

- 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:

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.

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

**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.

The screenshot shows the OSHA inspection interface with the Denial tab selected. The form contains the following information:

1. Reporting ID	0453730	24. Inspection Type	Programmed Planned
2. CSHO Information		25. Inspection Classification	
a. CSHO ID	Allen, Mark	<input type="checkbox"/> Safety Manufacturing	<input checked="" type="checkbox"/> Health Manufacturing
b. Job Title	Health Compliance Officer, Tre	<input type="checkbox"/> Safety Construction	<input type="checkbox"/> Health Construction
c. Supervisor Assigned	Saunders, John	<input type="checkbox"/> Safety Maritime	<input type="checkbox"/> Health Maritime
d. Trainee(1)		26. Employed in Establishment	50
e. Trainee(2)		27. Covered by Inspection	50
3. Optional Report Number	0001-14	28. Controlled by Employer	50
18. Legal Entity	Sole Owner	29. Union?	Yes
20. Type of Business	Pizza shop	30. Employee Walk Around	No
21. Inspection Category	Safety	31. Employee Interviewed	Yes
22. Primary NAICS/SIC	722110 5812	35. Scope of Inspection	No Inspection
23. Secondary NAICS/SIC	<input checked="" type="checkbox"/> NAICS/SIC Xref	43. Reason No Inspection	Denied Entry
a. Guide			
b. Inspected			

<a href="#">Inspection</a>   <a href="#">Dates</a>   <a href="#">Contacts</a>   <b><a href="#">Denial</a></b>   <a href="#">Emphasis/Initiatives</a>   <a href="#">OSHA-1AC</a>   <a href="#">OSHA-1671</a>   <a href="#">Health</a>   <a href="#">Violations</a>   <a href="#">OSHA File</a>	
<b>37. WARRANT/DENIAL DATA</b>	
a. Warrant Type: Anticipatory: <input type="text" value="No"/> Refusal: <input type="text" value="Yes"/> b. Anticipatory Warrant Date: <input type="text" value="00/00/0000"/>	38. Date of Denial: <input type="text" value="01/24/2014"/> 39. Date Re-Entered: <input type="text" value="01/24/2014"/> 40. Date Re-Denied: <input type="text" value="00/00/0000"/> 41. Date Re-Entered: <input type="text" value="00/00/0000"/>
<b>Denial Details</b>	
Denied By: <input type="text" value="Bob Johnson"/> Phone: <input type="text" value="111 222 3333"/> Title: <input type="text" value="Supervisor"/>  Phase: <input checked="" type="radio"/> Entry <input type="radio"/> Opening <input type="radio"/> Walkaround  Denial Reported To: <input type="text" value="Jones, Robert"/> Pursue Warrant: <input checked="" type="radio"/> Yes <input type="radio"/> No Approved Date: <input type="text" value="01/24/2014"/>	
<b>Denial Remarks</b>	
<input type="text" value="The supervisor wouldn't let the CSHO onto the premises upon attempts to gain access."/>	

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.

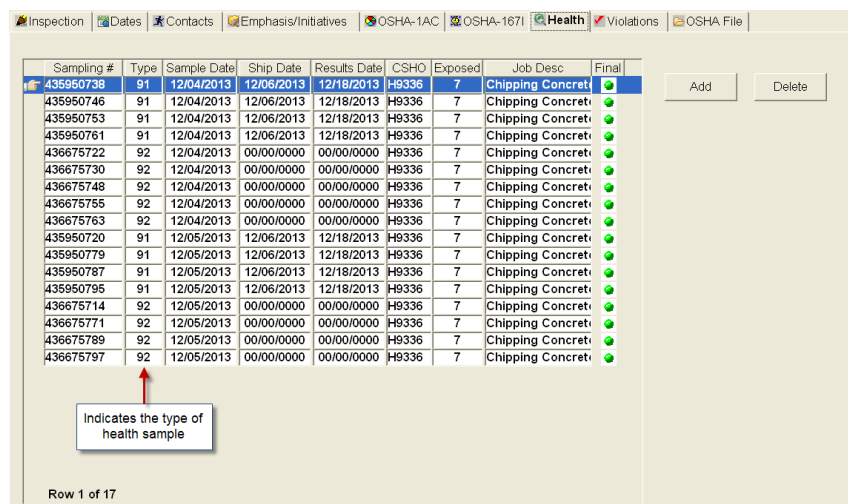
The inspection should be saved as “Final” and routed to an OSHA supervisor and/or manager to determine the required action to complete the inspection.

## 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
435950738	91	12/04/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concret	●
435950746	91	12/04/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concret	●
435950753	91	12/04/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concret	●
435950761	91	12/04/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concret	●
436675722	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concret	●
436675730	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concret	●
436675748	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concret	●
436675755	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concret	●
436675763	92	12/04/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concret	●
435950720	91	12/05/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concret	●
435950779	91	12/05/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concret	●
435950787	91	12/05/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concret	●
435950795	91	12/05/2013	12/06/2013	12/18/2013	H9336	7	Chipping Concret	●
436675714	92	12/05/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concret	●
436675771	92	12/05/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concret	●
436675789	92	12/05/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concret	●
436675797	92	12/05/2013	00/00/0000	00/00/0000	H9336	7	Chipping Concret	●

Indicates the type of health sample

Row 1 of 17

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).

Cit	Item	Grp	Standard	Type	Issue Date	Abate Date	Abate	Contest Date	Final
01	001		1910.147(c)(6)(i)	S	12/17/2013	01/10/2014		00/00/0000	●
01	002		1910.178(g)(2)	S	12/17/2013	12/27/2013		00/00/0000	●
01	003	a	1910.178(p)(1)	S	12/17/2013	12/20/2013	I	00/00/0000	●
01	003	b	1910.178(q)(7)	S	12/17/2013	12/20/2013	I	00/00/0000	●
01	004		1910.219(d)(1)	S	12/17/2013	12/27/2013		00/00/0000	●
01	005	a	1910.305(b)(1)(i)	S	12/17/2013	12/27/2013		00/00/0000	●
01	005	b	1910.334(a)(2)(ii)	S	12/17/2013	12/27/2013		00/00/0000	●
01	006		1910.1200(f)(5)(ii)	S	12/17/2013	12/20/2013	I	00/00/0000	●
02	001		1910.23(c)(1)	N	12/17/2013	12/27/2013		00/00/0000	●
02	002		1910.23(d)(1)(iii)	N	12/17/2013	12/20/2013	I	00/00/0000	●

**Event History**

Event Date	Inspection	Type	Action	Citation Type	Penalty	Abate Date	Final Order	FTA
12/17/2013	317312627	Z	A	S	2,250.00	12/27/2013		
01/09/2014	317312627	I	M	S	1,200.00	12/27/2013		

The Event History section shows all events & activities for the current violation entry

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

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

**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*

Inspection		Dates		Emphasis/Initiatives		OSHA-1AC		OSHA-1671		Health		Violations		OSHA File	
<div> <div>Updates</div> <div>Legal Info</div> </div>															
<b>Penalty Status</b> 22a/2a. Date <input type="text" value="00/00/0000"/> 23. Reason <input type="text"/> 24/2b. Solicit Returned File <input type="text"/> 25/2c. Solicitor Number <input type="text"/> 26/2d. Current Status <input type="text"/>								<b>Subpoena Info</b> 27a. Antic Subpoena Requested <input type="text" value="00/00/0000"/> b. Type <input type="text"/> 28a. Subpoena Requested <input type="text" value="00/00/0000"/> b. Type <input type="text"/> 29a. Signed Subpoena Received <input type="text" value="00/00/0000"/> b. Not Approved <input type="checkbox"/>							
<b>Notice of Contest Info (Case Level)</b> 3a. Docket Number <input type="text"/> 3b. Union Status Granted <input type="checkbox"/> 3c. Date Notified of Settlement <input type="text" value="00/00/0000"/> 3d. Signed Stipulation Received <input type="checkbox"/> 3e. Hearing Held <input type="checkbox"/> 3f. Decision Date <input type="text" value="00/00/0000"/> 3g. Decision Type <input type="text"/> 3h. Appealed <input type="checkbox"/> 3i. Contest Closed <input type="checkbox"/>								<b>Warrant Info</b> 30a. Antic Warrant Requested <input type="text" value="00/00/0000"/> 31a. Warrant Request SOL/AG <input type="text" value="00/00/0000"/> b. Not Requested <input type="checkbox"/> c. Authorization <input type="text"/> 32a. Warrant to Mag/Court <input type="text" value="00/00/0000"/> b. Date Unknown <input type="checkbox"/> c. Granted/Denied <input type="text"/> 33a. Date Warrant Signed <input type="text" value="00/00/0000"/> 33b. Warrant Return Due <input type="text" value="00/00/0000"/> 34. Denial Withdrawn <input type="checkbox"/> 35a. Subpoena Req Withdrawn <input type="checkbox"/> b. Warrant Req Withdrawn <input type="checkbox"/>							

**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 displays the OSHA Express system interface, specifically the 'OSHA-167I' tab. The 'Case File Preparation' section is highlighted with a red box, showing tracking dates for 16a, 16b, 16c, and 16d (Green Card). A tooltip points to the 16d date, stating: 'Setting the Green Card date allows for the automatic calculation of the last day to contest on all citations'. Other sections include 'Penalty Write-offs', 'Installment Plan Info', and 'National Office Referral'.

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.

The screenshot shows a dialog box titled "Inspection Update - 315589168". It contains a question mark icon and the text: "Do you want to automatically calculate the last day to contest?". There are two buttons: "Yes" and "No".

## 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

**Calculate**

**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

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 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

Inspection Update - 317361434

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

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

Original Violations (FTA) ☐

Add      Delete

Copy

Global

PMA

Contest

EISA

Authorized users can perform global functions and other administrative tasks on all violations

All violations are listed in this section.  
The violations can be re-sorted to get them in a specific order and then renumbered directly from the Violations tab.

The Add button is used to create new violations  
Violations can be deleted while they are "Draft"

Checkbox allows user to see original violations on Follow-up inspections (FTA)

Event History

Event Date	Inspection	Type	Action	Citation Type	Penalty	Abate Date	Final Order	FTA
------------	------------	------	--------	---------------	---------	------------	-------------	-----

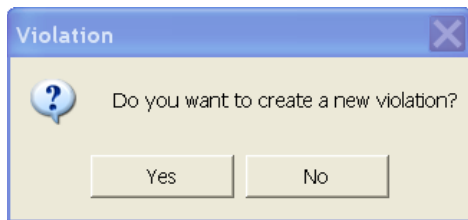
The Event History displays the actions that have been performed on each violation. The information that is displayed is for the current highlighted violation row.

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

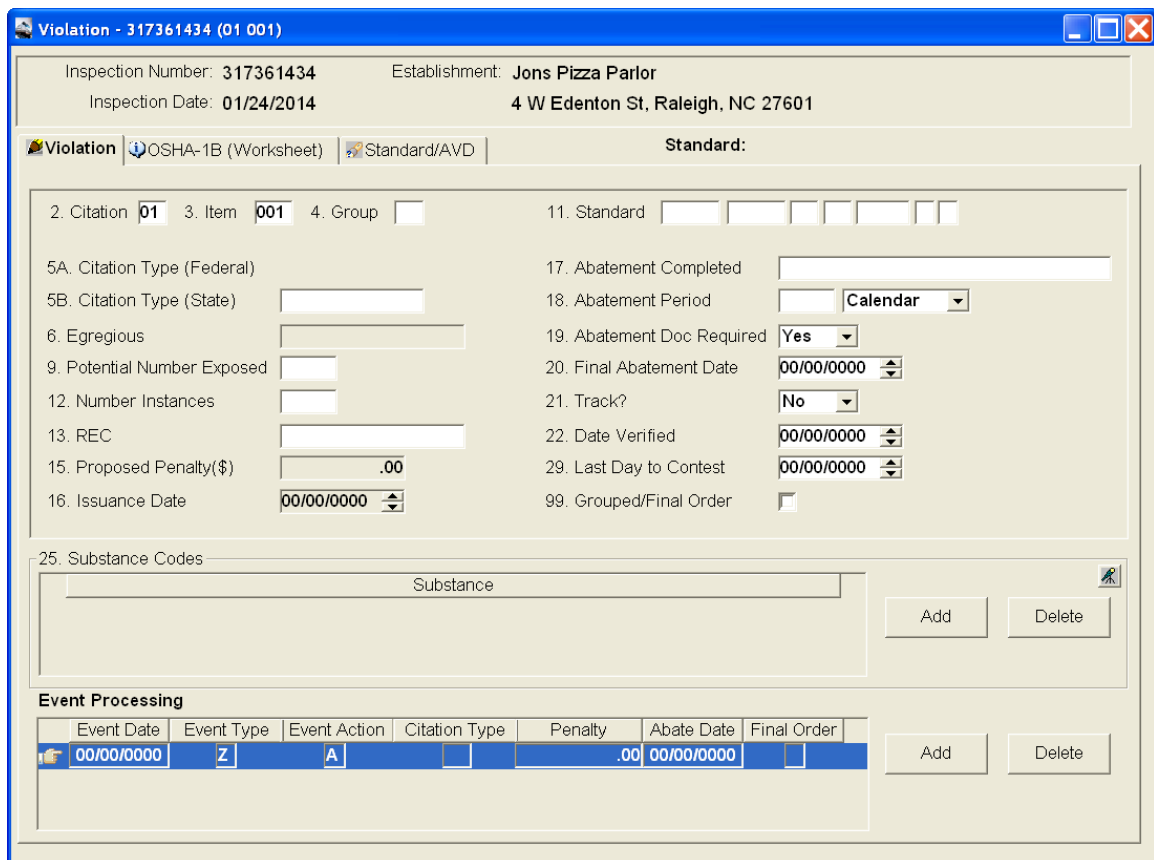
currently selected violation (i.e., penalty reductions, final orders, modifications to abatement dates, etc.).

## 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.



**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:**

2. Citation **01** 3. Item **001** 4. Group  11. Standard

5A. Citation Type (Federal)  17. Abatement Completed   
5B. Citation Type (State)  18. Abatement Period  **Calendar**   
6. Egregious  19. Abatement Doc Required **Yes**   
9. Potential Number Exposed  20. Final Abatement Date **00/00/0000**   
12. Number Instances  21. Track? **No**   
13. REC  22. Date Verified **00/00/0000**   
15. Proposed Penalty(\$)  **.00** 29. Last Day to Contest **00/00/0000**   
16. Issuance Date **00/00/0000**  99. Grouped/Final Order ☐

25. Substance Codes

Substance
<input type="text"/>

**Add** **Delete**

**Event Processing**

Event Date	Event Type	Event Action	Citation Type	Penalty	Abate Date	Final Order
<b>00/00/0000</b>	<b>Z</b>	<b>A</b>	<input type="text"/>	<b>.00</b>	<b>00/00/0000</b>	<input type="text"/>

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

2. Citation  3. Item  4. Group

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

5B. Citation Type (State)  18. Abatement Period  Workdays

6. Egregious

9. Potential Number Exposed

12. Number Instances

13. REC

15. Proposed Penalty(\$)  21. Track?

16. Issuance Date  22. Date Verified

19. Abatement Doc Required  29. Last Day to Contest

99. Grouped/Final Order ☐

25. Substance Codes

Substance

Add Delete

**Event Processing**

Event Date	Event Type	Event Action	Citation Type	Penalty	Abate Date	Final Order
00/00/0000	Z	A	S	300.00	00/00/0000	1

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 prefil 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.

Save Violation - 317361434 (01 001)

☐ Discard Changes

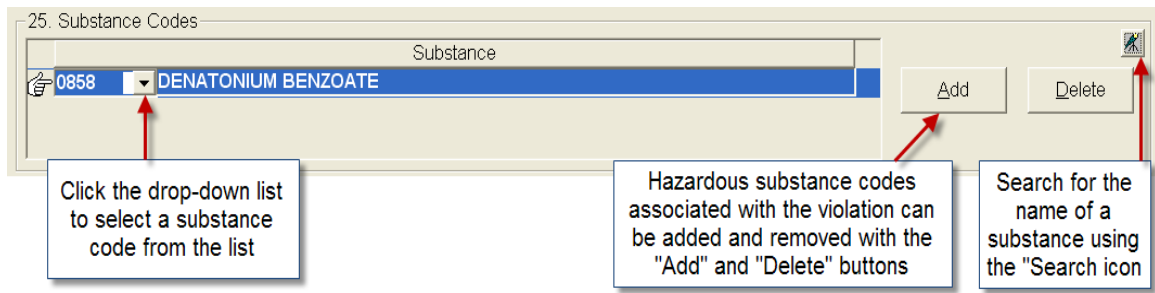
☒ Save as Draft

☐ Save as Final

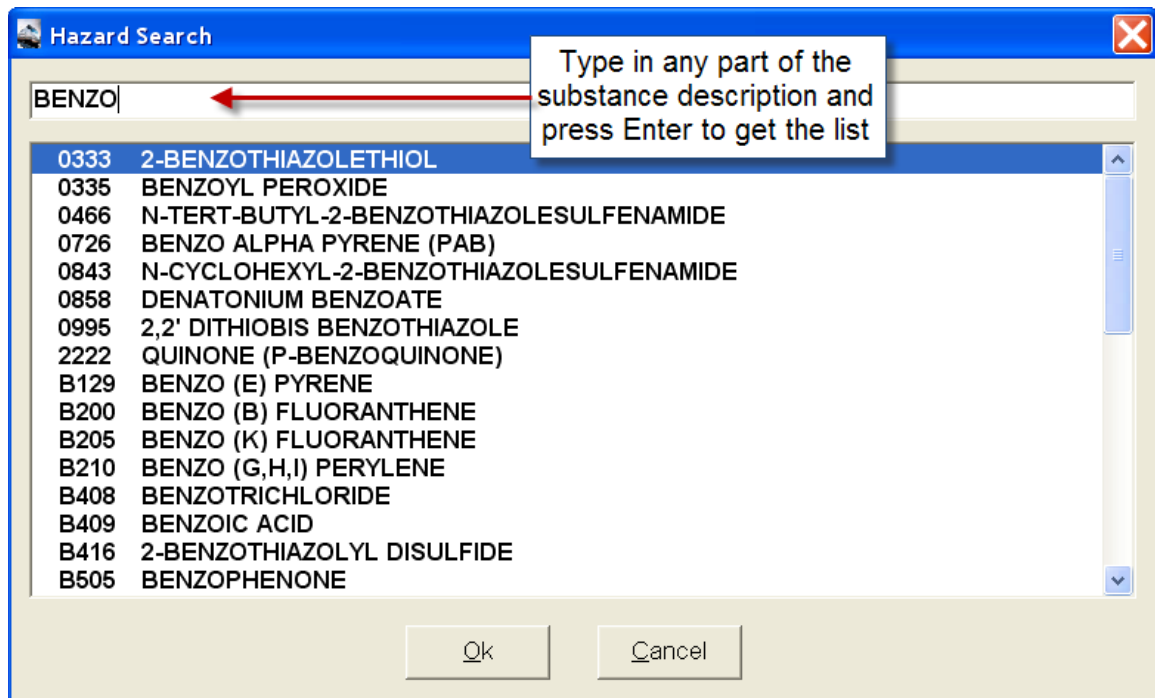
OK Cancel

## 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.

The screenshot shows a window titled "Event Processing" containing a table with the following columns: Event Date, Event Type, Event Action, Citation Type, Penalty, Abate Date, and Final Order. The first row of data is: 00/00/0000, Z, A, S, 225.00, 00/00/0000, and an empty checkbox. To the right of the table are "Add" and "Delete" buttons. Two callout boxes are present: one pointing to the first row with the text "All violations will have at least the initial violation event entry (Z/A) to document the issue date, initial penalty amount, and abate date", and another pointing to the buttons with the text "Violation event entries can be added and removed with the 'Add' and 'Delete' buttons".

Event Date	Event Type	Event Action	Citation Type	Penalty	Abate Date	Final Order
00/00/0000	Z	A	S	225.00	00/00/0000	<input type="checkbox"/>

All violations will have at least the initial violation event entry (Z/A) to document the issue date, initial penalty amount, and abate date

Violation event entries can be added and removed with the "Add" and "Delete" buttons

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.

The screenshot shows a window titled "Violation Event" with the following input fields: Event Date (00/00/0000), Event Type (Z), Event Action (A), Citation Type (Serious), Penalty (450.00), Abate Date (00/00/0000), and Final Order (checkbox). At the bottom are "OK" and "Cancel" buttons.

Violation Event

Event Date: 00/00/0000

Event Type: Z

Event Action: A

Citation Type: Serious

Penalty: 450.00

Abate Date: 00/00/0000

Final Order: ☐

OK Cancel

**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 Withdrew 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

The screenshot displays the OSHA-1B (Worksheet) tab interface. At the top, it shows the Violation Number (318030897), Establishment (Production Welding & Fabrication Co., Inc.), and Inspection Date (01/14/2016). Below this, there are tabs for Violation, OSHA-1B (Worksheet), Standard/AVD, Standard, and Violation Info. The OSHA-1B (Worksheet) tab is active, and the Hazard Description/Evidence sub-tab is selected. The sub-tab contains several sections for entering evidence: A. Hazard-Operation/Condition-Accident: Evidence that supports a HAZARD; B. Evidence Which Supports Basis for Alleged Violation - See Photo(s); B1. Evidence which supports a VIOLATION (including GDC/Willful justification); B2. Evidence of EMPLOYEE EXPOSURE; B3. Evidence of EMPLOYER KNOWLEDGE; B4. Injury/Illness; and B5. Abatement Information. Each section has a text input field and an EDIT button.

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
1	Electrical Outlet

Add Delete

**Employee Exposure**

Occupation	Employer	Employee
Worker	Jons Pizza Parlor	Barney Rubble

Add Delete

**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.

Instance	Description
1	Electrical outlet

Add Delete

Violation Instance - Instance 1

Instance: 1 Description: Electrical outlet

Equipment ID: Serial #: Brand:

Number Exposed/Title:

Frequency: Always Proximity: Near the hazard

Measurements:  
Within 3 feet

Surrounding Conditions: Workers in close proximity to hazard

PPE Provided: No Used: No Training: Yes Aggravated Hazard: No Mitigates Hazard: N/A

PPE Type: None

Eng Controls: Eng Type:

Medical Surveillance/Testing/Training:

Sampling: Sample Type:

Substance:

Most Reasonably Predictable Injury or Illness:

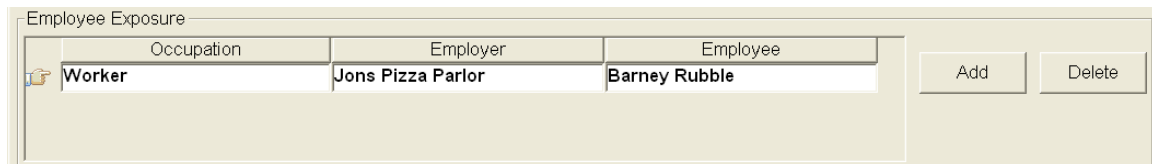
Additional Info:  
Information on each instance of a violation can be created on the Violation Instance worksheet.

OK 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

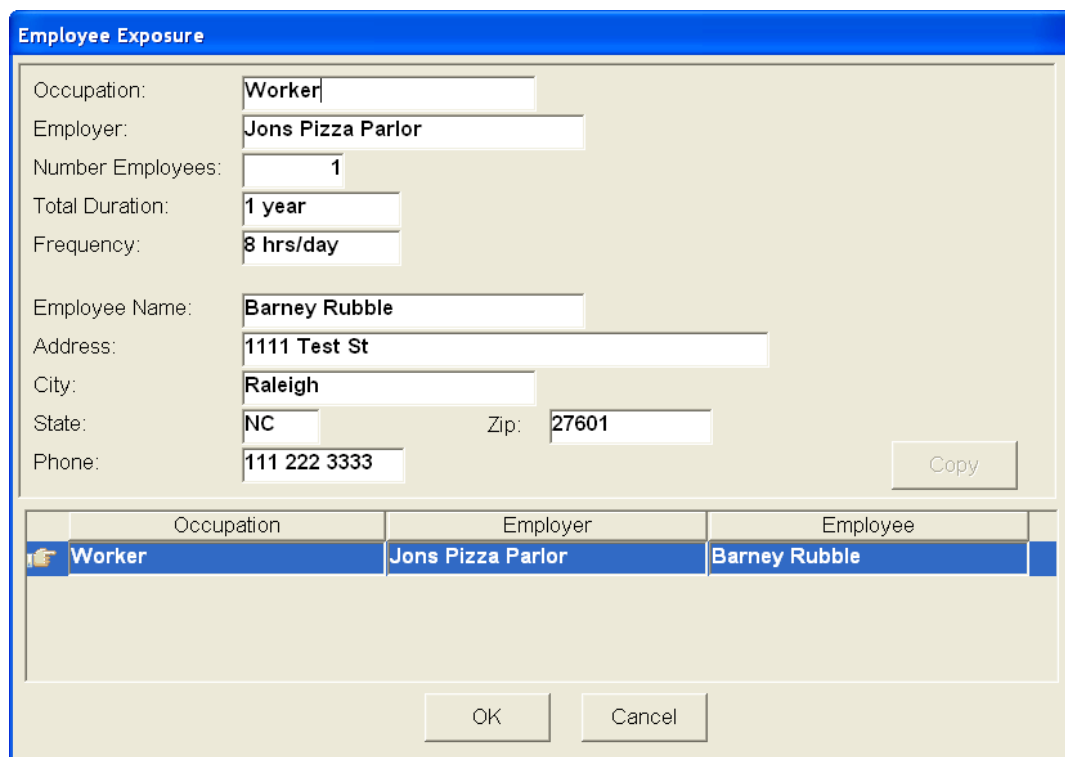
Information on the employee exposure to a violation can be entered on the Instance/Details sub-tab. The Add button can be used to create a new entry. The Delete button is available to delete an employee exposure entry. The employee exposure information can be edited by double-clicking on the row.



Employee Exposure

Occupation	Employer	Employee
Worker	Jons Pizza Parlor	Barney Rubble

Add Delete



Employee Exposure

Occupation: Worker  
Employer: Jons Pizza Parlor  
Number Employees: 1  
Total Duration: 1 year  
Frequency: 8 hrs/day

Employee Name: Barney Rubble  
Address: 1111 Test St  
City: Raleigh  
State: NC Zip: 27601  
Phone: 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:

**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"/>	

Add 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.

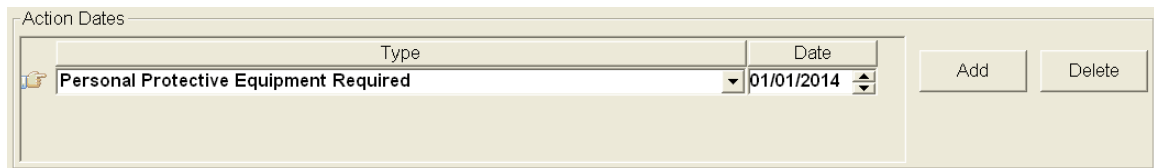
**Track.** Indicates that an abatement step will be tracked.

**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.

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

**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

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

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

**Rationale For Penalty Calculation**

14a. Severity (H/M/L/N) High  
14b. Probability (G/L) Lesser  
14c. Gravity 05  
14e. Number of Times Repeated  
14f. Size 50  
14g. Good Faith 10  
14h. History 10

O1A Values  
50  
10  
10

<18 ☒ Click if employee < 18 (Penalty Multiplier=2)

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

**Penalty Calculation**

Gravity Based Penalty	Penalty Multiplier	S, GF, & H Credits (%)	Calculated Penalty	Proposed Penalty
5000.00	2	70%	1,500.00	3,000.00

**E. Evidence Which Supports Penalty Multiplier (Willful, Repeat, or Fatality):**  
Employee less than 18 years of age.

EDIT



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):

EDIT

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

**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 1910.11B (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  20  
 14g. Good Faith  10  
 14h. History  0

O1A Values  20  
 10  
 0

Probability Rating  
 Employees (1-8):   
 Frequency (1-8):   
 Proximity (1-8):   
 Other Factors:   
 Total / # Factors:  Greater (4.6 - 8.0)

<18 ☐

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  O1A Values  
 14f. Size  60  
 14g. Good Faith  0  
 14h. History  10

Probability Rating

Employees (1-8):   
 Frequency (1-8):   
 Proximity (1-8):   
 Other Factors:   
 Total / # Factors: Greater (4.6 - 8.0)

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):

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  O1A Values  
 14f. Size  20  
 14g. Good Faith  10  
 14h. History  0

Probability Rating

Employees (1-8):   
 Frequency (1-8):   
 Proximity (1-8):   
 Other Factors:   
 Total / # Factors: Greater (4.6 - 8.0)

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:

<i>1904.39(a)(1)</i>	<b>Option 1;</b> \$5,000	<i>Failure to report a fatality in 8 hours.</i>
<i>1904.39(a)(1)</i>	<b>Option 2;</b> \$7,000	<i>Failure to report a fatality in 8 hours – BC Option.</i>

<i>1904.39(a)(2)</i>	<b>Option 1;</b> \$5,000	<i>Failure to report hospitalization in 24 hours, eye loss and amputation of more than 1 digit.</i>
<i>1904.39(a)(2)</i>	<b>Option 2;</b> \$2,500	<i>Failure to report other hospitalizations.</i>

<i>NCGS 95-226(a)</i>	<b>Option 1;</b> \$5,000	<i>Failure to register migrant housing. No history reduction.</i>
<i>NCGS 95-226(a)</i>	<b>Option 2;</b> \$1,000	<i>Failure to register migrant housing 45 days prior to occupancy. No history reduction.</i>

### NOTES:

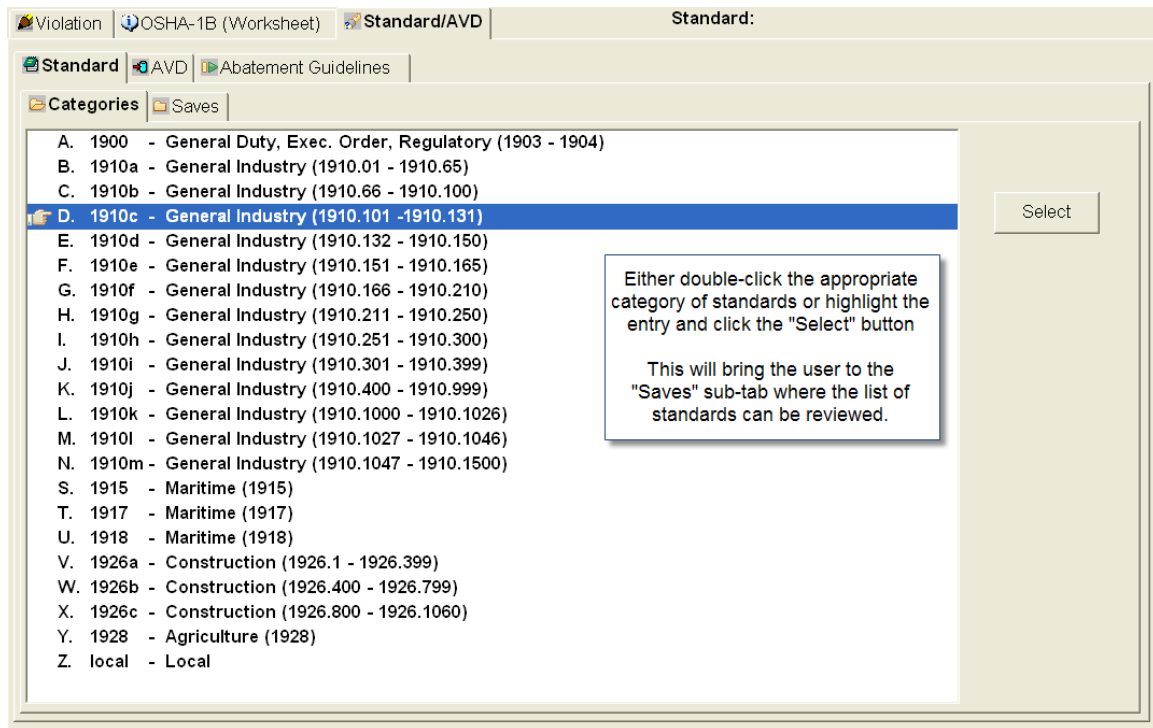
## Standard/AVD Tab

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.

Standard/AVD

Standard: 1910c

Categories Saves lamps

Type in keywords to search for the appropriate standard information

Part	Sect	Para	Sub	Item	S1	S2	SAVE Title	Reference	PD
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)

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

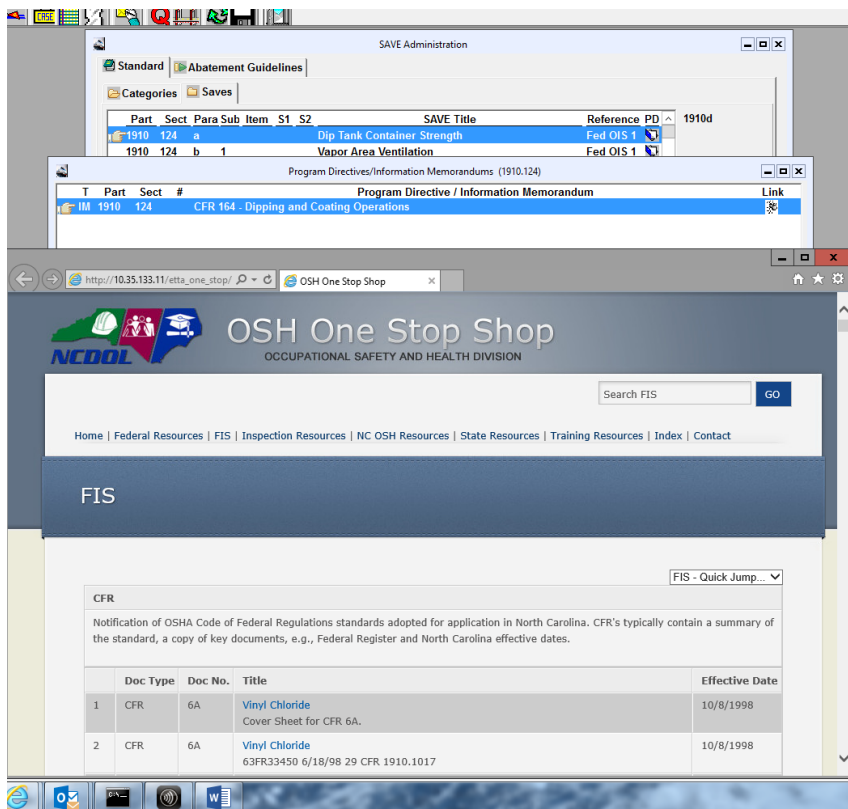
5A. Citation Type (Federal) Serious 17. Abatement Completed

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.

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

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

1. Reporting ID: 0453720  
 2. CSHO Information  
 a. CSHO ID: Thorpe, Gary  
 b. Job Title: Safety Compliance Officer  
 c. Supervisor Assigned: Cagle, Jennie  
 d. Trainee(1):  
 e. Trainee(2):  
 3. Optional Report Number: 000-16  
 18. Legal Entity: Sole Owner  
 20. Type of Business:  
 21. Inspection Category: Safety ☐ Joint  
 22. Primary NAICS/SIC: 238160 1761  
 23. Secondary NAICS/SIC: ☒ NAICS/SIC Xref  
 a. Guide:  
 b. Inspected:  
 24. Inspection Type: Follow-up  
 25. Inspection Classification  
☐ Safety Manufacturing ☐ Health Manufacturing ☐ Migrant  
☒ Safety Construction ☐ Health Construction  
☐ Safety Maritime ☐ Health Maritime  
 26. Employed in Establishment:  
 27. Covered by Inspection:  
 28. Controlled by Employer:  
 29. Union?:  
 30. Employee Walk Around:  
 31. Employee Interviewed:  
 35. Scope of Inspection: No Inspection  
 43. Reason No Inspection: Process Not Active  
 97. Federal Contractor: No  
 98. Attempt to collect info: Yes  
 99. Imminent Danger Notice: No 00/00/0000

5. Related Activity

Type	Number	Sat Safety?	Sat Health?	Cmp/Ref Close	Related Close Date
Inspection	317946432				06/23/2015

42. Optional Information

Type	ID	Value
S	03	2

Add Delete

**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**



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

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)

Add Delete

**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.

Inspection - 317361491

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

When checked, the violations for inspections referenced as related activities display and the Add button is disabled

☒ Original Violations (FTA)

Cit	Item	Grp	Standard	Type	Issue Date	Abate Date	Abate	Contest Date	Final
01	001		1910.303(c)(3)(i)	S	12/12/2013	12/19/2013		00/00/0000	✓
02	001		1910.36(g)(2)	N	12/12/2013	12/19/2013		00/00/0000	✓
02	002		1910.303(b)(7)(iv)	N	12/12/2013	12/19/2013		00/00/0000	✓

Buttons: Add, Delete, Copy, Global, PMA, Contest, EISA

Event History

Event Date	Inspection	Type	Action	Citation Type	Penalty	Abate Date	Final Order	FTA
12/12/2013	317408169	Z	A	S	4,000.00	12/19/2013		

Note that the inspection number listed in the Event History is for a related inspection (not the current inspection)

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.

Failure to Abate Violation

Do you want to create a FTA violation?

Yes No

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 ☐ 11. Standard 1910 303 c 3 i ☐

5A. Citation Type (Federal) **Serious** 17. Abatement Completed   
 5B. Citation Type (State) **Serious** 18. Abatement Period 5 Workdays   
 6. Egregious  19. Abatement Doc Required Yes   
 9. Number Exposed 5 20. Final Abatement Date 12/19/2013   
 12. Number Instances 1 21. Track? Yes   
 13. REC  22. Date Verified 01/10/2014   
 15. Original/FTA Penalty(\$) 4,000.00 45,000.00 29. Last Day to Contest 00/00/0000   
 16. Original/FTA Issue Date 12/12/2013 00/00/0000 99. Grouped/Final Order ☐

25. Substance Codes

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

**FTA Event Processing**

FTA Inspection	Event Date	Event Type	Event Action	Final Order	Additional Penalty	Add	Delete
<input type="checkbox"/>	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 Date	Inspection	Type	Action	Citation Type	Penalty	Abate Date	Final Order	FTA
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

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.

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 History								
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		

The PMA request will show the latest abatement date

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 screenshot shows the 'Violations' tab in the OSHA Express system. It features a table with columns: Cit, Item, Grp, Standard, Type, Issue Date, Abate Date, Abate, Contest Date, and Final. Two violations are listed:

Cit	Item	Grp	Standard	Type	Issue Date	Abate Date	Abate	Contest Date	Final
01	001		1910.1200(g)(8)	RN	05/08/2019	05/13/2019	I	00/00/0000	🟢
02	001		1910.1200(e)(4)	N	05/08/2019	05/13/2019	I	00/00/0000	🟢

To the right of the table are buttons for 'Add', 'Delete', 'Copy', and 'Global'. There is also a checkbox for 'Original Violations (FTA)'.

The 'Violation Copy' dialog box is shown, allowing users to copy violations from one inspection to another. It contains two panes for inspection details and violation lists.

**Left Pane (Source Inspection):**

- Inspection: 317361434, Date: 01/24/2014, CSHO: R3311
- Location: Jons Pizza Parlor, 4 W Edenton St, Raleigh, NC 27601
- Table of violations:

Cit	Item	Grp	Standard	Final
01	001		1910.68(b)(9)(i)( )	🟢
01	002		1910.22(d)(1)( )	🟢
01	003		1910.124(b)(3)( )	🟢
01	004		1910.156(b)(1)( )	🟢
02	001		1904.29(a)( )	🟢

**Right Pane (Target Inspection):**

- Inspection: 317361491, Date: 02/07/2014, CSHO: R3311
- Location: Jons Pizza Parlor, 4 W Edenton St, Raleigh, NC 27601
- Table of violations:

Cit	Item	Grp	Standard	Final
			1910.68(b)(9)(i)( )	🔴
			1910.22(d)(1)( )	🔴

A yellow arrow icon is positioned between the two tables. A tooltip box explains the functionality:

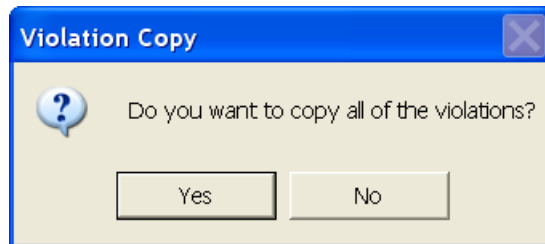
Drag and drop to copy violations from one inspection to another or  
Click the arrow to copy all violations to the specified inspection

At the bottom are 'OK' and 'Cancel' buttons.

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).

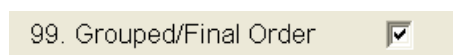
If the user wishes to copy all violation entries from one inspection to another, they can click the “Left Arrow” icon in between the two inspections. The user will then be prompted as to whether they want to copy all of the violations from one inspection to another.



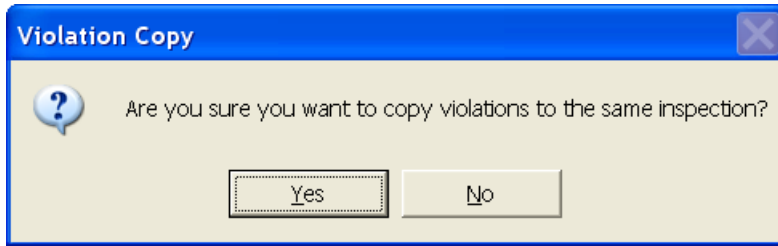
After the user clicks the OK button, the copy operation will be complete and the violations will have been copied to the new inspection. However, the citation number is left blank and will require the user to either renumber the violations/citations individually by opening up each violation and performing 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).

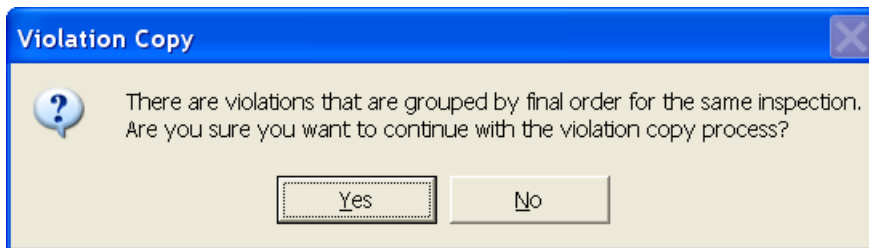


The user must confirm that they want to copy violations to the same inspection.

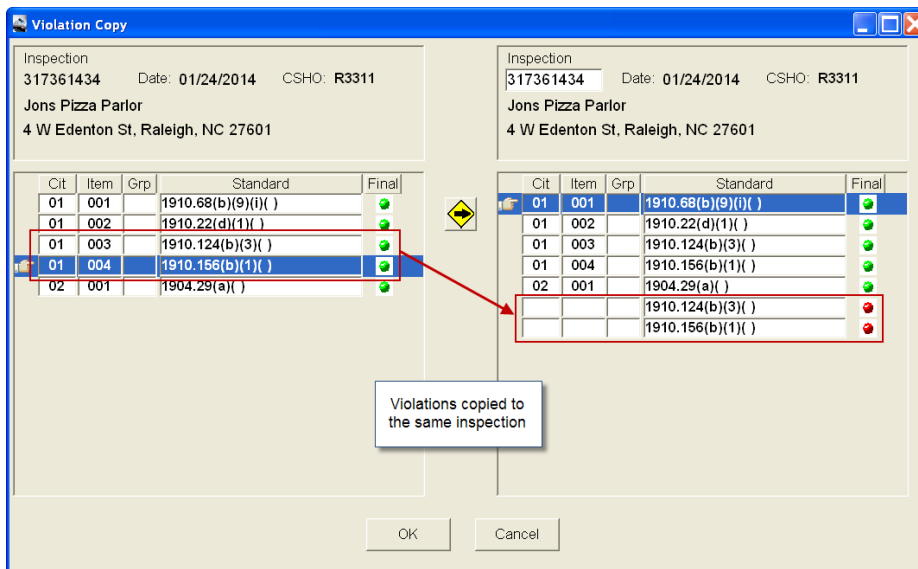


Note that the user will not be allowed to copy the violation to the same inspection unless the Field 99 Grouped/Final Order indicator is checked. An error message will be received if this indicator isn't set correctly for the copy.

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).



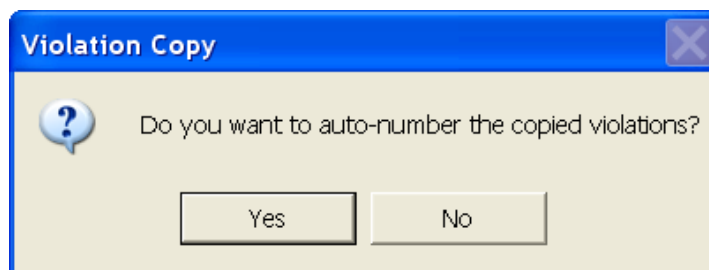
When the user clicks the “OK” button, they will be prompted as to whether they want to auto-number the copied violations. Click “Yes” to auto-number, otherwise the violation/citation numbering will have be done manually.

## 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**

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

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	
01	001		1910.22(d)(1)	S	00/00/0000	00/00/0000		00/00/0000	
02	001		1904.29(a)	N	00/00/0000	00/00/0000		00/00/0000	

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

☐ Original Violations (FTA)

Add      Delete

Copy

Global

PMA

Contest

EISA

**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

## FOM Chapter XV- Industrial Hygiene Compliance

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.

The screenshot shows the 'Health Sample/Survey Lookup' window. It has a search criteria section at the top with fields for Sampling #, CSHO, Inspection, Date Range, Establishment, and Address. Below this is a table of results with columns: Sample #, CSHO, Inspection, Samp Date, Close Date, Type, Vio, Establishment, Address, and Final. The table contains 20 rows of data. At the bottom, there are buttons for 'Select', 'New', and 'Establish', and a status bar indicating 'Row 1 of 390'.

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 28092	
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	909 10th Street NE, Hickory, NC 28601	
436057780	Z4129	317382786	12/10/2013	00/00/0000	92	11	JACO Environmental, Inc.	625 Michael Wylie Rd, Charlotte, NC 28217	

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.

The screenshot shows a web application window titled "Health Info - 400888996". At the top, it displays "Inspection Number: 317361434" and "Establishment: Jons Pizza Parlor". Below this, it shows "Inspection Date: 01/24/2014" and "4 W Edenton St, Raleigh, NC 27601". The interface has several tabs: "Health" (selected), "Sample/Survey", "Exposure", and "Worksheet". The "Health" tab contains a form with the following fields:

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

At the bottom, there is a section for "Other Notes" with a text area containing "Details on the sample" and an "EDIT" button.

**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*

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

**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

Total Time: 210

## OSHA-93 Direct Reading Report

The screenshot shows the 'Sample/Survey' tab of the OSHA-93 Direct Reading Report window. It features a table with four columns: Substance, Time, Reading, and Location of Test and Remarks. The table contains three rows of data. To the right of the table are 'Add' and 'Delete' buttons.

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

## 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)

The screenshot shows the 'Exposure' sub-tab of the OSHA-93 Direct Reading Report window. It features a table with 11 columns: Line Nr, Sub Code, Request, Sample Type, Expose Type, Exposure Level, Units, PEL, Adjust, Severity, and Citation Issued?. The table contains two rows of data. To the right of the table are 'Add' and 'Delete' buttons. Below the table is a section titled 'Citation Information' with a table of 9 columns: Line Nr, Citation Issued?, FTA (Enf), Over Expose, Admin Engineer, PPE, Training, Medical, and Other. This table contains one row of data.

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

Row 1 of 2

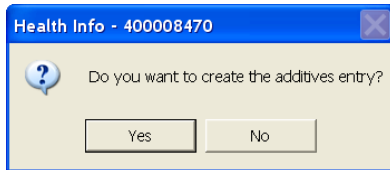
Citation Information

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

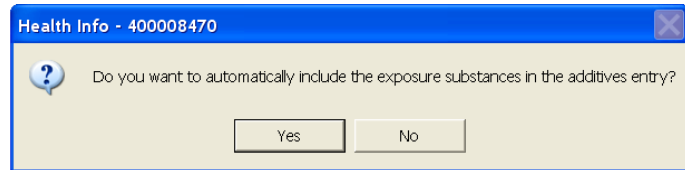
Row 1 of 1

## 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.

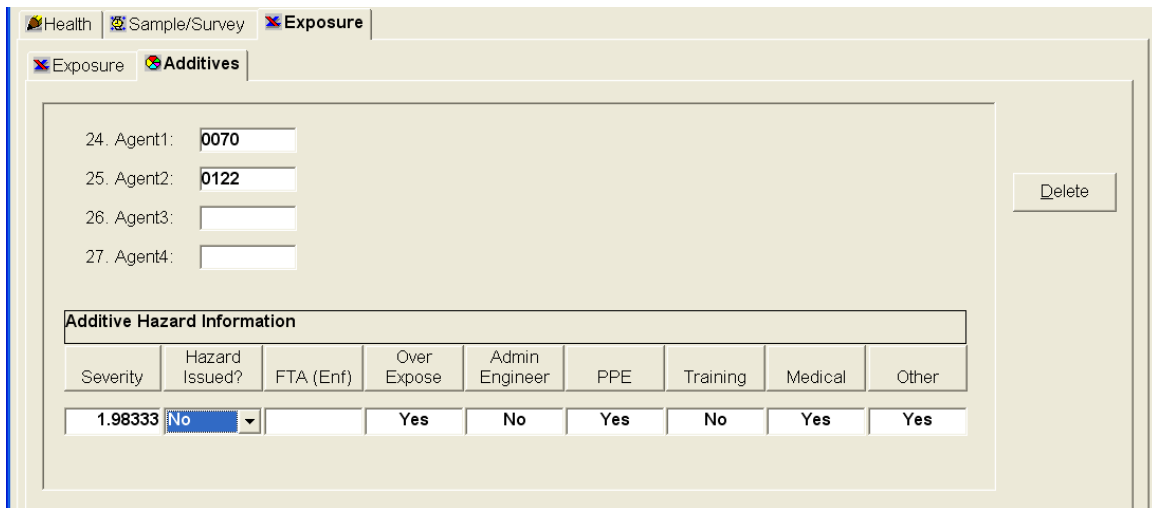


The user will be prompted as to whether to continue with the creation of the Additives entry.



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.



Severity	Hazard Issued?	FTA (Enf)	Over Expose	Admin Engineer	PPE	Training	Medical	Other
1.98333	No		Yes	No	Yes	No	Yes	Yes

## 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.).

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*

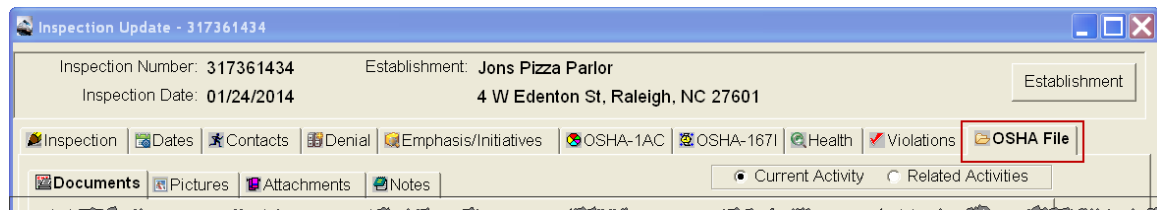
*Referral Interface*

*Accident/Event Interface*

*Serious Injury/Fatality Interface*

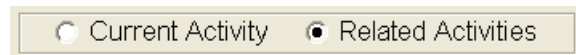
*Discrimination Interface*

*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.

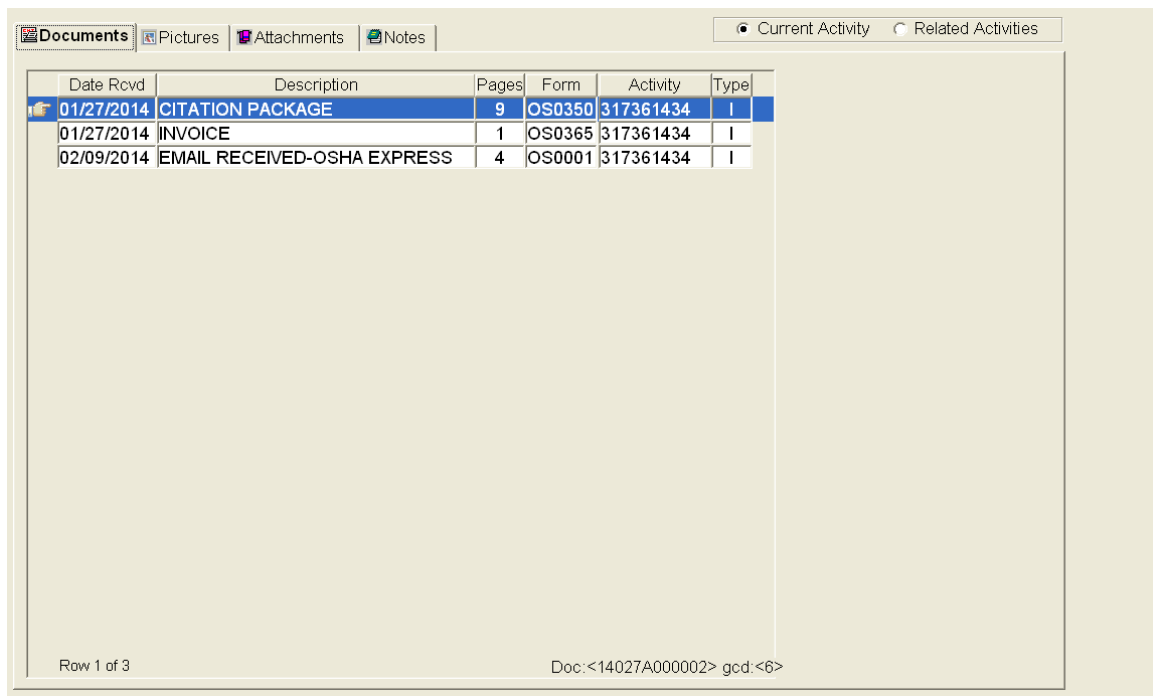


## Documents

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.



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

Row 1 of 3

Doc: <14027A000002> gdc:<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:

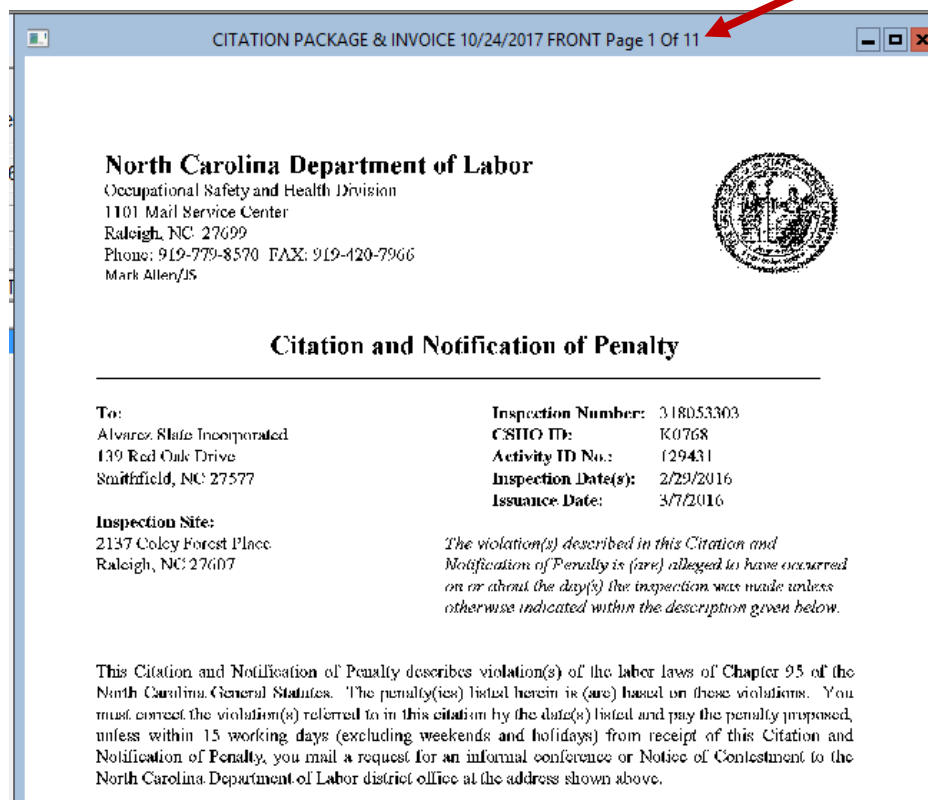
*Page Down - Next page*

*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.



CITATION PACKAGE & INVOICE 10/24/2017 FRONT Page 1 Of 11

**North Carolina Department of Labor**  
Occupational Safety and Health Division  
1101 Mail Service Center  
Raleigh, NC 27699  
Phone: 919-779-8570 FAX: 919-420-7966  
Mark Allen/JS



**Citation and Notification of Penalty**

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<b>To:</b> Alvarez State Incorporated 139 Red Oak Drive Smithfield, NC 27577	<b>Inspection Number:</b> 318053303 <b>CSHO ID:</b> K0768 <b>Activity ID No.:</b> 129431 <b>Inspection Date(s):</b> 2/29/2016 <b>Issuance Date:</b> 3/7/2016
---------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

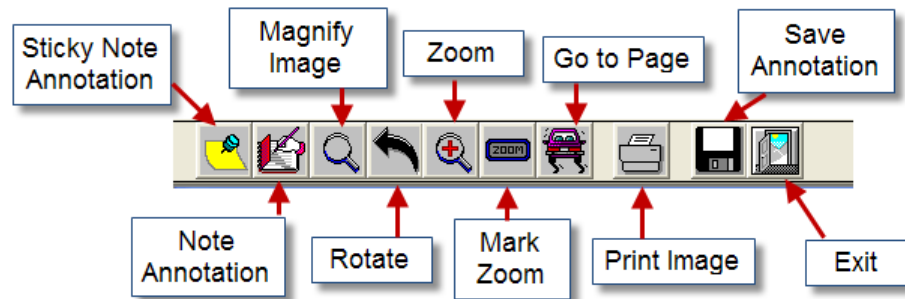
**Inspection Site:**  
2137 Coley Forest Place  
Raleigh, NC 27607

*The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.*

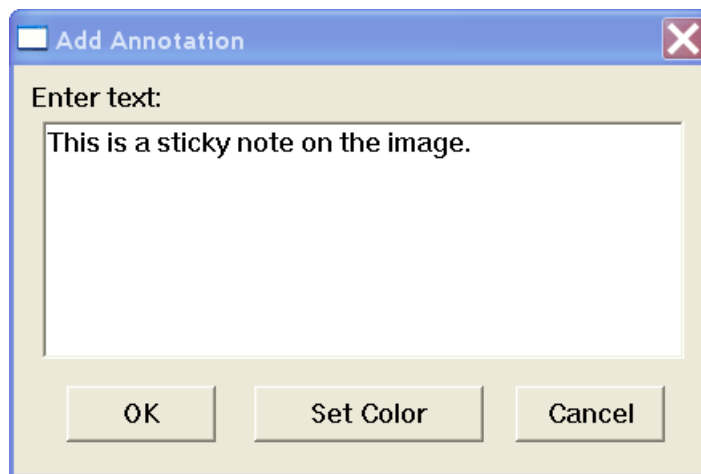
This Citation and Notification of Penalty describes violation(s) of the labor laws of Chapter 95 of the North Carolina General Statutes. The penalty(ies) listed herein is (are) based on these violations. You must correct the violation(s) referred to in this citation by the date(s) listed and pay the penalty proposed, unless within 15 working days (excluding weekends and holidays) from receipt of this Citation and Notification of Penalty, you mail a request for an informal conference or Notice of Contestment to the North Carolina Department of Labor district office at the address shown above.

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.

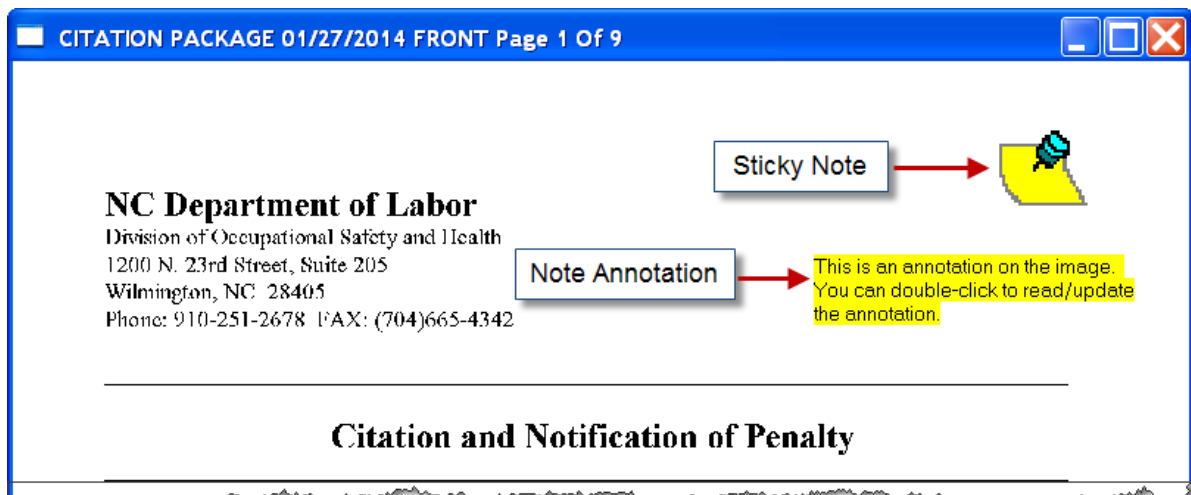
When an image is displayed, there is a toolbar rack with specific functionality related to image handling and manipulation. The same functions provided on the toolbar can be found under the Tools menu. One of the features is the ability to add annotations to an image. An annotation is similar to a “Post-It”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



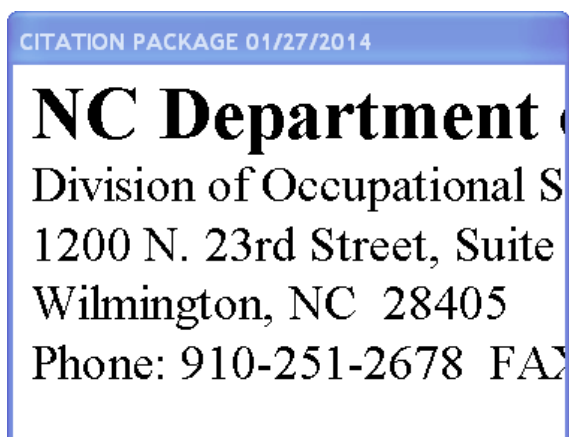
**Add Sticky Note.** A sticky note is an annotation that can be affixed to an image. This annotation can be put on an image by clicking the “Add Sticky Note” toolbar. The user can then use their mouse pointer to draw a box on the image. Then the “Add Annotation” window will be displayed to enter the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

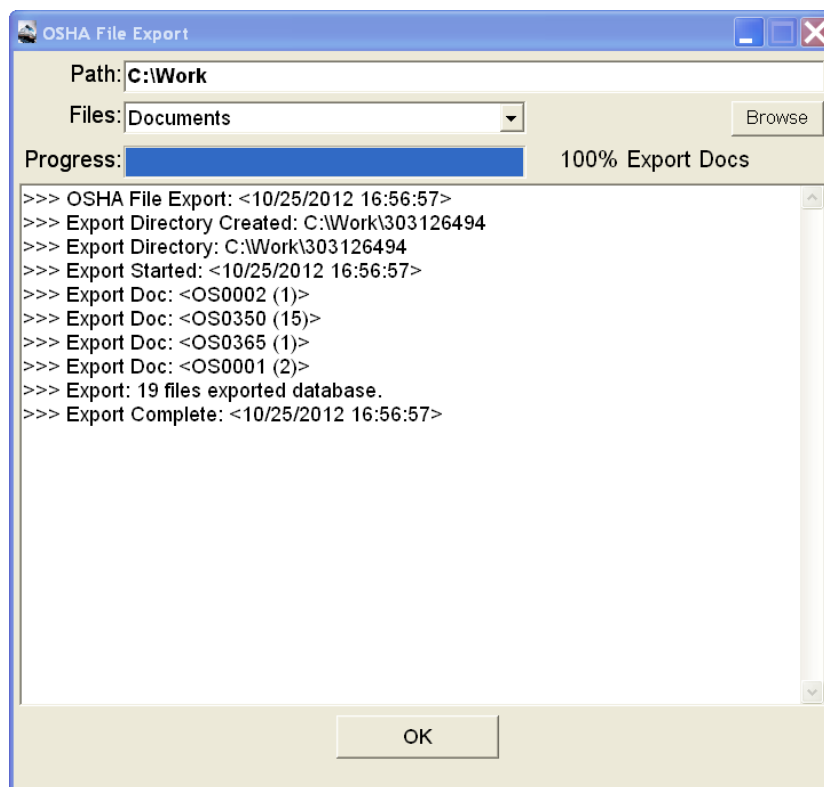
**Print Image.** The user can click the “Print Image” toolbar or menu item to print the current image to their default printer.

**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.

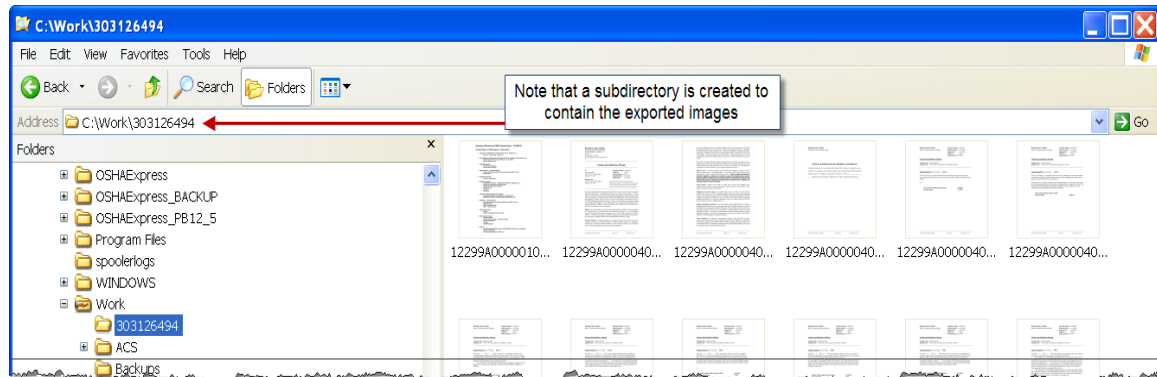
**Files.** The user should select what they want to export from the OSHA File.

*All*

*Documents*

*Pictures*

*Attachments*



## Pictures

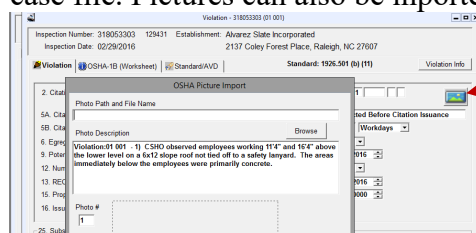
Photos of hazards are often taken to document the violations in a case file. There may also be photos that are emailed to the department from outside parties in the case of a complaint, referral, or accident. Pictures that document the hazards can be imported into the OSHA File so that they can be viewed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

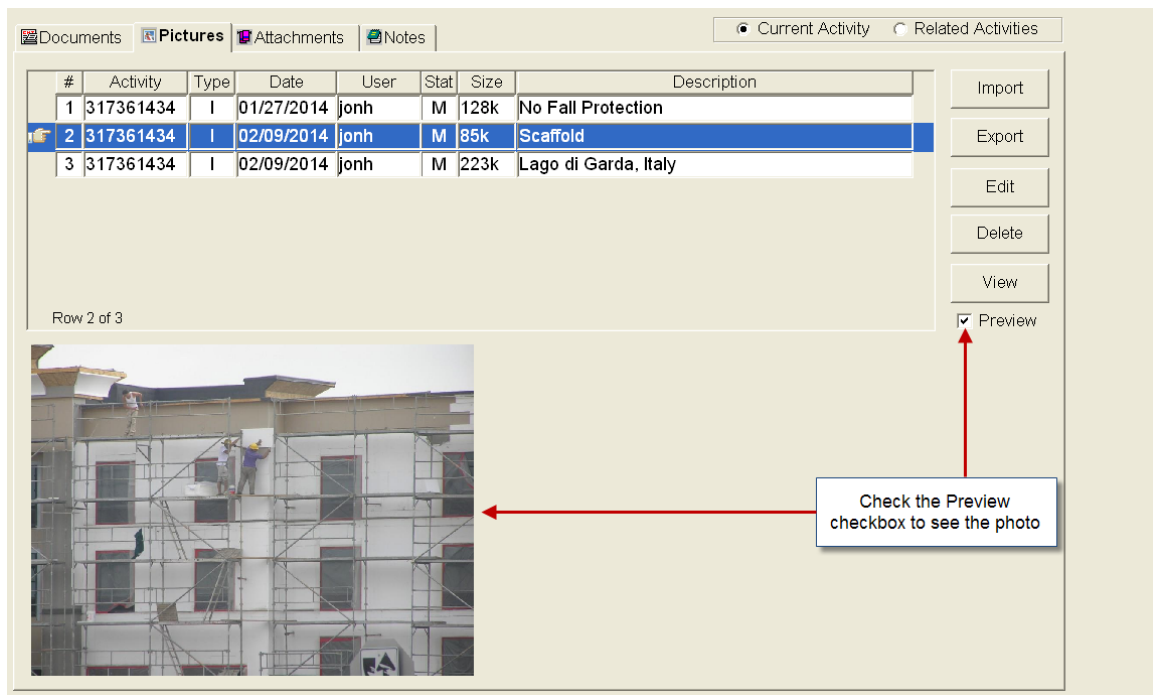
It is highly recommended that the users burn their photos to a compact disc (CD) for long term storage purposes. Because of limitations on database storage, there are constraints on the number and size of the photos to be imported into the system. Only photos that document the violation of a hazard should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





**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.

OSHA Picture Import

Photo Path and File Name  
**C:\Work\OSHA\PicsAndSound\Compressed\Lago\_Di\_Garda1.JPG**

Photo Description  
**Fall hazard**

Enter the photo path or click the Browse button

Browse

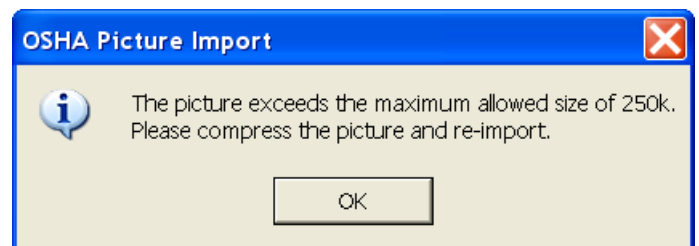
Photo #  
**4**

223k

Indicates the size of the jpg file being imported

Ok Cancel

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.

Picture 2 - 303126494


Establishment Jons Bar and Grill			
Photo # 2	Inspection Date 10/19/2012	CSHO ID S3604	Inspection # 303126494

Machine guard missing

☐ Original Size

Click the Original Size checkbox to view the photo with its original size and aspect ratio

Double-click the picture to launch a picture viewer



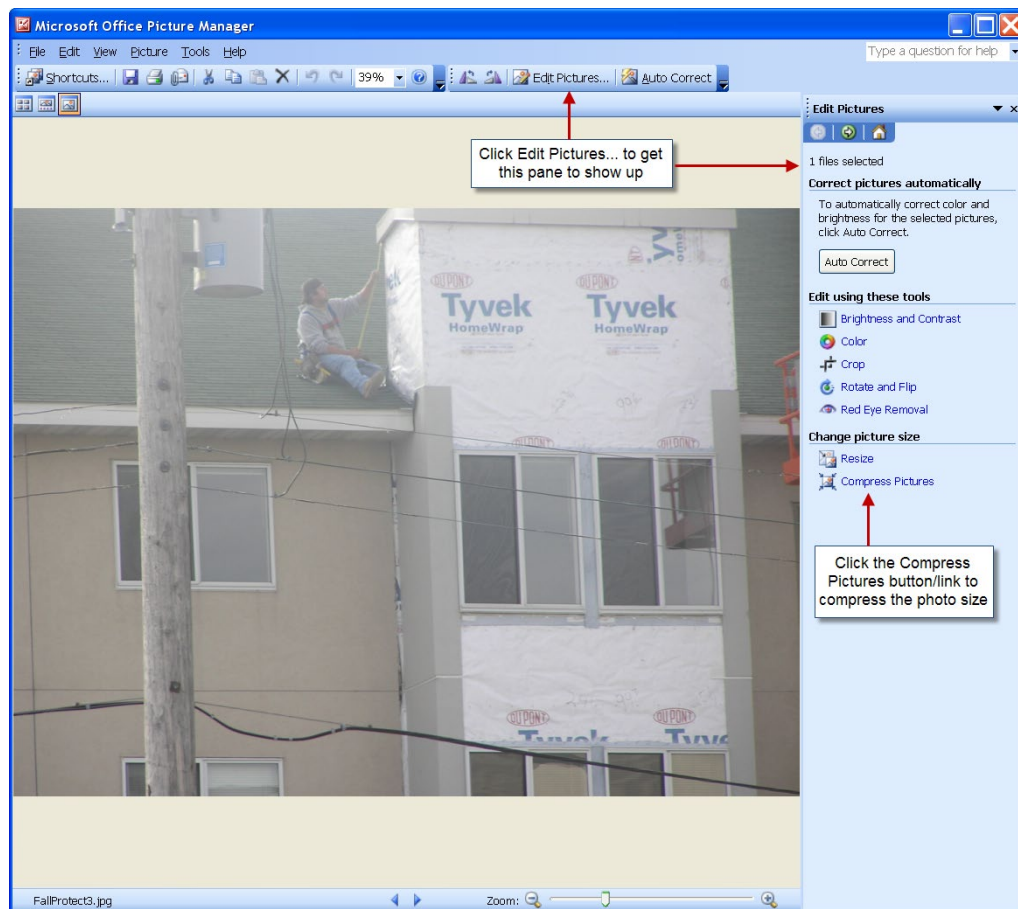
## Photo Compression

**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.



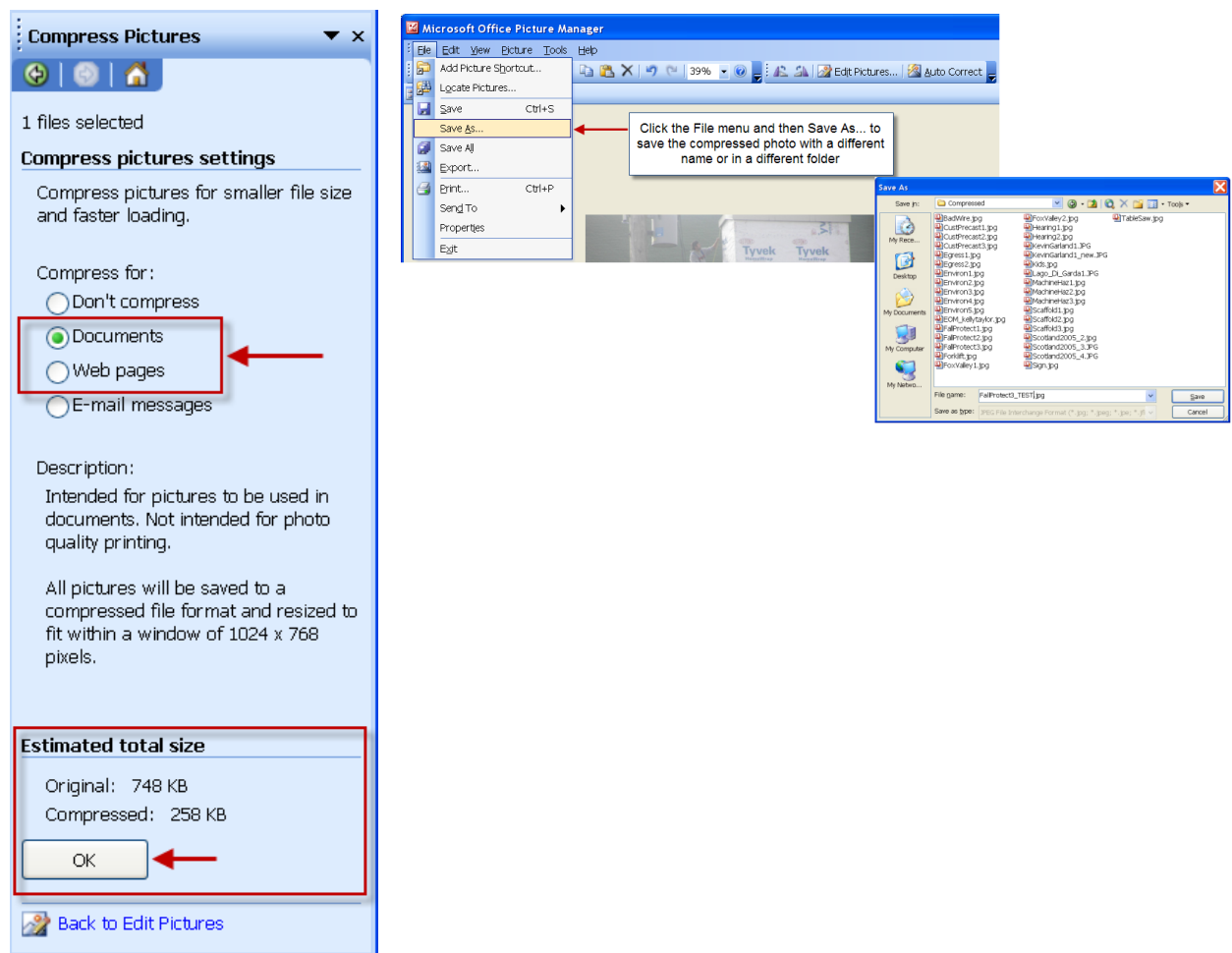
Click the “Edit Pictures” button on the toolbar of the Microsoft Office Picture Manager. This will open the Edit Pictures pane to the right of the displayed photo. Click the “Compress Pictures” button/link where it allows the user to “Change Picture Size”

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

Row 2 of 3

**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).

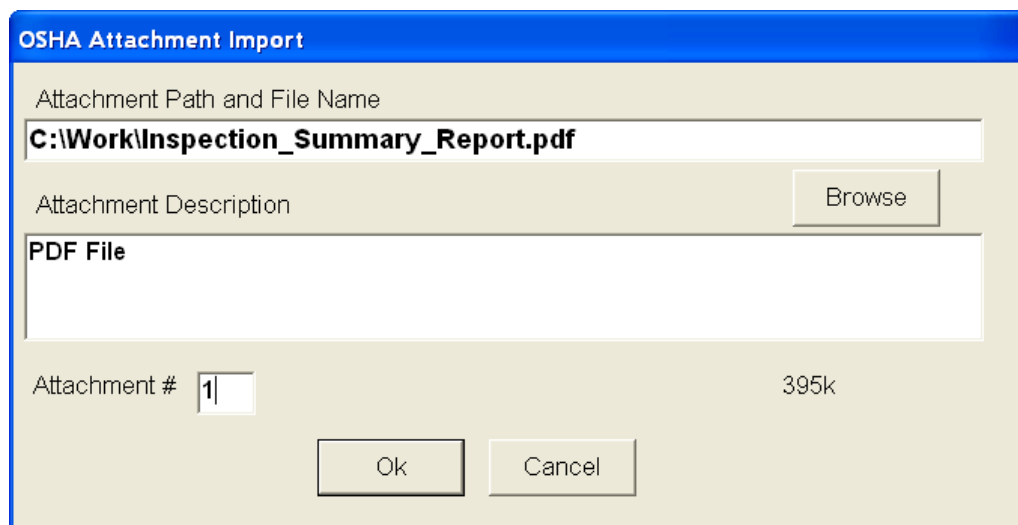
**Ext.** Indicates the extension of the imported attachment. This determines what software is used to launch the attachment file.

**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.



The screenshot shows a dialog box titled "OSHA Attachment Import". It contains the following fields and controls:

- Attachment Path and File Name:** A text box containing "C:\Work\Inspection\_Summary\_Report.pdf".
- Attachment Description:** A text box containing "PDF File". To the right of this box is a "Browse" button.
- Attachment #:** A small text box containing the number "1".
- Size:** The text "395k" is displayed to the right of the Attachment # field.
- Buttons:** At the bottom of the dialog are "Ok" and "Cancel" buttons.

**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-1671 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

Date Stamp

EDIT

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

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

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.

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

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	njbrown	osha	134351	318105129	I		5145	Citation Authorization Up
06/20/2017	15:08:28	njbrown	osha	134351	318105129	I		5145	Inspection Updated
06/21/2017	14:15:26	llcrawford	osha	134351	318105129	I		5145	Inspection Updated

Row 1 of 185

III



# 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	L8835	Mann, Michelle	
219429008	01/17/2014	12	0	12	N5659	Jarman, Dawn	
219261377	01/17/2014	25	3	28	Y8949	Thorpe, Gary	
219261153	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	D3820	Lassiter, 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)*

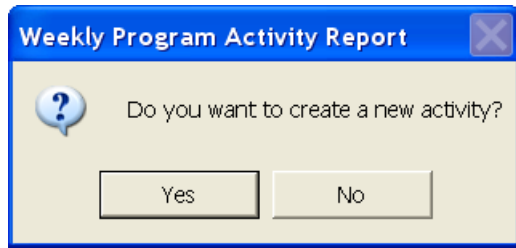
*CSHO ID*

*“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). Tenths 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 spend 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

**Weekly Activity**

1. Reporting ID: 0453710  
 2a. CSHO ID: G9132  
 2b. Job Title: Senior Compliance Officer  
 3. Friday Date: 02/05/2016

**Compliance Assistance**

29 Employees/Unions	0
30 Employer/Associations	0
31 Prof Groups/Gen Pub	0
32 Strategic Planning	0
33 Monitor and Evaluation	0
34 Tech Assist and Consult	0

**Program Support**

35 Formal Training	4.2
36 Field Training	4.5
37 Inst. GDSHA Employees	3.3
38 Calls/Text/Research	0
39 Other Tech Support	0
40 Supervisory Duties	2.0
41 Administrative Duties	2.0
42 Professional Duties	1.7
43 Receiving Complaints	0

**Unavailable Hours**

44 Nat'l/Central Off Support	0
45 Reg Off Support/Field Only	0
46 Unavail Time/State	0
47 Leave Time	2.8
48 Annual Leave (Vacation)	0
49 Sick Leave	0
50 Other Leave (S = Holiday)	0

**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

**5. Activity Details**

Day	Type	Activity	Prep	Trav	Onsite	Supp	11	12	13	14	15	16

**Totals**

0	1.2	3.5	0	14.6	0	0	20.3
---	-----	-----	---	------	---	---	------

**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 employees 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

OSHA Express - Enforcement : [Weekly Program Activity Report - 220069470]

Activity Number: 220069470 Name: Kevin Beauregard  
Friday Date: 00/00/0000 CSHO ID: 09132

**Weekly Activity**

1. Reporting ID: 0453710  
2a. CSHO ID: Beauregard, Kevin  
2b. Job Title: Safety Compliance Officer  
3. Friday Date: 6/17/2016

**Time Report**

Compliance Assistance		Program Support		Unavailable Hours	
29 Employees/Unions	.0	35 Formal Training	4.2	44 Nat'l/Central Off Support	.0
30 Employer/Associations	.0	36 Field Training	4.5	45 Reg Off Support/Fed Only	.0
31 Prof Groups/Gen Pub	.0	37 Inst. OSHA Employees	3.3	46 Unavail Time/State	.0
32 Strategic Planning	.0	38 Call/Text/Research	.0	47 Leave Time	2.0
33 Monitor and Evaluation	.0	39 Other Tech Support	.0	48 Annual Leave (Vacation)	.0
34 Tech Asst and Consult	.0	40 Supervisory Duties	2.0	49 Sick Leave	.0
		41 Administrative Duties	2.0	50 Other Leave (i.e. Holiday)	.0
		42 Professional Duties	1.7		
		43 Receiving Complaints	.0		
<b>Totals</b>					
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	

**5. Activity Details**

5.	SA	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.
Day	Type	Activity	Prep	Trav	Onsite	Tech	Rpt	Other	Litig	Den	Tot	Miles
	Inspection	318001906	.5	1.2	3.5	.0	13.1	.0	.0	.0	18.3	
	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

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” incudes, 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*)

OSHA Express - Enforcement - [Weekly Program Activity Report - 220069470]

Activity Number: 220069470 Name: Kevin Beauregard  
Friday Date: 06/00/0000 CSHO ID: G9132

**Weekly Activity**

1. Reporting ID: 0453710  
2a. CSO ID: Beauregard, Kevin  
2b. Job Title: Safety Compliance Officer  
3. Friday Date: 06/17/2016

Compliance Assistance	Program Support	Unavailable Hours
29 Employees/Unions	05 Formal Training	44 Nat'l/Central Off Support
30 Employer/Associations	06 Field Training	45 Reg Off Support/Fed Only
31 Prof Groups/Gen Pub	07 Inst. OSHA Employees	46 Unavail Time/State
32 Strategic Planning	08 Calib/Test/Research	47 Leave Time
33 Monitor and Evaluation	09 Other Tech Support	48 Annual Leave (Vacation)
34 Tech Asst and Consult	10 Supervisory Duties	49 Sick Leave
	41 Administrative Duties	50 Other Leave (i.e. Holiday)
	42 Professional Duties	
	43 Receiving Complaints	
		<b>Totals</b>
		51 Total Hours (Items 7-14)
		52 Total Hours (Items 21-28) (Fed Only)
		53 Total Hours (Items 29-50)
		54 Total Hours

5. Activity Details

Day	Type	Activity	Prep	Trav	Onsite	Tech	Supp	11. Rpt	12. Conf	13. Litig	14. Can	15. Tot	16. 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	

**Totals** .5 1.2 3.5 .0 14.6 .5 .0 .0 20.3

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 intervention. (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**

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

**Weekly Activity**

Reporting ID	CSHO ID	Job Title	Friday Date
0453710	Beauregard, Kevin	Safety Compliance Officer	06/17/2016

**Compliance Assistance**

Item	Hours
29 Employees/Unions	0.0
30 Employer/Associations	0.0
31 Prof Groups/Gen Pub	0.0
32 Strategic Planning	0.0
33 Monitor and Evaluation	0.0
34 Tech Asst and Consult	0.0
<b>Program Support</b>	<b>20.3</b>
35 Formal Training	4.2
36 Field Training	4.5
37 Inst. OSHA Employees	3.3
38 Calib/Test/Research	0.0
39 Other Tech Support	0.0
40 Supervisory Duties	2.0
41 Administrative Duties	2.0
42 Professional Duties	1.7
43 Receiving Complaints	0.0

**Unavailable Hours**

Item	Hours
44 Nat'l/Central Off Support	0.0
45 Reg Off Support/Fed Only	0.0
46 Unavail Time/State	0.0
47 Leave Time	2.0
48 Annual Leave (Vacation)	0.0
49 Sick Leave	0.0
50 Other Leave (i.e. Holiday)	0.0
<b>Totals</b>	<b>20.3</b>
51 Total Hours (Items 7-14)	20.3
52 Total Hours (Items 21-28) (Fed Only)	0.0
53 Total Hours (Items 29-50)	19.7
54 Total Hours	40.0

**5. Activity Details**

Day	Type	Activity	Prep	Trav	Onsite	Tech	Rpt	Other	Conf	Litig	Den	Tot	Miles
Referral	Inspection	203435425	0.0	0.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	2.0	0.0

**Totals**

Item	Hours
5	0.5
6	1.2
7	3.5
8	0.0
9	14.6
10	0.5
11	0.0
12	0.0
13	0.0
14	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 CSHOIT 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**

OSHA Express - Enforcement - [Weekly Program Activity Report - 220069470]

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

**Weekly Activity** | Time Report

1. Reporting ID: 0453710  
2a. CSHO ID: Beauregard, Kevin  
2b. Job Title: Safety Compliance Officer  
3. Friday Date: 06/17/2016

Compliance Assistance		Program Support		Unavailable Hours	
29 Employees/Unions	.0	35 Formal Training	4.2	44 Nat'l/Central Off Support	.0
30 Employer/Associations	.0	36 Field Training	4.5	45 Reg Off Support/Fed Only	.0
31 Prof Groups/Gen Pub	.0	37 Inst. OSHA Employees	3.3	46 Unavail Time/State	.0
32 Strategic Planning	.0	38 Call/Text/Research	.0	47 Leave Time	2.0
33 Monitor and Evaluation	.0	39 Other Tech Support	.0	48 Annual Leave (Vacation)	.0
34 Tech Asst and Consult	.0	40 Supervisory Duties	2.8	49 Sick Leave	.0
		41 Administrative Duties	2.8	50 Other Leave (i.e. Holiday)	.0
		42 Professional Duties	1.7		
		43 Receiving Complaints	.0		
<b>Totals</b>					
51 Total Hours (Items 7-14)				29.3	
52 Total Hours (Items 21-28) (Fed Only)				.0	
53 Total Hours (Items 29-50)				19.7	
54 Total Hours				49.0	

5. Activity Details

Day	Type	Activity	7. Prep	8. Trav	9. Onsite	10. Tech Supp	11. Rpt Prep	12. Other Conf	13. Litig	14. Den	15. Tot	16. Miles
17	Inspection	318091906	.5	1.2	3.5	.0	13.1	.0	.0	.0	18.3	
	Referral	203435425	.0	.0	.0	.0	1.5	.5	.0	.0	2.0	
<b>Totals</b>			.5	1.2	3.5	.0	14.6	.5	.0	.0	20.3	

Buttons: Add, Delete

Taskbar: 9:12 AM 6/21/2016

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 3<sup>rd</sup> 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*)

OSHA Express - Enforcement - [Weekly Program Activity Report - 220069470]

Activity Number: 220069470    Name: Kevin Beauregard  
Friday Date: 09/03/2016    CDR ID: 09132

**Weekly Activity**

1. Reporting ID: 0451710  
2a. CDR ID: Beauregard, Kevin  
2b. Job Title: [Redacted]  
3. Friday Date: 06/17/2016

Category	Field	Value
Compliance Assistance:		
29 Employee/Union	35 Formal Training	4.2
30 Employer/Associations	36 Field Training	4.5
31 Prod Groups/Con Pub	37 Insp. OSHA Employees	3.5
32 Strategic Planning	38 Call/Text/Research	2.8
33 Monitor and Evaluation	39 Other Tech Support	0.0
34 Tech Asst and Consult	40 Supervisory Duties	2.0
	41 Administrative Duties	2.0
	42 Professional Duties	1.7
	43 Recurring Complaints	0.0
Unavailable Hours:		
	44 Nat/Central Off Support	0.0
	45 Reg Off Support/Field Only	0.0
	46 Unavail Time/State	0.0
	47 Leave Time	2.8
	48 Annual Leave (Vacation)	0.0
	49 Sick Leave	0.0
	50 Other Leave (i.e. Holiday)	0.0
<b>Totals:</b>		
	51 Total Hours (Items 7-14)	21.14
	52 Total Hours (Items 21-28) (Field Only)	0.0
	53 Total Hours (Items 29-50)	29.50
	54 Total Hours	48.9

**Activity Details**

Day	Type	Activity	7	8	9	10	11	12	13	14	15	16
Day	Inspection	15881466	1.2	3.5	0.0	1.5	0.0	0.0	0.0	0.0	0.0	0.0
	Referral	203435425	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Totals</b>			1.2	3.5	0.0	1.5	0.0	0.0	0.0	0.0	0.0	0.0



- 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.*