Questions and Answers

Contents

I cannot locate my Inspection on the Federal OSHA Web site. Where is it?

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 our NC number. That number will always be the Inspection number for NC in the OIS. You will also use that number in the OIS and the Federal OSHA Web Site to locate a specific inspection to see what transferred over and if you need to make any changes on your side.
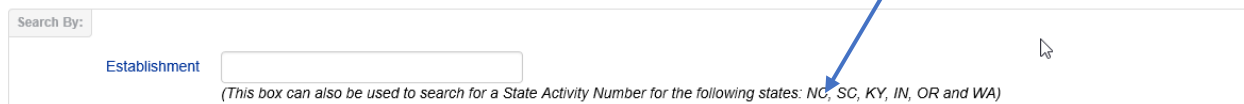
To locate you will use the below Establishment Search on the Federal OSHA Web site.

The Citation package also has information for the Employer on locating their inspection on the Federal OSHA Website on Page 1 and Page 3.

I have grouped citations in my inspection but every time I make a change it looks like it "worked" but the Violation screen print out is not correct. The OE will not make the correct changes for me. What do I do?

Violations that are grouped are "joined", they must be separated before any changes can be made. This means that the grouping number assigned to the violation must be take out, modifications saved and then make your changes.

Cit	Item	Grp	Standard	Type	Issue Date	Abate Date	Abate	Contest Date	Final
01	001		95.129(01)	S	10/02/2018	10/11/2018	X	00/00/0000	🟢
01	002		1910.22(a)(1)	S	10/02/2018	10/11/2018	X	00/00/0000	🟢
01	003	a	1910.215(a)(4)	S	10/02/2018	10/11/2018	X	00/00/0000	🟢
01	003	b	1910.215(b)(9)	S	10/02/2018	10/11/2018	X	00/00/0000	🟢
01	004		1910.242(b)	S	10/02/2018	10/11/2018	X	00/00/0000	🟢
01	005		1910.334(a)(2)(ii)	S	10/02/2018	10/11/2018	X	00/00/0000	🟢
02	001		1910.253(b)(4)(i)	N	10/02/2018	10/11/2018	X	00/00/0000	🟢
02	002		1910.1200(f)(6)(ii)	N	10/02/2018	10/11/2018	X	00/00/0000	🟢

Citation "01 003 a" would become "01 003" during the changes. Once completed, you would reassign the grouping number.

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

Rationale For Penalty Calculation

| **Probability Rating** |

14a. Severity (H/M/L/N)   [▼]

14b. Probability (G/L)   [▼]

14c. Gravity   [03]

14e. Number of Times Repeated   [   ]   O1A Values

14f. Size   [0 ▼]   [0]

14g. Good Faith   [25 ▼]   [25]

14h. History   [10 ▼]   [10]

Employees (1-8): [1 ▲▼] One Employee

Frequency (1-8): [3 ▲▼] 2 times/week

Proximity (1-8): [8 ▲▼] Point of Danger

Other Factors: [▼]

Total / # Factors: [4.0] Lesser (1.0 - 4.5)

<18 ☐

Penalty Calculation

If there are changes to the Penalty Calculations, remember to "right click" out, clear the 14a Severity and 14b Probability fields, and then use the appropriate coding in the drop down boxes for each to reset. *If you do not right click out the Severity/Probability field, the changes will not show on the Violation screen and print out*

Please Help! I cannot get the OE to let me load the Severity and Probability in the Violation Penalty Calculation worksheet. It is not working correctly!

When the Severity and Probability will not load in the Penalty worksheet, it will be due to the fact that you have an Administrative Penalty that you are working on. Administrative Penalties are preset and preloaded into the OE. You cannot make changes to these in the 14a and 14b Rationale For Penalty Calculation section.

Administrative Penalty Interface *FOM Chapter VI- Penalties – 13. Violation of Regulatory Requirements*

There are 3 individual standards that will have an 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 selected. Option 2 allows you to do an overide.

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

There are 3 standards that will have and Option 2 :

1904.39(a)(1) Option 1	$5,000.00	Failure to report fatality 8 hrs.	
1904.39(a)(1) Option 2	$7,000.00	Failure to report fatality BC Option	
1904.39(a)(2) Option 1	$5,000.00	Failure to report hospitalization 24 hrs Eye loss or amputation of more than 1 digit	
1904.39(a)(2) Option 2	$2,500.00	Failure to report other hospitalizations	
NCGS 95-226(a) Option 1	$5,000.00	Failure to register migrant housing	No History reduction
NCGS 95-226(a) Option 2	$1,000.00	Failure to register migrant housing 45 days prior to occupancy	No History reduction

I have entered two (2) OSHA1s for the same inspection. What do I do?

Contact your OE Administrator to have one of them deleted.

I have accepted a match for the Inspection company name but I needed to make one small change. Now the other inspection is changed and incorrect. What do I do?

It is never a good idea to accept a match on the employer name and address. If you know with 100% certainty that nothing will change, then YES. If not, NO. If only the OSHA1 is completed and saved Final, the new inspection will be deleted after the changes have been corrected. If you already have the OSHA1, Dates, Narrative and other items in the file, your System Administrator will have to contact ACS to fix the issue.

What is this "paperless" I hear about all the time. We still have paper, how can we be paperless with all this paper?

There will always be paper. The term Paperless means there is no hard copy paper file to review, process, label, file, purge or lose in the process. The No Inspections went to the paperless form on October 1, 2018. Below is a memo that went out explaining how this process works and who is responsbile for what items. As we go forward with the Paperless files in all areas, updates and proceses will change.

Processing Paperless No Inspection Files

CSHO

- Once the file has been fully approved by the supervisor (and the Director's Office if applicable), the inspection shall be closed in OSHA Express (OE).

- Any supporting documents (e.g. medical examiner's report, obituary, witness statements, newspaper articles, Secretary of State print-out, etc.) shall be tiffed to the OE Documents tab and appropriately labeled. The CSHO should not tiff unnecessary documents (e.g. safety programs). These documents should be referenced in the Narrative Section E Inspection Findings.

- All photos (if applicable) will be uploaded to the Pictures tab in OE. Confidential, Trade Secret or Graphic Photos will not be uploaded into the Pictures tab of the OE. They will be referenced in the Narrative Section E Inspection Findings and will be stored and properly labeled in the Medical Records Cabinet in a section designated for these items within each field office. The No Inspection Disclosure form, located in the Medical Records Cabinet, for these items will be filled out and checked off and a copy put with the documentation given to the administrative staff.

- The CSHO will print the OSHA-1, narrative, and any applicable assignment documents (e.g. complaint, referral, or accident forms; general schedule assignment sheet) from OE and ensure the OSHA-1 is signed by the CSHO and supervisor.

- The CSHO will bring the printed and signed case file paperwork (Case File Summary sheet, OSHA-1, narrative, assignment forms) to the administrative staff assigned to this process.

- Any Medical Records obtained and held in the Medical Records Cabinet, will be destroyed once the file is brought to admin for processing.
-

Administrative Staff

- Upon receipt of the signed case file paperwork from the CSHO, the administrative staff will print the Case Audit form and Communication Log from OE, as well as the tiffed items under the Documents tab.

- A single "combined" case file packet will then be assembled in the following order:
  - Case Audit
  - Case File Summary sheet (if there is one)
  - Communication Log (if there are any entries)
  - OSHA-1 (signed by CSHO and Supervisor)
  - Narrative
  - Assignment documents (complaint, referral, accident forms; general schedule assignment)
  - Other pertinent information tiffed to the OE Documents tab (ME's report, No Inspection Disclosure Form etc.)

- The Administrative staff will then scan the combined packet into OE and place it in the Documents Section labeled "**No Inspection Combined File**" (OS0028) if there are no photos in the Pictures tab of OE or "**No Insp**

Combined with Photos" (OS0029) if the file contains photos. The presence of this combined file provides an easy way to access the complete file (including attachments) in the future for a disclosure request.

- The administrative staff person responsible for the document scanning will review the documents once they are scanned into the Document section of the OE to ensure all documents scanned are in the system , they are retrievable, legible, nothing is covered by a sticky note, and the information in the Documents reflects the correct No Inspection number assigned.

- **The combined packet will be destroyed once verification is received that the matching information is in the Documents section**.

Why can't I scan in my stuff on the new Scanners in the offices?

Each scanner is dedicated to a specific office and administrative staff only. They have been installed to work with the OE in the paperless environment. The administrative staff use these scanners on a daily basis to help speed the processes they must use each day. The Scanner module is set to work with administrative staff only since they are the daily processers. Each office is equipped with BizHubs that have the capability of reducing a copy to a small PDF and changing a picture copy to a JPG if needed. The Scanners are not set up to do this.

All field offices have BizHubs with the capability of converting mail copies, emails, PDFs, etc. to JPG format. When scanning in on the Bizhub, remember to choose PDF then look for option of JPG.
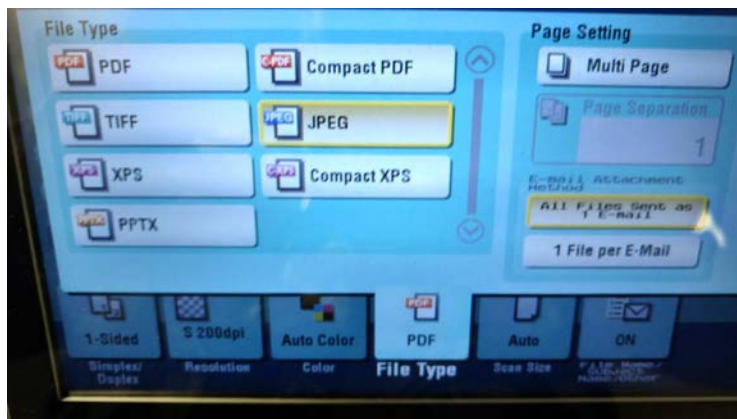
How will the paperless process change/impact the way the Complaint desk enters their information and processes?

There will be no change to the way the Complaint Desk works. There are no standard "Paper" file folders within the process of the Complaint Desk. All processes are currently electronic. If the Complaint Desk holds copies of complaints, that will be the decision of the Complaint Desk Supervisor.

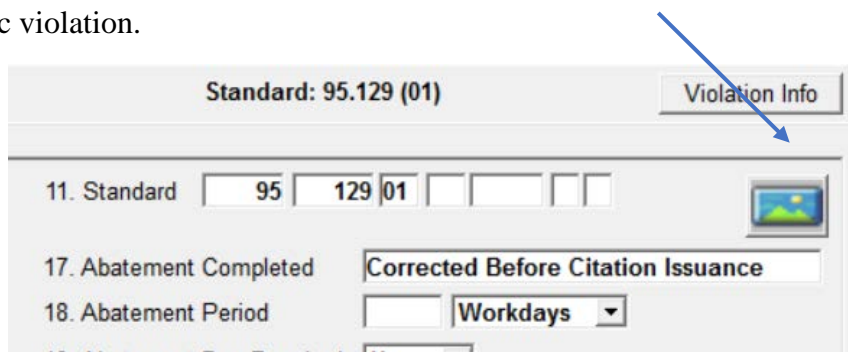## What will we do with our Photos once there is no hard copy paper file?

CD/DVD Photos and Video will be placed in the Medical Records Cabinet in each field office. Once the file has been processed (Citation Package or No inspection) the Photos will be given to the Administrative Scanner staff to place in the cabinet. The 6 x 9 Manilla envelope with the peel and stick label, to be completed by the CSHO, will hold the CD/DVD/Video Photo records and will be filed by Year and Establishment name.

How will we know if there are Photo CD/DVD or Video with a file?

The Evidence Sheet will be used for this process and scanned into the OE Documents section. The Evidence Sheet will be located on the One Stop Shop under FORMS.

Where do I Import pictures into the OE for Violations?

Effective October 1st, 2019, use the **Photo ICON** on the Violation screen to enter your photos associated with the specific violations. Photos for violations should have no more than 3 for each specific violation.