

**North Carolina Department of Labor
Division of Occupational Safety and Health
Raleigh, North Carolina**

Field Information System

Operational Procedure Notice 125

Subject: Documenting OSHA-1Bs For Nonserious Violations In Case Files

- A. **Purpose.** This OPN transmits different methods of documenting OSHA-1Bs for violations classified as nonserious. The information contained in this OPN will help provide consistency among districts regarding documentation expectations for OSHA-1Bs
- B. **Discussion.** An ongoing difficulty exists in determining how much information is necessary to adequately document a nonserious hazard. The information ranges from entering just enough information on the NCR to get the citation issued to fully completing all of the fields on the OSHA-1Bs. In an effort to provide consistent expectations for the Compliance Safety and Health Officers (CSHOs), this OPN delineates the policy to be followed by the CSHOs and District Supervisors in documenting nonserious OSHA-1Bs.
- C. **Action.** OSHA-1Bs that have violations classified as nonserious are not required to be documented to the same extent as other violation classifications (e.g. serious, willful serious, repeat). At a minimum, the following fields (field number) on the NCR nonserious OSHA-1Bs will be completed: Citation Number (2), Item Number (3), Type of Violation (5B – this must always be ‘N’), Worksheet (7, Field 23.), Employee Exposure (8), Number Exposed (9), AVD (10), Standard (11), Number of Instances (12), and Abatement Period (18). Some other fields may be applicable on some OSHA-1Bs [e.g. Group Number (4), Related Event Code (13), Penalty (15), Photo.]

There are some exceptions to this documentation requirement.

- 1. CSHOs who have been released for independent inspection less than six (6) months are required to fully document all OSHA-1Bs and are exempt from this policy.
- 2. CSHOs who have a written development plan that specifies that they fully document all OSHA-1Bs are exempt from this policy. Every six (6) months, the District Supervisor will review the part of the development plan requiring full documentation of all OSHA-1Bs. The District Supervisor may revise the development plan at any time during each six-month period. The development plan will identify specific steps, and time periods, to be taken by the CSHO and District Supervisor to complete the plan.

Signed on Original
Robert K. Andrews, Jr.
Director

Signed on Original
Tim Childers
West Compliance Supervisor

10/09/00
Date of Signature