

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

Administrative Information System

Administrative Procedure Notice 22

Subject: Annual OSH Division Statistical Data

A. Purpose.

This Administrative Procedure Notice (APN) establishes procedures for the Occupational Safety and Health (OSH) Division to annually run reports related to East Compliance Bureau, West Compliance Bureau, and Agricultural Safety and Health (ASH) Bureau inspection and pre-occupancy data; to compile that data; and to disseminate that data to internal requesters or through annual reporting of that data to internal or external requesters.

B. Definition.

Within this APN, any reference to OSH inspection data will include all compliance investigative activity and ASH pre-occupancy inspection activity.

C. Background.

The need has been established for consistent reporting of OSH inspection data by one bureau within the Occupational Safety and Health Division. The Planning, Statistics and Information Management Bureau has been assigned this responsibility. Over the past several years the need has increased for various OSH inspection data to be reported to or utilized by various internal sources and for that data to potentially be distributed to external sources. Therefore, it is necessary to establish a means to provide as consistent data as possible and for that data to be provided by a single source/bureau.

D. Scope.

The requirements in this APN will apply to each bureau within the Occupational Safety and Health Division as it relates to providing annual OSH inspection data to various internal or external requesters.

E. Responsibilities.

1. APN 22 requires that requests for and dissemination of OSH annual inspection data will be generated by or coordinated through the Planning, Statistics and Information Management Bureau.
2. The PSIM Bureau staff will work with other OSH Division bureaus that are running reports and/or compiling data to resolve any potential errors or discrepancies in these reports or the actual inspection files prior to the final report run dates as specified in Appendix 22-A.
3. Reports listed in Appendix 22-A not generated and/or compiled by PSIM Bureau staff will be forwarded to PSIM Bureau staff for transmittal to internal or external requesters or for inclusion in the designated annual reports.

4. The PSIM bureau chief shall assure as detailed in the attached Appendix 22-A that the reports and data are run through the designated computer systems, on the designated dates, by the named bureau, for the specified date range, and submitted to the requester by the due date.

F. **Expiration.** This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.

Signed on Original
PSIM Bureau Chief

Signed on Original
Director

Date of Signature