

North Carolina Department of Labor  
Occupational Safety and Health Division  
Bureau of Compliance

Field Operations Manual  
Chapter II – Compliance Programming



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## **Chapter II**

### **Compliance Programming**

#### **A. Program Planning.**

1. **Purpose.** The purpose of this chapter is to provide instruction and guidance to Occupational Safety and Health Division personnel in planning and implementing compliance operations.
2. **Primary Consideration.** The primary consideration for compliance operations is the attainment of maximum effective inspection coverage. The guidelines in this chapter will be used for scheduling inspections to address this consideration.

#### **B. Inspection/Investigation Types.**

1. **Programmed.** Inspections of work sites that have been scheduled based upon objective and impartial selection criteria are classified as programmed. These worksites are selected according to targeting schedules for safety and health or special emphasis programs.
  - a. **Programmed Related.** Inspections of employers on multi-employer work sites whose activities were not included in the programmed assignment, such as contractors working at an industrial plant, are classified as programmed related. All employers at the work site will normally be inspected.
2. **Unprogrammed.** Inspections scheduled in response to alleged hazardous working conditions that have been identified for a specific employer at a specific worksite are classified as unprogrammed. These types of inspections are further classified as fatality/catastrophe, complaint, referral, monitoring, variance, follow-up, reinspection or unprogrammed related. This category includes all employers directly affected by the subject of the unprogrammed activity.
  - a. **Unprogrammed Related.** Inspections of employers at multi-employer work sites whose operations are at the same site but may or may not be directly affected by the subject of the conditions identified in B.2. are classified as unprogrammed related. Examples would be a referral regarding lack of fall protection against a prime contractor where the compliance safety or health officer (CSHO) finds employees of other contractors exposed to the same fall hazard or a complaint at a construction site where one contractor uses gasoline-powered equipment but employees of other contractor are also exposed to carbon monoxide. These 'other' contractors are classified as unprogrammed related.
  - b. **Monitoring Inspections.** Monitoring inspections will be conducted as mandated by a settlement agreement or final order for abatement periods greater than six

months or as determined by the supervisor and the professional judgment of the CSHO.

- i. The file is coded for a recommended monitoring visit using the optional code "S 4 M" in block 42 of the OSHA-1. "M" is followed by the number of the month that monitoring is due. Thus "S 4 M 3, 6, 9, 12" as a code indicates that monitoring visits are required in March, June, September, and December.
- ii. The admin staff runs the "S 4 M" report as the "list of inspections requiring monitoring." The supervisor will conduct the monitoring inspection or assign it to a CSHO, preferably to the CSHO who conducted the initial inspection.
- iii. After abatement is complete or the abatement dates have passed, the monitoring code is removed from the OSHA-1.

C. **Inspection Scope.**

Programmed and unprogrammed inspections fall into one of two categories, depending on the scope of the inspection.

1. **Comprehensive.** All areas of the facility will normally be inspected.
2. **Partial.** An inspection whose focus is limited to certain potentially hazardous areas, operations, conditions or practices at the establishment.
  - a. Every partial inspection will include, in addition to its principal focus, a review of injury and illness records, an assessment of any written programs required by the hazard referenced in the assignment and applicable to the employer, and an evaluation of the employer's general safety and health management program for the purpose of determining whether penalty reductions are warranted (reference Chapter VI, Section B.9.iii.).
  - b. The information gathered during the review and inspection will be used to confirm or revise the determination of the scope of inspection. Supervisors will determine whether the CSHO can expand the scope of the inspection.
  - c. A complaint or referral inspection assigned by the supervisor will adhere to requirements described in Chapter IX.

**D. Inspection Selection Criteria.**

1. **General Requirements.** The priority system for conducting inspections is designed to distribute available division resources as effectively as possible to ensure that maximum feasible protection is provided to the employees of the State.
2. **Scheduling.** The Planning, Statistics, and Information Management Bureau (PSIM) will ensure that inspections are assigned within the framework of the priorities outlined in this chapter, that they are consistent with the objectives of the division, and that appropriate documentation of scheduling assignments is maintained.
3. **Effect of Contest.** If an employer scheduled for a programmed or unprogrammed inspection has contested a citation and/or penalty received as a result of a previous inspection and no final order has been entered in the case, following guidelines apply:
  - a. If the employer has contested only the penalty, the inspection will be scheduled in accordance with the guidelines given under paragraph E. below, that is, it will be scheduled as though there were no contest.
  - b. If the employer has contested all or any of the citation items, the following guidelines apply:
    - i. Unprogrammed inspections will be scheduled in accordance with F.1. The scope of such an inspection should normally be classified as partial. All areas related to items under contest should be excluded from the inspection, unless a potential imminent danger is involved.
    - ii. Programmed inspections will be scheduled in accordance with F.2, F.3, F.5 and F.6 of this chapter. The scope of the inspection should cover all areas except those directly relating to the items being contested, unless a potential imminent danger is involved.
4. **Employer Contacts.** Requests for information initiated by employers or their representatives will not cause an inspection to be initiated. Nor will such employer inquiries protect them against regular inspections conducted pursuant to guidelines established by the division. However, if an employer or their representative indicates that an imminent danger exists or that a fatality or catastrophe has occurred, action will be taken in accordance with established inspection priority procedures as described in Chapter VII on Imminent Danger or Chapter VIII on Fatalities.

**E. Inspection Priorities.**

1. Unless otherwise noted, priority of accomplishment and assignment of personnel resources for inspection categories will be as follows:

<i>Priority</i>	<i>Category</i>
First	Imminent Danger
Second	Fatality/Catastrophe
Third	Complaints/Referrals
Fourth	Follow-up/Monitoring
Fifth	Special Emphasis Programmed (to include SST assignments)
Sixth	Fatality Reinspection
Seventh	General Industry and Public Sector Programmed

2. **Efficient Use of Resources.** Unprogrammed inspections should be scheduled and conducted prior to programmed inspections. Therefore, the first through the fourth priorities (above) will be conducted prior to programmed assignments (the fifth through the seventh priorities).

This procedure does not prohibit the district supervisor from making a programmed inspection assignment in conjunction with an unprogrammed assignment. Where the district supervisor gives the CSHO an unprogrammed assignment (e.g. complaint) in conjunction with a programmed inspection for the same site, only one inspection (OSHA-1) will normally be generated to address both assignments. If joint inspection assignments are made (i.e. safety and health), two inspections (OSHA-1) will normally be generated to address both assignment; one for safety and one for health.

**F. Inspection Scheduling.**

1. **Unprogrammed inspections.** Inspections conducted in response to specific evidence of hazardous conditions at a worksite are considered unprogrammed inspections.
  - a. Unprogrammed inspections (excluding follow-ups and monitoring) should be scheduled with the following priorities:
    - i. Reports of alleged imminent danger situations from any source, including referrals and complaints regardless of formality;

- ii. Fatalities/Catastrophes (see FOM Chapter VIII for detailed information related to FAT/CAT investigations);
- iii. Media and employer reports of accidents involving serious injuries or hazards of a serious nature;
- iv. Formal complaints assigned for inspection by the supervisor, CSHO referrals (including referrals based upon discrimination complaints) with serious hazards and referrals from other safety and health agencies with serious hazards;
- v. Formal complaints with nonserious hazards assigned for inspection by the supervisor;
- vi. Nonformal complaints assigned for inspection by the supervisor.

b. Follow-up Inspections. In cases where a follow-up inspection is necessary, it should be conducted as promptly as resources permit. Except in unusual circumstances and for follow-ups conducted as a result of the Occupational Safety and Health Division's local emphasis program for fatality reinspections (see most current version of OPN 95), follow-up inspections should be conducted as soon as possible but no later than 90 working days after the final violation abatement date and should take priority over all programmed inspections and any unprogrammed inspection with hazards evaluated as nonserious. The seriousness of the hazards requiring abatement should determine the priority among follow-up inspections. Follow-up inspections are **required** in the following situations:

- i. Willful [an inspection with a willful serious violation will be scheduled for a follow-up as required by and in accordance with NCGS 95-136(a)(3)]
- ii. Repeat violations;
- iii. Failure to abate notifications;
- iv. Citations related to an imminent danger situation;
- v. When the employer fails to respond to a request for notification of abatement action by letter or other means after having been contacted several times; and,
- vi. Whenever the supervisor believes that particular circumstances (e.g., the number and/or the type of violations, past history of the employer, complex engineering controls, etc.) indicate the need for a follow-up based on documentation and/or recommendations of the CSHO.

- vii. Fatality Reinspections (see most current version of OPN 95).
- c. Exceptions to Recommended Follow-up Inspections. It will not be necessary to conduct a follow-up inspection if any of the following applies:
  - i. A follow-up inspection will not be necessary where unquestionable proof of abatement has been presented, e.g., when the CSHO observed and documented the correction of the cited condition during the inspection.
  - ii. The supervisor may determine that a follow-up inspection is not required. Justification for not conducting follow-up inspections may include statements by the employee or employer representative or other knowledgeable professionals attesting to the correction of the violation. Written signed statements are preferred; however, verbal communications are acceptable if summarized by division personnel in a written memorandum for the case file.
  - iii. Where a recommended follow-up inspection has not been conducted within 90 working days of the final abatement date, and the case has become a final order, the case file may be administratively closed by the CSHO after consultation with the supervisor. All administratively closed case files will contain verification of abatement as well as documentation as to the reasons why the follow-up inspection was not conducted. Follow-ups for fatality reinspections are conducted per the most current version of OPN 95 and follow-ups for willful serious violations will be scheduled per NCGS 95-136(a)(3).
  - iv. If a follow-up inspection is to be conducted where an employer has been cited for a number of violations with varying abatement dates, the follow-up inspection should not be scheduled until after most, if not all, of the abatement dates set forth for the serious violations in the citation(s) have passed. If the employer has taken satisfactory corrective action, additional follow-up activity normally should not be scheduled unless the supervisor believes that complex engineering controls or other special factors involved in the case warrant such activity.
  - v. The scheduling of follow-up inspections may be affected in various ways by potential or actual employer contests, depending on the status of the Notice of Contest.
  - vi. Follow-up inspections may be conducted during the 15 working day period granted to contest the citation or request an informal conference provided the date set for abatement has passed and the employer has not actually filed a notice of contest or requested an informal conference. Normally only those conditions considered high gravity serious will subject an employer to being scheduled for follow-up during the contest period. If such a follow-up inspection reveals a failure to abate, a

Notification of Failure to Abate Alleged Violation (OSHA-2B) may be issued immediately without regard to the contest period of the initial citation.

- vii. When a citation is currently under contest, a follow-up inspection will not be scheduled regarding the contested items. If the employer contests the proposed penalty but not the underlying citation, a follow-up inspection normally should not be conducted unless the violations are considered high gravity and the supervisor decides that a follow-up is necessary. If a follow-up inspection is conducted at establishments involved in proceedings before the Occupational Safety and Health Review Commission, the CSHO will explain in the opening conference that the inspection will not involve matters before the Review Commission.
- viii. When the notice of contest is withdrawn, the proceeding is settled, or the final order is entered, the abatement period begins. Thereafter, a follow-up inspection may be scheduled as appropriate.

2. Private Sector Programmed Inspections. Programmed inspections normally result in a comprehensive inspection of the worksite.

- a. General. The Occupational Safety and Health Division uses a detailed procedure for identifying and selecting particular work establishments for inspection under the general industry assignment schedule. The administrative standards or factors used to develop this schedule are designed to provide broad, employer-neutral representative inspection coverage of working conditions and to place priority on the most hazardous employment classifications. These factors include:
  - i. Frequency of injury and illness
  - ii. Severity of injury and illness
  - iii. Industry employee density
  - iv. Length of time since the last comprehensive inspection
  - v. Geographic dispersion of inspection activity
  - vii. Compliance penetration into a diversity of industrial categories

Sites will not be included for assignment if the specific site has received a comprehensive inspection of the same type within the past three years (opening conference to date assigned by supervisor for inspection). For example, a site would be excluded from the assignment list for a safety inspection if the site had received a comprehensive safety inspection within a three year period; however,

the site could be included on an assignment list for a possible comprehensive health inspection. The exception to the three year time frame will be SST assignments. SST assignments will not be inspected if the specific site has received a comprehensive inspection of the same type within the past two years (opening conference to date assigned by supervisor for inspection).

- b. **General Industry Assignment Schedule.** The Compliance Bureau in conjunction with PSIM and the Information Technology Division (IT) has established a selection process for employers in the private sector. The N.C. Department of Labor utilizes two hazard indexes, one for safety data and one for health data. The hazard index for safety is a function of the lost workday case incidence rate (frequency) or total (national) DART case rate (cases with days away from work, restricted work or job transfer) compiled annually by the Bureau of Labor Statistics, national industry rank report by serious safety violations [SSV] of 1.5 or higher per inspection (severity), and industry employee density. The hazard index for health is a function of a ranking system that uses an updated listing of national industry rank by serious health violations (SHV) of 0.5 or higher per inspection. Safety and Health rankings data are generated by the Occupational Safety and Health Office of Statistics (OSTAT).

Using the compiled data, the PSIM Bureau and IT apply the annual federal hazard indices for the North American Industry Classification System (NAICS) codes relevant to this State. Using these codes, industry classifications are ranked in descending order by their hazard index: the higher the hazard index, the higher the probability of selection. The upper half of the rankings is classified as Class I and Class II. Inspections are proportioned so that the majority of the general industry programmed planned inspections are selected from the Class I group. OSTAT SSV rankings are based on four consecutive years of national safety inspection data, which includes all standards cited. The IT Division divides these rankings by class for targeting purposes. All Class I assignments for safety and health will be reviewed by the compliance supervisors using their professional judgment to determine if a safety and/or health inspection is warranted based on the industry's Class I ranking and taking into consideration the nature of the industry.

- c. **OSHNC Safety Targeting Classes.**
  - i. **Class I.** Any industry with the DART equal to or greater than twice the average national private sector rate or the SSV ranking is in the highest 25% (The 75th percentile and above).
  - ii. **Class II.** Any industry with the DART equal to or greater than one and one half times the average national private sector rate but less than twice the average private sector rate or the SSV rank is at the 50th percentile but less than the 75th percentile.

- iii. Class III. Any industry with the DART equal to or greater than the average private sector rate but less than one and one half times the average national private sector rate or the SSV rank is at the 25th percentile but less than the 50th percentile.
- iv. Class IV. Any industry with the DART equal to or greater than one half the average national private sector rate or the SSV rank is in the lowest 25% (less than the 25th percentile).
- v. Class V. Any industry with the DART less than one half the average national private sector rate.

d. OSHNC Health Targeting Classes. The hazard index for health inspection general industry assignments is based exclusively on the private sector national rankings of serious health violations (SHV) per inspection. OSTAT compiles five fiscal years of data by industry (NAICS). Each industry must have 10 or more inspections and 0.5 or more serious violations cited to be included in the rankings. IT separates the industry codes into five categories (Class I-V).

e. Inspection Goal. The Occupational Safety and Health Division establishes a goal for its program by estimating the number of programmed planned (general industry) inspections that are reasonably anticipated to be performed in a given year. To achieve this goal on a uniform basis, the hazard index of each classification (Classes I-V) is multiplied by a constant so that the number of establishment inspections in each classification is proportional to its hazard rating.

f. Random Selection (Employer Neutral). Random selection of work sites is accomplished for PSIM by IT utilizing the cold fusion application server, which provides a random number generator. The targeting system is a computer program that randomly selects the sites and produces the inspection assignments. The computer database includes a "universe" of active sites obtained from the Employment Security Commission's Unemployment Insurance (UI) master list and from Reference USA of businesses and industries in the state and each site's industry classification. Each site or any number of sites, in this OSH Establishment Database can be randomly selected, utilizing the cold fusion application server. The system is designed to select sites from the random candidates file until the number of sites needed for each hazard classification is satisfied, or the available sites are exhausted. Assignment reports are generally produced on an annual basis and the selection is random to include the entire state. Assignments not inspected may be added to any new assignment list. Final geographic distribution of inspections for particular industry classifications is ultimately determined by the industry density for particular classifications within the state. The inspection assignment reports are located on the limited-access intranet and are available to compliance supervisors. The supervisors (or their designated CSHO II) make the inspection assignments and update the assignment information.

3. **Public Sector Programmed Inspections.** Through the Occupational Safety and Health Division Public Sector Survey, injury and illness data is collected from state and local government employers to aid in the planning and implementation of interventions for the reduction of workplace injuries and illnesses involving public sector employees. OSHNC interventions may include: inspections, consultations, and education and training. The collection of this data is authorized under NCGS 95-133, Office of Director of Occupational Safety and Health; Powers and Duties of Director, and NCGS 95-148, Safety and Health Programs of State Agencies and Local Governments.

- a. **Collection Process/Identification of Employers for Inspection.** The Planning, Statistics and Information Management Bureau (PSIM) will perform public sector data collection using survey forms to obtain public sector injury and illness information. PSIM will maintain a list of North Carolina public sector employers using the unemployment insurance (UI) file of the N.C. Employment Security Commission (ESC), the Reference USA database, and through public sector verification (as defined by 29 CFR 1904).

Data collection will be conducted on an annual basis with the objective of securing occupational injury/illness data from each public sector employer for the previous calendar year. PSIM will mail survey forms to state and local government employers with 11 or more employees. This is consistent with the North Carolina Occupational Safety and Health Act of 1973, which extended coverage of the Occupational Safety and Health Act of 1970 to include public sector employers.

Public Sector employers will be surveyed each year consistent with their selected option (exercised in 2004) for the submission of their injury/illness data. Public Sector employers were allowed to report their data by individual establishments (as defined in 29 CFR 1904); by departments/divisions; or for the employer as a whole.

Survey recipients will complete the survey forms using injury and illness log data and include average employment and hours worked for the referenced calendar year. PSIM will sort the submitted surveys by employer categories (see Appendix A).

After a minimum of 90 calendar days from the date that the Public Sector Survey forms are initially mailed to the contact person for each survey, the names and addresses of non-responders will be added to the inspection Targeting List.

- b. **DART Rates (Days Away, Restricted, or Transferred Rates).** Using the North Carolina Public Sector Data Collection System database established by the IT Division, a DART rate will be calculated for each public sector survey responder (individual establishment, department/division, or employer as a whole). The DART rate (includes Cases with Lost Workdays; Cases with Days of Restricted Work Activity; and Cases with Days of Transfer to another job) will be calculated as follows:

**DART Rate = [N / EH] x 200,000;**

Where **N** = total of columns H and I on the OSHA 300 log; **EH** = total number of employee hours worked for a calendar year; and **200,000** = base of working hours for 100 full time equivalent employees.

The calculated DART rates will be used to identify public sector employers to be assigned to the Targeting Schedule for a programmed-planned OSHNC compliance inspection.

PSIM will calculate a three-year aggregate DART rate for all survey responders in the identified employer categories (see Appendix A of OPN 128) that includes the injury/illness data for the most recent three-year period. This aggregate public sector DART rate will be the target rate for each specific category and will also be used in determining the high DART rate employer categories to focus inspection activity (as referenced in the most current version OPN 128).

- c. **Public Sector Targeting.** Public Sector Targeting identifies the public sector survey participants to be assigned for a programmed-planned OSH compliance inspection. Those participants with a DART rate for the most recent survey year that is equal to or greater than the target rate for their specific category will be assigned to the Targeting Schedule with an emphasis on Class I and Class II.

Certain exemptions or exclusions may apply to various state and local government employers. These exemptions or exclusions include:

- i. **Previous Inspection.** A specific public sector establishment covered by a survey with a DART rate at or above the target rate for its specific category will not be included for assignment if the specific establishment has received a comprehensive inspection of the same type within the past three years (opening conference date to date assigned by the supervisor for inspection). For example, a specific establishment would be excluded from a safety inspection if the site received a comprehensive safety inspection within a three year period. However, the site could be included on an assignment list for a possible health inspection. If a number of establishments are covered under one survey response, the exclusion of one establishment will not exclude other establishments covered by the survey from being assigned for an inspection.
- ii. **Employer Size.** Public Sector employers controlling less than 11 employees as a whole will not be included in this targeting schedule. However, establishments of these employers could be assigned for an inspection as a result of an accident, complaint or referral.
- iii. **Private Sector Employers.** Private sector employers working on public sector sites are not included in this program of targeting the public sector for comprehensive inspections. However, these employers may be

inspected as programmed-related during the course of the inspection of a public sector establishment.

- iv. Volunteer Fire Departments. This program will not apply to volunteer fire departments for public sector employers with a population of 10,000 or less. However, the program does apply to employees (full time and part-time) of fire departments, regardless of the population.
- v. Consultative Services Bureau Deferrals. Individual establishments that are under an active deferral issued by the Consultative Services Bureau will not be inspected under this SEP (see Section 3.e).

d. Public Sector Assignment Schedule.

- i. Targeting Schedule Generation. PSIM will utilize the North Carolina Public Sector Data Collection System and the database established by the IT Division which will calculate the DART rates discussed in Section 3.b. Survey responders will be sorted by their calculated DART rates, higher-to-lower, within each employer category. Survey non-responders within each employer category will be assigned as Class I within their category.

Survey responders will be divided into four classifications:

- 1. The top 25% (of all survey responders and any non-responders) will be Class I;
- 2. The second 25% will be Class II;
- 3. The third 25% will be Class III; and,
- 4. The fourth 25% will be Class IV.

Assignments to the Targeting Schedule will primarily be made from Class I and Class II survey participants. However, survey responders with a DART rate below the target rate for their specific category may be randomly selected for assignment to the inspection list using a random number generator developed by the IT Division.

- ii. Targeting Schedule. Public Sector Targeting assignments will be made available on an annual basis utilizing the most recently available calendar year of injury and illness data as collected through the Public Sector Survey. PSIM will provide the new Targeting Schedule to the Compliance Bureaus via the OSH Targeting System webpage.
- iii. Previous Schedules. Public sector assignments not inspected in one year may be added to the new targeting schedule for the next year.
- iv. Process of Inspection. Public sector assignments from the targeting schedule may be assigned in any order that makes efficient use of the division's resources. Compliance supervisors are encouraged to focus

the inspection resources on those listed assignments on the public sector Targeting Schedule that are identified as being in one of the high DART rate categories, which is any category with an aggregate DART rate higher than the current public sector DART rate.

e. Consultative Services Deferrals. The Consultative Services Bureau (CSB) handles requests for on-site safety and health consulting. These requests include establishments within the public sector (state and local government employers). The Compliance Bureau will not inspect specific deferral sites for the length of the deferment period. Affected sites will be marked with a deferral date and posted within the current listing. CSB will update all public sector sites when a deferral has been suspended or an extension granted. These changes will be reflected on the Public Sector Targeting schedule.

**NOTE:** Deferrals are made by specific establishment and may not defer all establishments that might be covered by one inspection assignment.

f. CSHO Responsibilities.

i. Inspection Preparation. Inspections conducted under the authority of this SEP will be comprehensive programmed inspections as discussed below:

1. If the assignment is for a single establishment, a comprehensive inspection will be conducted for that specific site location.
2. If the assignment listing is for a department/division, it may be impractical to perform a comprehensive inspection of all of the covered establishments. The CSHO, in consultation with the compliance supervisor, must use their expertise and experience to determine which of the covered establishments to inspect.
  - A. The CSHO will perform a hazard assessment of the survey assignment which may include establishments covered by the High DART Rate categories and should be considered for inspection.
  - B. The CSHO will inspect the employer's written safety & health programs and procedures; minutes from safety committee meetings and self-audits; and injury/illness records as part of the hazard assessment. Under the authority of 29 CFR 1904.30(a), the employer can be required to furnish separate OSHA 300s and 300As for each establishment; even when their survey data is reported for multiple establishments.

**NOTE:** A citation for a violation of 29 CFR 1904.30(a) can be considered when individual establishment logs are not made available.

- ii. **Inspection Process.** Consideration must be given to all potentially hazardous areas or operations. Where they are applicable to the survey assignment, those operations and processes covered by the identified high DART rate employer categories should be included in the inspection process.
  - 1. All inspections should be initiated at the primary address of the survey assignment listed on the primary page of the targeting schedule.
  - 2. During the inspections conducted under this SEP, the CSHO will review the OSHA 300 and 300A for the previous three calendar years for the establishment, department/division, or employer identified on the assignment. The DART rates for the three years will be recalculated as per Section 3.b.
    - A. If the recalculated DART rate for the survey year is below the Target Rate for the employer's specific category, but the recalculated DART rate for the following year is at or above that Target Rate, the CSHO will complete the inspection.
    - B. If the recalculated DART rates for both years are below the Target Rate for the employer's specific category, the CSHO will consult with the compliance supervisor to decide whether to complete the inspection or to document a 'records only' inspection.
  - 3. If one or more of the establishments covered by an assignment is primarily an administrative or academic entity, a partial inspection may be conducted. The CSHO should review the injury/illness records; review any written safety and health program document; and conduct employee interviews to confirm the absence of any high hazard activities. The reason for a partial inspection will be documented in the inspection file.
  - 4. The inspection process will be organized in a manner that causes the least amount of disruption for the inspected employer. If multiple assignments exist for the same public sector employer, every effort should be made to coordinate the scheduling of these inspections. CSHO's should hold a consolidated opening conference with the employer's top management to schedule on-site inspections within a reasonable period of time; and hold a consolidated closing conference at the end of the inspections process. Citations issued (if any) should be consolidated into one mailing. Post-inspections discussions with the employer's

management (such as Informal Conferences) should be consolidated to the extent feasible.

iii. Recording and Tracking.

A. CSHO's will complete a separate OSHA-1 for each establishment inspected under a public sector SEP assignment as referenced in Section f.iii.4.

B. CSHO's will verify that the employer's Unemployment Insurance Number (UI Number) is correct. Any questions regarding a UI Number will be directed to PSIM, not to the Employment Security Commission.

C. CSHO's will verify the establishments covered by the survey assignment. The list of establishments covered by an employer as a whole is contained on the secondary page of the Public Sector Targeting Schedule. At the beginning of each inspection, the CSHO should review this list with the employer's management to ensure all active establishments are listed, identify any closed or inactive establishments, and determine which establishments are covered by the specific assignment.

**NOTE:** CSHOs are to use the Site Information Change Request form on the OSH Targeting System web page to communicate establishment or other public sector changes to PSIM.

D. CSHO's will ensure they enter the correct public sector establishment number (UI Number) on the OSHA-1 for each establishment inspected. UI Numbers contain 12 total digits. For public sector establishments, the UI Number will contain a 'P' in the last 5 digits (1234567-P2345). The correct 'P' number for each establishment is listed on the secondary page of the Public Sector Targeting Schedule.

E. CSHO's will ensure they identify the employer correctly in the Ownership Block of the OSHA-1. Employers who are county or municipal employers will be identified as 'B. Local Government'. State employers will be identified as 'C. State Government'.

F. There are **no** specific codes for public sector inspections to be entered on the OSHA-1 form under Strategic Plan Activities, National Emphasis Programs, Local Emphasis Programs or Local Initiatives.

G. If the inspection process includes actions by the CSHO that qualify as program improvements, the CSHO will enter the

appropriate code under the Hazards section of the Strategic Plan Activities block on the OSHA-1 form.

- iv. North Carolina Public Sector Database. The Public Sector Survey uses the ESC UI Database and the OSH Establishment Database as a basis to determine a list of all public sector employers (with 11 or more employees controlled by the employer as a whole). The UI Database is controlled and maintained by ESC and the information contained therein is not releasable by anyone without explicit authorization from ESC. PSIM and IT will periodically check for additions/removals of public sector employers from the database and make changes as required to conduct the survey. Compliance or CSB will forward to PSIM any differences found in NAICS Codes, addresses, or employer names per F.3.f.iii.C.

PSIM has developed its own NC Public Sector (NCPS) Database for survey and inspection targeting purposes. The NCPS Database contains over 9,000 establishments and survey participants. It is updated as necessary by the PSIM Bureau. The information contained in this database is also not releasable to the general public due to the fact that the ESC UI Database is used as the basis for its content.

4. Construction Targeting Intranet Schedule. The Occupational Safety and Health Division targeting schedule is administered by federal OSHA's Office of Statistics (OSTAT). The PSIM Bureau administers the schedule for the division and is the contact bureau for OSTAT. The schedule is located at [www.ergweb.com/ctarget/default.asp](http://www.ergweb.com/ctarget/default.asp) and is authorized by the Occupational Safety and Health Administration. Occupational Safety and Health Division compliance supervisors are permitted access to the schedule.
  - a. Schedule Overview. Construction Targeting is designed to provide timely data on upcoming or active construction projects, including project location, owner, general contractor, and project specific information. Federal OSHA has contracted the University of Tennessee's Construction Resource Analysis (CRA) center to operate and maintain the targeting schedule. CRA randomly selects sites in eleven Occupational Safety and Health Division districts. Federal OSHA employs F.W. Dodge as the provider of building project information.
  - b. Site Selection. The schedule is designed to select assignments on a random statistical basis. Construction targeting chooses a wide- range of sites for assignment including: residential (excluding single-family housing); non-residential projects; public buildings and heavy construction projects. Monthly, F.W. Dodge provides CRA with a list of construction projects, which are estimated to be 30% - 60% complete. Assignments issued are based on a construction duration model encompassing: accurate start date; estimated duration of project; type of project; dollar value; ownership; number of stories; and a seasonal adjustment. Construction projects are then randomly selected by

OSHNC district. Each selected project is assigned a Project Identification Number (PID) or Dodge Number.

c. **Construction Intranet Operation.** Each Occupational Safety and Health Division compliance supervisor is assigned a user id and password. Compliance is instructed to coordinate assigning projects involving comprehensive safety and health inspection activity. Operators of the system [www.ergweb.com/ctarget/default.asp](http://www.ergweb.com/ctarget/default.asp) may view inspection sites, special emphasis sites, early warning sites, and archived sites. Options may be selected for changing deletion criteria for the inspection site list, number of monthly requested inspection sites, developing a special emphasis program, request supplemental sites for inspection, archive sites, and search the database.

i. **Inspection Site List.** Randomly selected assignments for each Occupational Safety and Health Division district. Supervisors may change deletion criteria of selection process to meet their district needs. Sites are available on a monthly basis.

ii. **Special Emphasis Site List.** Supervisors have the option to implement special emphasis programs using a variety of options.

iii. **Early Warning Site List.** Report that identifies major dollar value construction projects by estimated start date. This alerts compliance supervisors of these upcoming projects for planning purposes only. When an early warning project is 30% complete (estimated) the site will be assigned to the monthly inspection site list.

iv. **Archiving Inspection Sites.** When inspections are completed from the Inspection Site List or the Special Emphasis Site List, enter in the IMIS (NCR) (OSHA 1 Form Field 42) N-0-6 and the Dodge Number. Enter "N" in the TYPE field, "06" in the ID field and the "Dodge Number" in the VALUE field. Completed or canceled projects may be handled so as not to produce an OSHA-1 and 000 Inspection. Instead of entering "completed" or "canceled" in the OSHA-1 form, click on an assignment in the Inspection Site List and then click the archive button. The next screen will ask the user to input the OSHA-1 Number, enter "completed", or enter "canceled." This step will archive the selected assignment and remove it from the Inspection Site List. **\*Note -** Construction Intranet Targeting is designed to archive sites using the OSHA-1 (Field 42) on the NCR system. Selected projects are archived indefinitely.

5. **Agriculture Safety and Health (ASH) Programmed Inspections.** Programmed inspections normally result in a comprehensive inspection of the worksite. Housing, if provided as a condition of employment, will be inspected. Field sanitation inspections will be conducted as well. Any observed violations of Department of Agriculture pesticide regulations will be referred to the Department of Agriculture, Pesticide Division.

Occupational Safety and Health Division requirements associated with pesticides will be handled by ASH or East or West Compliance in accordance with procedures.

- a. General. The ASH Bureau, the PSIM Bureau, and the IT Division have established a selection process for agricultural commodity producers that rely heavily on migrant labor. This selection process is incorporated into the Inspection Targeting System. The administrative standards used to develop the program are designed to provide broad employer - neutral representative inspection coverage of establishments that are utilizing a migrant labor workforce.
- b. Inspection Assignment. ASH, PSIM and IT will use available resources to identify agriculture employers who are utilizing migrant employees and establish a database. After the database is established, the Inspection Targeting System will be used to produce a randomly selected assignment listing of employers who fall into these ASH Targeting Classes:
  - i. Class I – Not registered with ASH for the most current year and not registered with ASH for the past two years.
  - ii. Class II - Not registered with ASH for the most current year, but registered with ASH during one of the previous two years.
  - iii. Class III – Growers having 6 or more violations of the Migrant Housing Act from preoccupancy inspection activity.
  - iv. Class IV – Grower has been issued a provisional certificate from ASH and was not inspected during the past calendar year.

Employers with agricultural industry classifications may be included in this ASH inspection list. The assignment list will be made available to the ASH Compliance bureau chief. The ASH Compliance bureau chief will make the assignments to the compliance officers and update the assignment report. Sites that have had either a comprehensive safety or health inspection within the previous three years (opening conference to date assigned by bureau chief for inspection) will not be included for an assignment.

- c. Inspection Goal. Each fiscal year ASH will establish inspection goals based on the number of programmed inspections that are reasonably anticipated to be performed. These programmed inspections are conducted to randomly monitor compliance of the Occupational Safety and Health Standards for Agriculture (Part 1928), the NC Migrant Housing Act, and Title 13, Subchapter 7F, of the North Carolina Administrative Code, Section 0300.
6. Sawmills, Veneer, Manufactured Home (Mobile Home) and Other Wood Products Manufacturing (NAICS 321) Injury and Illness Reduction Programmed Inspections. The Occupational Safety and Health Division conducts various intervention efforts which

may include inspections, consultations, and education and training. Through the Occupational Safety and Health Division NAICS 321 Subsector targeting schedule, the division conducts programmed inspections of establishments engaged in the manufacture of wood products. The targeting schedule utilizes industry and establishment-specific employers based on data collected annually by the Bureau of Labor Statistics (BLS) and other available data sources. The NAICS 321 employers with high Days Away, Restricted, or Transferred (DART) rates are those who may be targeted for inspection. These inspections normally result in a comprehensive inspection of the worksite.

**\*NOTE:** Industries in NAICS 337, i.e., Furniture and Related Products Manufacturing, have been removed from the current Strategic Goal 1.3 targeting schedule and placed into maintenance mode. Therefore, this industry group is not currently targeted for inspection activity as part of Strategic Goal 1.3 activity, but these industries have the potential to be inspected through the General Industry targeting schedule and could still be inspected as a result of a fatality, complaint, accident or referral.

- a. General. The Occupational Safety and Health Division utilizes a detailed procedure for identifying and selecting particular work establishments for inspection under this targeting schedule. The administrative standards or factors used to develop the schedule are designed to provide industry-specific inspection coverage of working conditions and to place priority on the most hazardous employment classifications. These factors include:
  - i. Industry NC DART rates.
  - ii. Industry employee density.
  - iii. Length of time since the last comprehensive inspection.
  - iv. Geographic dispersion of inspection activity.
- b. Targeting NAICS 321 (and related NAICS) Sites. The NAICS 321 targeting schedule identifies establishments classified within the OSH Establishment Database. This computer database includes a "universe" of active sites obtained from the ESC's Unemployment Insurance (UI) master list and Reference USA of businesses and industries in the state operating within NAICS Subsector 321, and each site's specific industry classification. These industries have been identified as those with an overall DART rate at or above the annual target rate. The Research and Policy Division's Safety and Health Survey Section supplies PSIM with this target rate, which is the North Carolina, State and Local Government, Injury & Illness, Total Case (DART) Rate (see the most current version of OPN 133 for details on the current rate). Each year PSIM will obtain the target DART rate from the Research and Policy Division based on the most current BLS survey data available. The rate is derived from the BLS Survey of Occupational Injuries and Illnesses. PSIM and IT will establish a selection process to electronically compile a list of sites for programmed inspections. Establishments in industries with a DART rate at or above the annual target rate may be assigned for a comprehensive programmed-planned inspection during the fiscal year.

Certain exemptions or exclusions may apply to NAICS 321 employers. These exemptions or exclusions include:

- i. Previous Inspection. A NAICS 321 establishment will not be included for assignment if the establishment has received a comprehensive inspection of the same type within the past three years (opening conference date to date assigned by supervisor for inspection). For example, an establishment would be excluded from the assignment list for a safety inspection if the site received a comprehensive safety inspection within a three year period; however, the site could be included on an assignment list for a possible health inspection.
- ii. Employer Size. NAICS 321 employers controlling fewer than 11 employees as a whole will not be included in this targeting schedule. However, establishments of these employers could be assigned for inspection as a result of an accident, complaint or referral.
- iii. Consultative Services Deferrals. The Consultative Services Bureau (CSB) handles requests for on-site safety and health consulting. The Occupational Safety and Health Division Compliance Bureau will not inspect deferral sites for the length of the deferment period. Affected sites will be marked with a deferral date and posted within the current listing. CSB will update all NAICS 321 sites when a deferral has been suspended or an extension granted. These changes will be reflected on the NAICS 321 targeting schedule.

c. NAICS 321 Targeting Schedule.

- i. Assignment List Generation. The Compliance Bureau in conjunction with PSIM and the Information Technology Division (IT) has established a selection process. The NAICS is a uniform system grouping businesses and industries by the activity in which they are engaged, e.g., Wood Products, etc. Using industry classifications, sites are ranked in descending order by their NC DART rate: The higher the DART rate, the higher the probability of selection. Inspections are proportioned so that the majority of the targeted inspections are selected from the Class I group. The IT Division divides these rankings by class for targeting purposes.

d. OSH Division Targeting Classes.

- i. Class I. Any industry with a NC DART rate equal to or greater than 69% of the state average. This class will constitute 60% of the inspection assignments.
- ii. Class II. Any industry with a NC DART rate equal to or greater than 37%, but less than 69% of the state average. This class will constitute 30% of the inspection assignments.

- iii. **Class III**. Any industry with a NC DART rate at or above, but less than 37%, of the state average. This class will constitute 10% of the inspection assignments.
- iv. **Class IV**. Any industry with a NC DART rate below the state average. No assignments are expected to be generated from this class of industries.

e. **CSHO Responsibilities**.

- i. **Inspection Preparation**. Compliance officers will check the assignment site to make sure the employer does not have a consultative deferral.
- ii. **Unemployment Insurance (UI) Number**. CSHOs must verify that the assigned site has the correct UI Number. Questions regarding UI Numbers will be directed to PSIM.
- iii. **Ownership**. CSHOs will document the ownership status on the OSHA-1 as per the OSH Establishment Database. If the management at the establishment disagrees with the ESC ownership status, the CSHO will conduct the inspection and refer the establishment's management to the ESC Unemployment Insurance Tax Office at (919) 733-7156 to request a change in ownership status.

f. **Random Selection (Employer Neutral)**. Random selection of work sites is accomplished for PSIM by IT utilizing the cold fusion application server, which provides a random number generator. For the purposes of this SEP targeting schedule, the inspection system is a computer program that randomly selects sites within the NAICS subsector, and produces the inspection assignments. This computer database includes a "universe" of active sites obtained from the ESC's Unemployment Insurance (UI) master list and Reference USA of businesses and industries in the state operating within NAICS subsector 321, and each site's specific industry classification. Each site or any number of sites in this candidate for inspection file can be randomly selected, utilizing the cold fusion application server. The system is designed to select sites from the applicable candidates file until the number of sites needed for each targeting class is satisfied, or the available sites are exhausted. Assignment reports are generally produced on an annual basis and the selection is random to include the entire state. Assignments not inspected may be added to any new assignment list. Final geographic distribution of inspections for particular NAICS subsectors is ultimately determined by the industry density for particular classifications within the state. The inspection assignment reports are located on the limited-access intranet and are available to compliance supervisors. The supervisors (or their designated CSHO II) make the inspection assignments and update the assignment information.

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7. Planning, Statistics and Information Management Bureau (PSIM). PSIM is responsible for working with federal OSHA's Office of Statistics, the Construction Resource Analysis organization, CSB, ESC and IT on issues which may arise from use of this intranet targeting system. Compliance supervisors and the ASH Compliance bureau chief should contact PSIM with all questions or concerns about targeting.
8. Confidentiality agreement with ESC. PSIM has signed a confidentiality agreement for the use of the UI database. The Occupational Safety and Health Division has certified its understanding and acceptance that any UI information/data released to PSIM by ESC is to be used in accordance with N.C. General Statute 96-4(t). It is forbidden to release, publish or otherwise disclose any information or data which can be used to identify, either directly or indirectly, a specific unit. Only authorized division personnel will use the ESC data for the targeting purposes of the Occupational Safety and Health Division. Employer unemployment insurance information included in inspection files will be marked "confidential" by the CSHO and will not be released by the PSIM Bureau.