



CHERIE K. BERRY
COMMISSIONER

KEVIN BEAUREGARD
ASSISTANT DEPUTY COMMISSIONER
OCCUPATIONAL SAFETY AND HEALTH DIVISION

MEMORANDUM

To: **OSH Compliance**

From: **Kevin Beauregard, Assistant Deputy Commissioner**

Nicole Brown, East Compliance Bureau Chief

Robby Jones, West Compliance Bureau Chief

Date: **06/21/2016**

Re: **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 OSHA Express (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 OSHNC has determined necessary to track, that is, 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 under “Unavailable Hours”. 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 total 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

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leave. You report a total of 32hours (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 OSHNC 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*.

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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). Tents 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**.

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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 shall 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 spent conducting CSA related follow-up inspections against the resulting inspection number.

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E. **Screen Illustration:** The Main Weekly Program Activity Report data entry screen is illustrated by Figure 1.

Figure 1

Weekly Program Activity Report Screen

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

Desktop	Queues	Tools	Reports	Administration	Window	Help																																																																																																				
Activity Number: 220069470 Name: Kevin Beauregard Friday Date: 06/10/2016 CSHO ID: G9132																																																																																																										
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<table border="1"> <thead> <tr> <th colspan="2">Compliance Assistance</th> <th colspan="2">Program Support</th> <th colspan="2">Unavailable Hours</th> </tr> </thead> <tbody> <tr> <td>29 Employees/Unions</td> <td>.0</td> <td>35 Formal Training</td> <td>.0</td> <td>4.2</td> <td>44 Nat'l/Central Off Support</td> </tr> <tr> <td>30 Employer/Associations</td> <td>.0</td> <td>36 Field Training</td> <td>.0</td> <td>4.5</td> <td>45 Reg Off Support/Fed Only</td> </tr> <tr> <td>31 Prof Groups/Gen Pub</td> <td>.0</td> <td>37 Inst. OSHA/Gen Employees</td> <td>.0</td> <td>3.3</td> <td>46 Unaval Time/State</td> </tr> <tr> <td>32 Strategic Planning</td> <td>.0</td> <td>38 Calls/Test/Research</td> <td>.0</td> <td>0</td> <td>47 Leave Time</td> </tr> <tr> <td>33 Monitor and Evaluation</td> <td>.0</td> <td>39 Other Tech Support</td> <td>.0</td> <td>0</td> <td>48 Annual Leave (Vacation)</td> </tr> <tr> <td>34 Tech Asst and Consult</td> <td>.0</td> <td>40 Supervisory Duties</td> <td>.0</td> <td>2.0</td> <td>49 Sick Leave</td> </tr> <tr> <td></td> <td></td> <td>41 Administrative Duties</td> <td>.0</td> <td>2.0</td> <td>50 Other Leave (i.e. Holiday)</td> </tr> <tr> <td></td> <td></td> <td>42 Professional Duties</td> <td>.0</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>43 Receiving Complaints</td> <td>.0</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td>1.7</td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td>.0</td> <td>Totals</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td></td> <td>51 Total Hours (Items 7-14)</td> <td>.20.3</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td></td> <td>52 Total Hours (Items 21-28) (Fed Only)</td> <td>.0</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td></td> <td>53 Total Hours (Items 29-50)</td> <td>.19.7</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td></td> <td>54 Total Hours</td> <td>.40.0</td> </tr> </tbody> </table>							Compliance Assistance		Program Support		Unavailable Hours		29 Employees/Unions	.0	35 Formal Training	.0	4.2	44 Nat'l/Central Off Support	30 Employer/Associations	.0	36 Field Training	.0	4.5	45 Reg Off Support/Fed Only	31 Prof Groups/Gen Pub	.0	37 Inst. OSHA/Gen Employees	.0	3.3	46 Unaval Time/State	32 Strategic Planning	.0	38 Calls/Test/Research	.0	0	47 Leave Time	33 Monitor and Evaluation	.0	39 Other Tech Support	.0	0	48 Annual Leave (Vacation)	34 Tech Asst and Consult	.0	40 Supervisory Duties	.0	2.0	49 Sick Leave			41 Administrative Duties	.0	2.0	50 Other Leave (i.e. Holiday)			42 Professional Duties	.0					43 Receiving Complaints	.0							1.7						.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
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G. 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 employee's 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

Day	Type	Activity	Prep	Trav	Onsite	Tech Supp	Rxt Prep	Other	Conf	Ltg	Den	Tot	Miles
Inspection	018001906		.5	1.2	3.5	.0	13.1	.0	.0	.0	18.3		
Referral	0203435425		.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” includes, 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

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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. Time recorded under *Technical Support* may include, but is not limited to, the following:

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.

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15. **Totals:** The total hours entered in Items 7-14 for the line (per inspection). The system automatically enters the total line hours.
16. **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*)

Figure 3
Weekly Program Activity Report Screen

The screenshot shows the OSHA Express - Enforcement software interface. The title bar reads "OSHA Express - Enforcement - [Weekly Program Activity Report - 220069470]". The menu bar includes Desktop, Queues, Tools, Reports, Administration, Window, and Help. The main window displays the "Weekly Activity" report for Reporting ID 0453710, Name Kevin Beauregard, and Friday Date 06/17/2016. The "Compliance Assistance" section is highlighted with a red box. The "Program Support" table shows the following data:

Program	Support	Hours	
0.05 Formal Training	4.2	44 Natl/Central Off Support	.0
0.05 Field Training	4.5	45 Reg Off Support/Fed Only	.0
0.37 Inst. OSHA Employees	3.3	46 Unavail Time/State	.0
0.09 Calib/Test/Research	.0	47 Leave Time	2.0
0.09 Other Tech Support	.0	48 Annual Leave (Vacation)	.0
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		

The "Activity Details" table shows the following totals:

Day	5A	6	7	8	9	10	11	12	13	14	15	16
Inspection		.5	1.2	3.5	.0	13.1	.0	.0	.0	18.3		
Referral		.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 invention. (i.e. NCLGESO, 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 shall 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	Hours
35 Formal Training	4.2
36 Field Training	4.5
37 Inst. OSHA Employees	3.3
38 Calib/Test/Research	.6
39 Other Tech Support	.6
40 Supervisory Duties	2.0
41 Administrative Duties	2.0
42 Professional Duties	1.7
43 Receiving Complaints	.6
Totals	20.3
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

Day	Type	Activity	5	5A	6	7	8	9	10	11	12	13	14	15	16
1	Inspection	318001906	.5	1.2	3.5	.8	13.1	.8	.8	.8	18.3				
2	Referral	203435425	.0	.0	.0	.8	1.5	.5	.4	.0	2.0				
Totals			.5	1.2	3.5	.0	14.6	.5	.0	.0	20.3				

35. **Formal Training:** Time in which OSHNC personnel RECEIVE formal classroom training conducted by the OSHA Training Institute, ETTA, OSHNC, 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 CSHOITs. Also includes time spent on: Bureau meetings, District meetings, staff meetings, safety conferences sponsored by OSHNC or Federal OSHA, FIS Review (FOM, SN, OPN's, 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: CSHOIT'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 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

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“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.

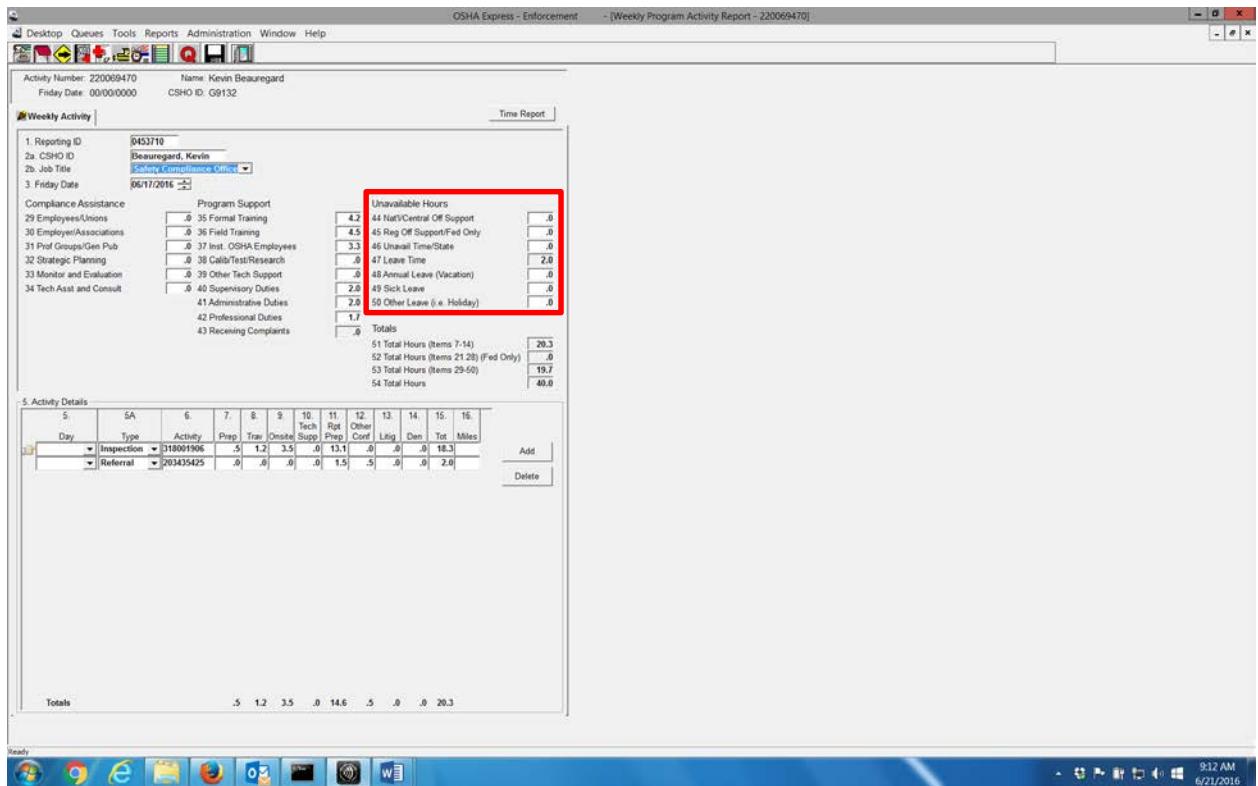
*NOTE: An inspection form should be completed for all “no inspection” activity)

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



Item	Description	Hours
44	44 Natl/Central Off Support	.0
45	45 Reg Off Support/Fed Only	.0
46	46 Unavail Time/State	.0
47	47 Leave Time	2.0
48	48 Annual Leave (Vacation)	.0
49	49 Sick Leave	.0
50	50 Other Leave (i.e. Holiday)	.0

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44. **National/Central Office Support:** Time spent in direct support of OSHA's National Office, OSHNC 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, which 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 3rd 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

In OE, Items 51 through 54 are located under the “Total Hours” Heading. (See *Figure 6*)

Figure 6
Weekly Program Activity Report Screen

5.	5A	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.		
Day	Type	Activity	Prep	Trav	Onsite	Supp	Tech	Rpt	Other	Conf	Litig	Den	Tot	Miles
1	Inspection	318001906	.5	1.2	3.5	.0	13.1	.0	.0	.0	.0	18.3		
2	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	.0	20.3		

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.