ALASKA DEPARTMENT OF LABOR

DIVISION OF LABOR STANDARDS AND SAFETY

OSH Program Directive No. 85-8

June , 1985

To: All OSH Staff

Subject: Section Performance Plan

1. Purpose: This program directive sets forth the policy and procedures the Alaska occupational safety and health program will use to develop and maintain annual performance plans for safety and health compliance activities.

2. Directive Affected: OSH Program Directive No. 82-10, 82-10, CH-1 and 82-10, CH-2 are cancelled.

3. Background: In July 1982, the Occupational Safety and Health Section of the division entered into an agreement with OSHA to participate in OSHA's Unified Management Information System (MIS). As a result of this agreement, Alaska will follow the procedures set out in OSHA Instruction PAE 1.1B to develop and maintain annual performance plans. (See attachments.)

4. Policy: The OSH inspection goals will follow these general guidelines.

   a. Construction: At least 50 percent of all state OSH inspection activity will be concentrated in the construction industries. (SIC 1500 -1799)

   b. Programmed Inspections: All programmed inspections shall be conducted in the high hazard and local emphasis industries.

   c. Follow-up Inspections: The total number of follow-up inspections will not normally exceed five (5) percent of all inspections conducted.

   d. Compliance Officer and Industrial Hygienist Utilization: The Chiefs of Safety Compliance and Industrial Health Compliance will utilize the available resource hours of COs and IHs to assure that the performance plan is met.

5. Procedures: The deputy director will consult with the chiefs of Safety Compliance and Industrial Health Compliance in August of each year to determine workload objectives for inspection activities for the coming fiscal year. The deputy director will prepare the annual performance plans during the first two weeks of September of each year. During the year, the chiefs of Safety Compliance and Industrial Health Compliance shall review the workload objectives for their respective sections and may recommend to the deputy director revisions to the plan. The schedule for making revisions is outlined in Appendix C of OSHA Instruction PAE 1.1.B.

An example of a situation that may require a revision could be as follows:

In September, it is determined that Safety Compliance can perform 150 inspections in the January-March quarter, however, during December two inspectors terminated. The Chief may determine that with two new inspectors to train during the January-March quarter, his section can only perform 100 inspections.

If the quarterly PVA report indicates deviations from the quarterly plan, the deputy director will confer within five days of receipt of the report. The chiefs will evaluate and analyze the reasons for the deviations and will prepare a report for the deputy director to explain the reason for the deviation and, if appropriate, corrective action that should be initiated to remedy the cause of the deviation.

6. Effective Date: This Program Directive is effective immediately.

Robert J. Bacolas, Director

Reviewed and Approved

Jim Robison, Commissioner