




**State of Alaska**  
**Department of Labor and Workforce Development**  
**Division of Labor Standards and Safety**

**AKOSH Program Directive #12-01**

Date: November 17, 2011

To: Steve Standley, Chief of Enforcement  
Krystyna Markiewicz, Chief of Consultation and Training

From:   
Grey Mitchell, Director

Subject: **AKOSH Enforcement Procedures at VPP and SHARP Sites**

**Purpose:**

This Program Directive implements formal procedures to be followed in the event of an accident or employee complaint at a VPP or SHARP site or at a site controlled by an employer partnership agreement with AKOSH.

**Background:**

In the 2010 EFAME report, OSHA recommended that AKOSH establish a formal procedure to improve communication between the enforcement and consultation and training sections for enforcement activities at VPP sites. While AKOSH has had an informal procedure for communication, coordination and consistency could be improved through a more formal procedure.

**Details:**

The following procedures are to be utilized when AKOSH Enforcement receives a complaint or a report of a serious accident (amputation, overnight hospitalization or significant chemical spill/release that caused or could have caused serious injury or death to an employee) at a VPP or SHARP site or at a site controlled by an employer in partnership with AKOSH:

- The AKOSH Chief of Enforcement or Occupational Safety and Health Analyst "Assistant Chief" shall provide immediate written notification to the AKOSH Chief of Consultation and Training of the incident and of the intent to conduct an enforcement inspection/investigation.
- The AKOSH Chief of Consultation and Training shall not attempt to influence the decision to conduct an enforcement inspection and shall not communicate with the affected employer regarding the enforcement inspection.
- Unless imminent danger hazards are identified at the worksite, the enforcement inspection shall be limited to the accident or complaint items.

- Upon completion of the inspection, the AKOSH Chief of Enforcement or Assistant Chief shall notify the AKOSH Chief of Consultation and Training in writing of the results of the inspection.
- The AKOSH Chief of Consultation and Training will evaluate the results of the inspection and the circumstances of the employer and issue a written analysis and determination to the employer to document whether the employer will be allowed to continue in the VPP/SHARP/Partnership program.
- The Director of the Division of Labor Standards and Safety shall be copied on all written communications established by this directive.

**Implementation:**

This program directive becomes effective immediately.

Please ensure that all members of your staff receive this program directive, and understand how to implement it.

**Distribution List:**

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