

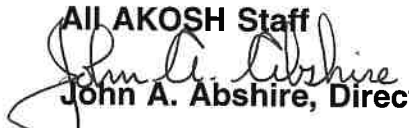
CANCELLED

STATE OF ALASKA  
DEPARTMENT OF LABOR  
DIVISION OF LABOR STANDARDS AND SAFETY

**AKOSH Program Directive 95-21**

**Date:** January 26, 1995

**To:** All AKOSH Staff

**From:**   
John A. Abshire, Director, LS&S

**Subject:** Serious Hazards Observed During Training Visits

This program directive, PD 95-21, implements the State of Alaska's policy and procedures to be followed by all AKOSH staff when serious hazards are observed during AKOSH training visits to employer work sites. This policy requires the correction of identified serious hazards by written verification from the employer within a specified time frame or by referral for enforcement action. This program directive shall be distributed to all staff and implemented immediately.

**Policy:**

Alaska sends trainers into work environments where they may observe serious hazards in the workplace which violate state occupational safety and health requirements. It is the policy of the Alaska Occupational Safety and Health Program, Division of Labor Standards and Safety, that abatement of any serious hazard observed during a training visit which is not verified in writing by the employer within a specified time frame shall be referred to the AKOSH Enforcement Section for immediate enforcement action.

**Procedures:**

All AKOSH staff must inform employers of the requirements of this policy before conducting training at an employer's work site.

When a serious hazard is encountered in a work place where training is being conducted the following procedures must be followed.

1. All serious hazards must be recorded in writing by the AKOSH trainer (DOSH 67).
2. All serious hazards which can be corrected at the time of the visit shall be corrected and a written record of correction must be made in the field (DOSH 67) and in the formal training report.
3. Interim protection must be established and recorded (DOSH 67) for a serious

hazard which is not corrected at the time of the training visit. A reasonable time limit for correction must be coordinated with the employer if the item cannot be corrected at the time of visit. A record of the deadline for correction must be made in the field (DOSH 67) and in the formal training report.

4. A written report of serious hazards must be sent to the employer along with the training report. The report of serious hazards must list the condition noted, including the location and details of the hazard to be corrected. The correction due date must also be in the written report to the employer.
5. If unusual circumstances exist and an extension is necessary, the employer must request an extension in writing from the AKOSH Consultation and Training Section indicating:
  - (a) the reason for the extension request;
  - (b) a full description of the interim protection which has been provided; and
  - (c) an indication of the date by which the item will be corrected;

The employer must also demonstrate that:

- (a) a good faith effort has been made to correct the hazard(s); and,
- (b) that the delay is beyond the employer's control.

This request and full information must be received prior to the agreed upon correction deadline. The Chief of Consultation and Training shall review the extension request and determine whether an extension will be granted. The Chief shall notify the employer in writing of the approval or denial of the extension, and any newly established deadlines for corrective action.

6. The employer must send the completed report back to the trainer immediately after the final correction action deadline.
7. If the employer fails to return the notice of corrective action form within thirty days of the final deadline for corrective action, the trainer shall refer the employer to the AKOSH Enforcement Section for immediate action.
8. It is the responsibility of the trainer to monitor the employer and take action where necessary to ensure that serious items are corrected and recorded properly and within the time limits.