

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

**AKOSH Program Directive 98-18**

**Date:** December 3, 1998

**To:** All AKOSH Staff

**From:** Alan W. Dwyer, Director

**Subject:** Scheduling of State and Local Government Agencies

This program directive, PD 98-18 establishes a Local Emphasis Program (LEP) for the inspection of State and local government agencies.

References: This LEP was established in accordance with OSHA Instruction 2.102 adopted by AKOSH as PD 95-10, November 1994. Federal Inspection Reference Manual (FIRM) OSHA Instruction 2.103 was adopted by AKOSH, May 1997.

Background: Due to a high number of employee complaints and referrals received in Alaska's public sector, there is a need to assure that more programmed inspections are scheduled for State and local government agencies. Also, because of Alaska's large geographical area, there is also a need to consolidate the Compliance Officer's travel time when responding to complaint driven inspections to include a programmed inspection as described in this directive.

Procedures: The Assistant Chief of AKOSH, Enforcement (Assistant Chief) will use this instruction for inspection selection and scheduling for both safety and health. This inspection policy is to be used for programmed safety and health inspections of State and local government agencies. The following procedures should be followed for the scheduling and inspection of worksites under this program.

When the Assistant Chief assigns a Compliance Officer to conduct an inspection due to an unprogrammed activity such as complaint or accident that occurs in a geographically remote area, the Assistant Chief will also assign a programmed inspection of a State or local government agency. The choice of government agency will be determined on a variety of factors that would include, but not be limited to; employees' exposure to high hazard machinery and equipment, employees' exposure to bloodborne pathogens, and a lack of inspection history.

The worksites will be scheduled as "local emphasis" inspections in accordance to procedures set out in Section B.2.c., "Inspection Types, Programmed," of the Federal Inspection Reference Manual (FIRM).

Recording in the IMIS: Current instructions for completing the appropriate inspection classification boxes on the AKOSH 1a, Inspection Report, as found in the IMIS Manual, will be applied when recording inspections in State and local government agencies:

A. Box 17 will be checked "State Government" or "local government" as appropriate for "local emphasis" government inspections.

B. For local emphasis inspections, Item 25c will be checked and record "PUBSEC" in the space after Item 25c.

Evaluation: In accordance with the procedures found in OSHA Instruction 2.102, this LEP will be in effect for one year from the date of this program directive. To evaluate this LEP's effectiveness, the Assistant Chief of Enforcement will conduct an evaluation at the end of the twelve-month period from the effective date of this LEP. The evaluation shall address the following items:

1. Basic statistical information consisting of number of inspection conducted, number and types of violations issued, number of no-inspections, number of contests and number of denials of entries.
2. Any special problems which may have surfaced and recommended solutions.
3. Any other ideas or thoughts regarding the program and recommendations for its renewal or nonrenewal.

The Director shall review the Assistant Chief's evaluation and utilize the evaluation to determine whether the referenced LEP should be continued.

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