



TOSHA INSTRUCTION

TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT
DIVISION OF OCCUPATIONAL SAFETY & HEALTH

DIRECTIVE NUMBER: CPL-TN 02-00-025
(CPL-TN 2.25)

EFFECTIVE DATE: January 31, 1995

SUBJECT: Scheduling System for Programmed Inspections

A. **PURPOSE:** This instruction sets forth and implements the revised scheduling system for programmed inspection.

B. **DOCUMENTS AFFECTED:**

- 1 This instruction cancels and supersedes the provisions of the TOSHA Field Operations Manual (FOM), Chapter II - Compliance Programming, Paragraph E - Inspection Scheduling, subparagraph 2. - Programmed Inspections FOM pages II-6.2 through II-25) and all Appendices to Chapter II.

NOTE: ONLY the provisions of Chapter II, subparagraph E.2. and the appendices to Chapter II are canceled and superseded. The revision of the FOM which will be published on or about July 1, 1995 will not contain the information and guidance currently set forth in subparagraph E.2. and it will be contained only in this instruction.

2. This instruction adopts the provisions of OSHA Instruction CPL 2.25I; January 4, 1995; Subject: Scheduling System for Programmed Inspections.

C. **SIGNIFICANT CHANGES:**

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- C. 1 For safety, national BLS Lost Workday Injury and Illness data are used to rank industries at the 4 digit SIC Level. The data are for Calendar Year 1992, the most recent that BLS has published. National data are used because BLS no longer supplies OSHA or TOSHA with state data. (See D.2.a.(1)(a) and D.2.b.(1)(a)(i).)
- 2 For safety and health, deletion criteria is extended to 5 years for a complete inspection. Previous deletion criteria was 2 years for safety and 3 years for health. (See D.2.b.(1)(b)(vi)(B).)
3. For both safety and health, establishment lists are in random order and contain all the establishments in the top 200 industries. The establishments in the top 100 industries are given two chances to rank high on the list. That is, for safety all the establishments within the 200 industries with the highest lost workday injury and illness rates are placed in random order with the top 100 industries twice as likely to rank high. For health all establishments within the 200 industries ranked by serious health violations per inspection are placed in random order with the top 100 industries twice as likely to rank high. The establishments are selected for inspection in this random order. (See D.2.a.(2)(b) and D.2.b.(1)(b)(iv).)
4. Small employers that are part of another employer are included on the lists. Some employers with sizable employment appear on the Dun and Bradstreet (D&B) list as having no employment. This is because some corporations report corporation employment to Dun and Bradstreet and do not separate the employment by worksite. The small employers still have a small employer deletion code of 'TO' which needs to be removed if the employer is to be inspected. (See D.2.b.(1)(b).)
5. The issuance of this instruction authorized the termination of the use of inspection cycles created using prior planning guides as set forth in the FOM, Chapter II, paragraph E. No scheduled establishments are to be carried over to the FY 1995 cycles except as may have already been inspected.

D. SCHEDULING SYSTEM:

Program Planning:

- a. Purpose. The scheduling system for programmed inspections provides general guidelines to Branch Chiefs and Area Supervisors in planning

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- D 1. a. compliance operations and related activities and instructions for their implementation.
- b. Primary Consideration. The primary consideration in conducting compliance operations is the attainment of maximum effective inspection coverage. To achieve this goal, the guidelines in this instruction shall be used for scheduling inspections.
2. Programmed Inspections. A programmed inspection generally is a comprehensive inspection of the worksite but may be limited as necessary in view of resource availability and other enforcement priorities such as focused inspections. (Low hazard areas, such as office space, may be excluded from inspection without affecting the comprehensiveness of the inspection.)
- a. General. Certain considerations are fundamental to the implementation of TOSHA's targeting system. The work "host" refers to the computer system used by the OSHA National Office and the word "micro" refers to the computer system used in the TOSHA Central Office and in each Area Office.
- (1) Policy. It is TOSHA policy that inspections conducted as programmed inspections be primarily in the "high hazard" sectors of employment.
- (a) In the area of safety, the agency considers a "high hazard" industry to be one within a Standard Industrial Classification (SIC) Code with a National lost workday injury and illness rate among the highest 200 as published for calendar year 1992 by the Bureau of Labor Statistics (BLS) at the 4-digit SIC level. The 1992 data are the most recently published data by BLS.
- (b) In the area of health, the agency considers a "high hazard" industry to be one with a previous history of serious OSHA and/or TOSHA health citations.
- (c) For the purpose of scheduling programmed inspections, the construction industry is considered to be in the category of high hazard employment.

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- D. 2. a. (1) (d) Other specific industries, such as logging, and oil and gas extraction, are also high hazard industries and are frequently scheduled for inspection as special emphasis programs.
- (2) Description. Both programmed safety inspections and programmed health inspections are scheduled using a multiple-step process.
- (a) The initial selection of a particular category of employment (e.g., high rate general industry, construction, or high hazard health) is made within current agency policy and with actual numbers of planned inspections taken from the annual Field Operations Program Plan projections made at the Area Office level, reviewed by Branch Chiefs, and approved by the Director.
- (b) Within a category, establishments are grouped by some criteria such as industry, and priority is established by grouping. Within grouping establishments are selected for inspection and placed in an inspection cycle.
- (i) For State Agencies and Local Governments, the priority is established by TDOL Rule 0800-1-5-.08(3)(a) which states in part, "Monitoring inspections of each Public Sector employer will be conducted at least biennially and shall cover, as a minimum, inspection of at least one (1) worksite in at least two (2) departments or establishments."
- (ii) For General Industry safety, the priority is based on the Lost Workday Injury and Illness Rate by industry and the list of establishments within these industries will be provided by the OSHA National Office. Establishments on the list are those within the top 200 industries and are placed in random order with weighing factor applied so that establishments in the top 100 are twice as likely to place high on the random ordered list. The list is provided by OSHA in four sublists.

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- D. 2. a. (2) (b) (iii) For General Industry health, the priority is based on the number of serious health violations per health inspection by industry and the list of establishments within these industries will be provided by the OSHA National Office. Establishments on the list are those within the top 200 industries and are placed in random order with weighing factor applied so that establishments in the top 100 are twice as likely to place high on the random ordered list. The list is provided in four sublists.

For Construction, the universe of active construction sites is maintained by the Construction Resource Analysis (CRA) group at the University of Tennessee. Each month CRA randomly selects active worksites for inspection. Each Area Office receives the list from CRA and the OSHA Construction Inspection Reports for each site from F. W. Dodge through the TOSHA Central Office. In addition, each Area Office maintains an active construction worksite list based upon personal observation by compliance officers, newspaper reports of construction activity, and other sources. The two lists shall be combined for scheduling.

For Low Rate Manufacturing and Nonmanufacturing safety, the OSHA National Office supplies a list of establishments selected from those available in each category and the Planning Guide software randomly selects the number needed from this list based on a 90/5/5 split among high rate manufacturing/low rate manufacturing/non-manufacturing.

- (c) Where no establishment list is provided by the OSHA National Office (e.g., logging category), the Area Supervisor shall compile a complete list of active establishments (worksites) considering all establishments (worksites) within the coverage of the office and using the best available information (commerce directories, commercial

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- D. 2. a. (2) (c) telephone listings, local permits, local knowledge, etc.)
- b. Guidelines and Procedures. Programmed inspections shall be conducted jointly by both safety and health personnel whenever resources are available and it is likely, based on experience in inspecting similar workplaces, that both safety hazards and health hazards exist to a significant degree. If an inspection is begun as safety only or as health only, but the Compliance Officer (CO) determines during the course of the inspection that it should be expanded, the CO shall make a referral as appropriate.

NOTE: Establishments which appear on both the safety and health registers should be scheduled for a joint safety/health inspection whenever practicable. (See D.2.b.(1)(c)(i)(G).)

- (1) Inspection Scheduling for General Industry (Safety & Health). The following procedures are to be adhered to in programming General Industry safety and health inspections.

(a) Industry Rank Report. The OSHA National Office, through the TOSHA Central Office, shall provide each Area Office with an Industry Rank Report (SIC List), listing industries by their 4-digit Standard Industrial Classification (SIC) Codes where available. These lists are sent electronically to the Central Office at the beginning of each fiscal year. Ranks are assigned based on the priority criteria described above. (See Appendices A and B to this instruction.)

- (i) The Safety SIC List is a statewide listing of industries with the highest Lost Workday Injury and Illness Rates. A list is provided with the top 200 safety industries ranked by the industry's National Lost Workday Injury and Illness Rate. The national Lost Workday Injury and Illness Rates are estimated from the Bureau of Labor Statistics (BLS) annual survey at the 4-digit SIC level industry. The 1992 data are the most recently published data by BLS. Two lists are provided, one in SIC order and the

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- D. 2. b. (1) (a) (i) other in Lost Workday Injury and Illness rate order from highest to lowest.
- (ii) The Health SIC List is a statewide listing of industries with high average numbers of serious (including willful and repeat) health violations per inspection. A list is provided with the top 200 health industries ranked by the industry's average number of serious health violations per inspection. The average number of serious health violations per inspection is calculated by dividing the number of serious health violations for the previous five calendar years in the industry by the number of health inspections conducted in the industry. Two lists are provided, one in SIC order and the other in serious health violations per inspection order from highest to lowest.
- (b) Establishment Lists. The OSHA National Office will also provide a series of establishment lists (in random order) from the host for use by the state in programming inspections. These lists are provided electronically when needed.
 - (i) Data Processing Issues - Random Order. The establishments are placed in random order at the host using the following procedure. Each establishment in the top 200 industries is assigned a random decimal number between 0 and 1. Establishments in industries ranked 1 to 100 are given two random numbers with the larger number selected and assigned to the establishment. The list is scored from largest to smallest random number. The resulting establishment list is in random order with the establishments in industries in the top 100 given two chances to place high on the list.
 - (A) For the purpose of downloading the appropriate number of establishments for each office (state), the list for each office is

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- D. 2. b. (1) (b) (i) (A) divided into four sublists each containing about one quarter of the firms on the list.
- (B) No additions should be made to the establishment lists because the lists are a random order listing of all the establishments in the top 200 safety industries and the top 200 health industries. All the firms within an industry may not be in the sublist of establishments downloaded to the micro computer. Only after all four sublists are downloaded are all the establishments for all industries present on the micro computer.
- (C) Establishments with 10 or fewer employees and that are not part of a larger employer will be deleted from establishment lists provided by the OSHA National Office. Establishments with 10 or fewer employees and that are a part of a larger employer will have a deletion code of 'TO'. Some establishments showing no employment of the employer file are locations of larger corporations that do not report their employment to Dun & Bradstreet for each location.

Because the existing software on the micro is limited to three-digit rank values, any establishment list with more than 999 establishments is renumbered, with the result that more than one establishment may share the same rank number. For example, on an establishment list of 2400 establishments, the first three establishments will be given rank value "1", the second three establishments given rank value "2", and so on. The rank value on the micro will be used for the random ordering of the establishment list. In the past the rank value had been

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- D. 2. b. (1) (b) (i) (D) used to provide a reference to the Industry rank report. The planning guide software will randomly select when there are firms of the same rank and not all are selected.

High Rate Establishment List for Safety. A list of establishments located within the State jurisdiction for each SIC code on the High Rate SIC List (the top 200 safety industries) will be provided by the OSHA National Office as available to all the Area/District Offices and States. This list will be in random order. The list is divided into four sublists and made available electronically. (See Appendix B and Chapter X of OSHA Instruction ADM 1-1.30.)

- (iii) Low Rate Establishment List for Safety. A list of randomly selected establishments in industries not included in the top 200 safety industries located within the state's jurisdiction will be provided by the OSHA National Office. A randomly selected pool of these establishments is included in each sublist of establishments made available electronically to the state.

Nonmanufacturing Establishment List for Safety. A list of establishments randomly selected from industries with SIC codes in the range 4000 through 8999 and located within the state's jurisdiction will be provided by the OSHA National Office. A randomly selected pool of these establishments is included in each sublist of establishments made available electronically.

- (v) Health Establishment List. A list of establishments located within the state's jurisdiction for each SIC code on the Health SIC List will be provided by the OSHA National Office. This list will be in random order. The list is divided into four sublists and

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D. 2. b. (1) (b) (v) made available electronically.

(vi) Adjustments. Prior to use of establishment lists provided by the OSHA National Office for scheduling purposes, Area Supervisors shall make appropriate deletions as follows:

(A) IMIS Codes for deletions are also found in Chapter X, Table I, Update Codes of OSHA Instruction ADM 1-1.30. Deletions may be applied to the inspection register (as defined in D.2.b.(1)(c)). The planning guide software selects the appropriate number of establishments for low rate manufacturing and nonmanufacturing for each safety cycle.

(B) Only establishments with an out of business deletion code will be deleted by the OSHA National Office. All establishments with valid deletion codes will be downloaded with their deletion codes.

(C) Additions. The lists are in random order. No additions should be made to the lists. When an establishment is identified for addition to the list, it should be sent to the OSHA National Office for inclusion in next year's list. However, State Plan States may make additions and the following updated code is available for adding establishments to the list:

Description

When information received from local sources reliably indicates that an establishment is classified within a SIC code on one of the SIC Lists but does not appear on the corres-

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D. 2. b. (1) (b) (vi) (C)

sponding establishment list provided. Additions shall be placed on the proper SIC List in accordance with the listing criterion used; e.g., alphabetically, by size, etc.

(D) Deletions. The following deletion codes shall be used to update establishment lists. Deletions for any other reason shall be requested from the OSHA Regional Administrator and approved by the OSHA Director of Compliance Programs.

EXCEPTION: Approval from the OSHA National Office is not required when the deletion code is used to eliminate duplicate listings or when establishments are not within OSHA's jurisdiction.

(# = last digit of the fiscal year)

<u>Activity Code</u>	<u>Description</u>
A#	Activity ceased or process not active.
	Business Closed - Establishment is no longer in business.
	Consultation - Establishment has been approved for exemption from inspection through consultation. NOT APPLICABLE IN TENNESSEE AT THIS TIME.
	Health inspection - A substantially complete or focused

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D. 2. b. (1) (b) (vi) (D) H# (Cont'd) health inspection was conducted within the current or previous five (5) fiscal years with no serious violations cited; or, where serious violations were cited, an acceptable abatement letter or a followup inspection has documented "good faith" efforts to abate all serious hazards.

I# Incorrect SIC code - The correct SIC code for the establishment is not on the current Safety High Rate SIC List of the current Health SIC Lists. This deletion also applies when the correct establishment SIC code is not on the Low Hazard SIC List when used for scheduling according to D.1.b.(1)(e)(iv)-(A) (i.e., when the correct SIC code is a nonmanufacturing code).

EXAMPLES: Establishment is listed under an incorrect SIC code which is on the High Rate SIC List but the correct SIC code for the establishment is not on the High Rate SIC List.

Establishment is listed in a SIC code which was on the High Rate SIC List for the fiscal year in which the In-

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D. 2. b. (1) (b) (vi) (D) I# spection Register was made up initially, but is no longer on the High Rate SIC List at the time the inspection is scheduled.

NOTE: If an establishment is selected on the Low Hazard of the Non-manufacturing Establishment List for Safety under an incorrect SIC code, the establishment shall not be deleted from those lists. Its selection is random and will fit in wherever its real SIC code places it.

J# Jurisdictional error - not within Area Office or State geographic area or jurisdiction.

L# Location of establishment
Could not be found.

O# Other reasons for deletion not listed.

P# Plant office or headquarters -
Nonplant facility.

S# Safety inspection - Any comprehensive programmed or focused safety inspection or a substantially complete unpro

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D.	2.	b.	(1)	(b)	(vi)	(D)	S#	grammed safety inspection conducted within the current or previous five (5) fiscal years.
							T#	Ten or fewer employees - Establishments with no more than 10 employees at any time during the previous 12 months. Establishments with 10 or fewer employees and are part of larger employers will be included in the employer lists supplied by the OSHA National Office. These employers will be coded 'T0' by the OSHA National Office.
							V#	Voluntary protection program participation approved. Establishment had been approved to participate in the voluntary protection program. NOT APPLICABLE IN TENNESSEE AT THIS TIME.
							W#	Reserved.
							Y#	Carryover.

(c) Inspection Register. After all the appropriate changes are made, the Central and/or Area Office inspection registers shall be made up by determining which establishments are to be scheduled for inspection during the current fiscal year. The number of projected programmed inspections is taken from the revised OSHA-146 Form (OSHA-146 EZ). This number shall be adjusted to reflect the number of

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- D. 2. b. (1) (c) planned inspections in each category that are expected to be done in the next year. The number of carryover establishments shall be subtracted to determine the number of establishments required to meet the projected number.
- (i) The General Industry Safety Inspection Register shall consist of the following elements:
- Up to five percent of the total number of projected programmed high hazard safety inspections to be conducted, but not exceeding five percent, shall be scheduled from the Low Hazard Establishment List.
 - (B) Up to five percent of the total number of projected programmed high hazard safety inspections to be conducted, but not exceeding percent, shall be scheduled from the Nonmanufacturing Establishment List;

Ninety percent, or more, of the total number of projected programmed high hazard safety inspections shall be selected in random order from the High Hazard Establishment List, for the purpose of inspection scheduling.
- (ii) The Health Inspection Register shall consist of the total number of projected programmed health inspections selected in random order from the health Establishment List.
- (iii) The inspection registers, together with adequate documentation on all additions, deletions, or other modifications, shall be maintained in the Area Office for three years following their completion.
- (d) Inspection Cycle. An inspection cycle is a group of establishments which have been scheduled for inspection. The cycle has two characteristics: 1] once started all

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- D. 2. b. (1) (d) establishments within the cycle must be inspected, and 2] the establishments within the cycle may be inspected in any order. Ideally, the size of the cycle should be such that all establishments will be inspected during the course of the fiscal year and there would be no carry over. It is best to estimate a cycle size of a sufficient number of establishments to last ten to twelve months. if the cycle is not large enough to cover the entire fiscal year, when it is about to be finished another cycle can be chosen that is of a size to cover the balance of the fiscal year. The next year's cycle will be selected from next year's register which will have refreshed data.
- (e) Inspection Scheduling. Within a cycle, establishments may be scheduled and inspected in any order that makes efficient use of available resources.
- (i) Each inspection cycle shall be completed before another cycle is begun. The only exceptions are as follows:
- (A) An establishment may be carried over to another cycle if the establishment is not operating normally because of strikes, seasonal fluctuations, or other factors.
- (B) An establishment may be carried over to another cycle if necessary equipment or personnel with necessary experience and qualifications to perform the inspection are not presently available.
- (C) An establishment may be carried over to another cycle if it is the last remaining establishment in a cycle, its inspection would require travel in excess of 50 miles, and it cannot be combined with other inspection activity.

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- D. 2. b. (1) (e) (i) (D) An establishment may be carried over to another cycle if the employer has not yet completed abatement action required as a result of a previous comprehensive TOSHA inspection of the same inspection type (safety or health) because the final abatement date has not yet come.
- (E) An establishment may be carried over to another cycle if the employer has contested a citation item issued as a result of a previous TOSHA inspection and the case is still pending before the Tennessee Occupational Safety and Health Review Commission.
- (F) An establishment may be carried over to another cycle if the inspection cannot be completed due to the employer's refusal to allow entry.

An establishment may be carried over to another cycle if the inspection must be deferred because of the presence of a TOSHA consultant at the worksite.

Approval for carrying over an establishment for reasons not listed above must be requested, in writing, from the Branch Chief and must be approved by the Director.

NOTE: Although the Area Supervisor is authorized to carry over inspections to another cycle for the reasons given in this subparagraph, in most cases there should be no requirement to do so.

There may be good reasons for not

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D. 2. b. (1) (e) (i) (H)

carrying an establishment over to another cycle; in that case the Area Supervisor is free to schedule the inspection.

If an inspection is conducted rather than carried over and if there are items under contest or with an abatement date that is still open, those items shall be excluded from the scope of the inspection unless monitoring of abatement is required; e.g., pursuant to a settlement agreement.

- (ii) As previously described, the inspection cycle is established with the number of inspections projected at the beginning of the fiscal year. The number of inspections actually performed, however, will depend on factors such as staffing, unprogrammed inspection activity, and special programs. If all establishments in the inspection cycle are inspected before the end of the fiscal year, another cycle shall be prepared by extending the inspection register. The number of establishments on this inspection cycle will be equal to the estimate of the number of inspections that the Area Office projects it can conduct prior to the end of the fiscal year. The planning guide software will give the 90/5/5 split for high hazard, low hazard, and non-manufacturing as each cycle is generated.

If all establishments in the current cycle are inspected before the end of the fiscal year, another cycle shall be prepared by extending the inspection register to the next group of consecutively numbered establishments on the high hazard list and randomly generated low hazard and non-manufacturing establish.

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D. 2. b. (1) (e) (ii) (B) The number of establishments on the extended inspection register will be equal to an estimate of the number of inspections that the Area Office projects it can conduct prior to the end of the fiscal year.

(iii) Any cycle begun but not yet completed at the end of the fiscal year shall be completed, subject to the exceptions set forth in D.2.b.(1)(e)(i), before beginning the new fiscal year inspection cycle. The number of inspections yet to be completed shall be taken into account in setting the new fiscal year inspection cycle.

In the event that inspections have been conducted in all eligible establishments on the Establishment Lists received from the OSHA National Office before completing the planned number of inspections, the Area Supervisor shall:

(A) For safety, request from the OSHA National Office through the Regional Administrator, TOSHA Director, TOSHA Assistant Director, and Chief of Safety Enforcement, additional establishments from the Low Hazard Establishment List, selected in rank order, making appropriate adjustments according to D.1.b.(1)(b)(v).

(B) For health, request from the OSHA National Office through the Regional Administrator, TOSHA Director, TOSHA Assistant Director, and Chief of Health Enforcement, a list of additional establishments within the next group of targeted health SIC codes.

(f) Deletions. Once the inspection cycle itself begins, the following policy shall guide deletions:

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- D. 2. b. (1) (f) (i) An establishment shall be deleted from an inspection cycle whenever one of the criteria for deletion becomes applicable. For example, an establishment may be out of business or inactive.
- (ii) Where it is learned only after the compliance officer has arrived at the establishment that one of the criteria for deletion applies, the inspection shall not be conducted (or continued if already begun). Citations for the completed portion of the inspection shall still be issued, unless the establishment has fewer than eleven (11) employees and the SIC code is exempted. (See TOSHA Instruction CPL 2.1C, Appendix A, for the most current version.
- (iii) If the compliance officer learns after the arrival that the establishment has been classified in the wrong SIC code, but the correct SIC is on the safety or the health SIC list, the compliance officer shall conduct the inspection at that time. Otherwise, the inspection shall be deferred.
- (2) Inspection Scheduling for Construction. Due to the mobility of the construction industry, the transitory nature of construction worksites, and the fact that construction worksites frequently involve more than one construction employer, inspections shall be scheduled from a list of construction worksites rather than construction employers. The OSHA National Office will provide the State with a randomly selected list of construction projects from all covered active projects. The list should contain the projected number of sites each Area Office plans on inspecting in the next month.
- (a) Inspection List. OSHA has contracted with F. W. Dodge and the Construction Resources Analysis (CRA) group of the University of Tennessee. Each month F. W. Dodge will provide to CRA information on construction projects which are expected to start in the next 60 days. CRA adds to the Dodge data a time period when each project is active

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- D. 2. b. (2) (a) and maintains a file containing all active construction projects. From active construction projects, CRA will generate monthly a randomly selected construction inspection list based upon:
- (i) Counties located within Area Office boundaries,
 - (ii) Estimated number of worksites to be inspected during the monthly scheduling period (to be determined by the Area Supervisor),
- (b) OSHA Construction Inspection Reports. CRA will order appropriate OSHA Construction Inspection Reports, corresponding to the sites on the randomly selected list for each Area Office.
- (c) Limitation on Frequency of Selection. Normally, no site shall be selected for inspection more frequently than once per calendar quarter. Therefore, CRA will remove from its master files any project selected for an inspection for a period of four months and reenter it in the fifth month if it is still active. Thus, if a list is not used, CRA should be notified so those sites will be returned to available status. Refer to paragraph D.2.(2)(d)(iv) for return procedures.
- (d) Scheduling Cycle. The scheduling period (cycle) for construction inspections shall be one calendar month. Each month, each Area Office will receive its programmed construction inspection list from CRA. Within the following ten (10) days it will receive the OSHA Construction Inspection Reports corresponding to the sites on the inspection list. This list will be dated the following month. It can be used when received and should be completed by the end of the month it is dated. The use of the current list is important because conditions change rapidly and the lists become outdated. The best planning strategy is to receive from CRA the required number of sites for the month to ensure that the most current list is always being used.

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D. 2. b. (2) (d) (i)

All sites on the inspection list shall be inspected, and the sites can be scheduled in any order to make efficient use of resources.

Complaints shall be treated in accordance with the TOSHA FOM. All other information indicating the possible need for a construction inspection at a specific worksite shall be treated as a referral, also in accordance with the TOSHA FOM.

(iii)

The Area Office shall make no deletions from the inspection list, except where the Area Supervisor documents that:

- (A) Little or no construction activity at a worksite the list has begun or construction activity has already been substantially completed before an inspection can be made.
- (B) A worksite has become ineligible for any reason; e.g., where a substantially complete inspection of the worksite has been conducted as a result of a complaint investigation.

If a new list is received and it is anticipated that it will not be used because of a large number of sites remaining on the current list, the CRA shall be notified through the Central Office. The Central Office (Enforcement Branch Chief or Assistant Director) shall be notified by FAX or telephone as soon as practicable and will so notify CRA in turn so that the unused sites may be restored to be eligible for possible selection on the next list. The unused list shall be marked as such and retained in the scheduling file. (See D.1.b.(2)(g)(i).)

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D. 2. b. (2) (e) Completion of Inspection List. By the middle of each cycle, the Area Supervisor shall assess progress in inspecting all sites on the list in order to plan resources for the following cycle.

- (i) If it appears that not all sites on the list will have been inspected by the end of the month, the Area supervisor may request a shortened list from CRA for the following month through the Central Office (Enforcement Branch Chief or Assistant Director).

If it appears that all sites on the list will have been inspected by the end of the third week of the month, or if fewer employers are inspected than originally projected, the Area Supervisor may request a supplemental inspection list from CRA through the Central Office (Enforcement Branch Chief or Assistant Director) or may supplement the inspection list from local knowledge of construction activity within the Area Office's jurisdiction.

Consecutive months' lists may be combined and used concurrently. However, all sites from the first month of a combined list shall be inspected before worksites from the second month's list are combined with a third month, except when a site is carried over as described at D.2.b.(2)(f) below. That is, lists for two consecutive months can be combined to form one combined cycle; but the first month's list must be completed or classified as carryover before the second month's list can be combined with the third month's list and so on.

- (f) Carryovers. Worksites on one inspection list may be carried over to the next cycle only under the following circumstances:

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D. 2. b. (2) (f) (i)

A worksite may be carried over to the next cycle if it is not operating normally at the time of the inspection because of personnel strikes, environmental conditions, or other factors.

A worksite may be carried over to the next cycle if necessary equipment or personnel with experience and qualifications to perform the inspection are not presently available.

A worksite may be carried over to the next cycle in the interest of efficient use of resources. The number of such carryovers may not exceed 25% of the total number of sites on the original cycle. Any worksite carried over in this manner may not be carried over a second time.

A worksite may be carried over to the next cycle if the inspection cannot be completed due to the employer's refusal to allow it.

A worksite may be carried over to the next cycle if conditions (construction activity at the site) have not changed substantially since a prior inspection.

A worksite may be carried over to the next cycle if the inspection must be deferred because of the presence of a consultant at the worksite.

Approval for carrying over a worksite for reasons not listed above must be requested from the Branch Chief and approved by the Assistant Director or Director.

NOTE: Although the Area Supervisor is authorized to carry over inspections to another cycle for the reasons given in this subparagraph, there is no requirement to do so. There may

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- D. 2. b. (2) (f) (vii) NOTE: be good reasons for not carrying a worksite over to another cycle; in that case the Area Supervisor is free to schedule the inspection.
- (g) Area Supervisor Administration of Inspection List. The Area Supervisor shall be responsible for maintaining documentation of the construction inspection list and for ensuring that selection criteria are current and appropriate.
- (i) The monthly construction inspection lists received from CRA and the corresponding OSHA Construction Inspection Reports shall be maintained in the Area Office for a period of three (3) years after completion of the cycle whether they are used or not.
- (ii) If circumstances indicate a need to modify the Area Office's selection criteria on file with CRA, The Area Supervisor shall contact the Branch Chief and Assistant Director. All modifications to the Area Office's selection criteria shall be sent through the OSHA Assistant Regional Administrator for Federal-State Operations and, when approved by the OSHA Regional Administrator, shall be effective for the month following entry into the computer if received by the 23rd of the month.
- (h) Health Construction Inspections. No separate scheduling method is applied for programmed construction health inspections. Rather, the Area Supervisor shall determine which construction inspections are to be conducted as a joint inspection where serious health hazards are likely to exist at the site. A local emphasis plan may be submitted and approved for scheduling health construction inspections.
- (3) Reserved.

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- D. 2. b. (4) Special Emphasis Programs. Special Emphasis Programs provide for programmed inspections of establishments in industries with potentially high injury or illness rates which are not covered by the scheduling systems outlined in preceding subsections of D.2.b. or, if covered, are not addressed to the extent considered adequate under the specific circumstances present. Special emphasis programs may also be used to set up alternative scheduling procedures or other departures from OHSA national or TOSHA statewide procedures. They include both National Emphasis Programs and Local (either statewide or local area) Emphasis Programs.
- (a) Description. The description of and the reasons for specific National Emphasis Programs will be set forth in appropriate OSHA and/or TOSHA Instructions or Notices as the occasion arises. Local Emphasis Programs will be described by appropriate TOSHA Instructions or Notices.
- (i) The description of the particular Special Emphasis Program shall be identified by one or more of the following:
- Specific industry
 - Trade/craft.
 - Substance or other hazard.
 - (D) Type of workplace operation.
 - (E) Type/kind of equipment.
 - Other identifying characteristic.
- (ii) The reasons for and the scope of a Special Emphasis Program shall be described and may be limited by geographic boundaries, size of worksite, or similar considerations.

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- D. 2. b. (4) (a) (iii) National or local pilot programs may also be established under Special Emphasis Programs. Such programs may be conducted for the purpose of assessing the actual extent of suspected or potential hazards, determining the feasibility of new or experimental compliance procedures, or for any other legitimate reason.
- (b) Scheduling Inspections. The following guidelines shall apply in scheduling Special Emphasis Program inspections:
- (i) Certain Special Emphasis Programs identify the specific worksites and/or industries that will be inspected; therefore, the only action remaining to be taken is the scheduling of the inspections.
- Other Special Emphasis Programs identify only the subject matter of the program and contemplate that not all worksites within the program will necessarily be inspected.
- (ii) If no special worksites are identified within the program, the Branch Chief or the Area supervisor shall use available information to compile a work-site list.
- Where no procedures for selecting worksites for inspection are specified by the OSHA National or Regional Offices, the Branch Chief, or the Area Supervisor, the selection procedures should be random using the method set forth in Appendix C to this instruction. Other selection procedures shall be submitted for approval to the Assistant Director through the Branch Chief.
- (c) Program Evaluation. Agency policy currently requires the appropriate Branch Chief to evaluate any special emphasis program approved for inspection within the State. This evaluation shall consist of a report of the program's

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- D 2. b. (4) (c) successes and difficulties in accomplishing its identified goals. Every program submitted for approval shall contain a program evaluation element.
- (5) Other Special Programs. The Agency may develop programs to cover special categories of inspections which are not covered under the planning guide or under Special Emphasis Programs. Currently migrant farm worker camp inspections have been designated as such a program by OSHA.
- (a) OSHA has agreed to conduct migrant farm worker camp inspections annually, the number to be assigned by the Assistant Secretary in accordance with current program plan procedures. These inspections are distributed among the OSHA Regions in accordance with traditional levels of such activity.
- (b) At the beginning of each season, The Regional Administrators for the Employment Standards Administration (ESA) will provide each OSHA Regional Administrator with a list of migrant farm worker camps which ESA does not intend to inspect.
- (c) In accordance with procedures agreed upon by this agency and the Tennessee Department of Employment Security (TDES) which administers and enforces ESA programs within the State, TDES will conduct most farm labor camp inspections in Tennessee.
- (d) Where TDES has a problem with such inspections or believes that this agency can provide for worker safety and health to a greater extent than can be provided through programs administered by that department, a referral for inspection shall be made to TOSHA. An inspection of the camp shall be scheduled as an unprogrammed referral inspection rather than as a programmed inspection.

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E. EXEMPTIONS AND LIMITATIONS:

Congress may place exemptions and limitations on OSHA and TOSHA activities through the annual Appropriations Act. Refer to TOSHA Instruction CPL 2.1C for guidelines on how to apply current exemptions and limitations to compliance programming.

2. The Operational Status Agreement between the Division of Occupational Safety and Health (TOSHA), Tennessee Department of Labor, and the Occupational Safety and Health Administration (OSHA), United States Department of Labor, gives jurisdiction to OSHA for compliance activity at all facilities of the U. S. Department of Defense, U. S. Department of Energy, and Tennessee Valley Authority whether or not the worksite is controlled, owned or operated by an agency of the United States Government or a private employer. Also, all jurisdiction over railroad operations has been given to OSHA pursuant to the decision of the Tennessee Supreme Court in Southern Railway v. Fowinkle which held that T.C.A. §50-3-104(4) exempted all activities of railroad employers from coverage under the Tennessee Occupational Safety and Health Act and all jurisdiction over maritime industries has remained with OSHA pursuant to their regulations and T.C.A. §50-3-104(6). Therefore, no compliance activity shall be scheduled for worksites falling exclusively under OSHA jurisdiction.

F. APPENDICES TO THIS INSTRUCTION: This instruction contains appendices describing the OSHA reports used for compliance programming as mentioned herein. Appendix C contains sets of random numbers which are to be used as necessary and in accordance with the instructions in that appendix.

G. ACTION:

- 1 TOSHA Branch Chiefs and Area supervisors shall ensure that all compliance activities are programmed in accordance with the guidance and direction of this instruction.
2. The provisions of the TOSHA FOM canceled and superseded by this instruction shall be removed and discarded.

G. EFFECTIVE DATE: This instruction is effective upon receipt and shall remain in effect until canceled or superseded.

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APPENDIX A

HEALTH INSPECTION PLAN

OSHA establishes priority for industries in scheduling programmed General Industry health inspections on the basis of the previous inspection experience of the industry. The agency assumes that industries for which OSHA has found a high number of serious, willful and repeat health violations in the establishments that were inspected have the greatest potential for health problems in those establishments not inspected. The agency uses violations data from all inspection types except follow-up inspections. Since the majority of OSHA's inspections are not programmed, the system is not inbred and most of the data used are the results of unprogrammed inspections.

The basis for the health inspection plan is from OSHA's previous inspection experience as recorded in the Integrated Management Information System (IMIS). Industries are selected by 4-digit Standard Industrial Classification (SIC) code on the basis of the average number of serious health violations found during the previous 5 years of OSHA health inspections of that industry. A ratio is calculated for all industries of the number of serious, repeat and willful health violations found to the number of inspections conducted within that industry from January 1989 through December 1993. Industries are then ranked in accordance with the ratios calculated, beginning with the highest ratio. The ranking is a national ranking; and, consequently, each State will receive a list of all industries operating within that State in the same rank order as on the national list. Data from over 30,000 inspections produce data on all of the 1,000 4-digit SICs that are used to classify industry in the private sector.

Once the industry priorities are established, an Industry Rank Report for health (Health SIC list) is generated, and a commercially available employer mailing list obtained from Duns & Bradstreet is used to identify all the establishments (with more than 10 employees) belonging to these industries (Health Establishment List). Establishments are listed separately by Area/District Office jurisdiction. For each office all the establishments within the top 200 industries are randomly ordered and placed into four sublists which can be downloaded from the host computer to the micro.

The establishments are placed in random order using the following procedure. Each establishment in the top 200 industries is assigned a random decimal number between 0 and 1. Establishments in industries ranked 1 to 100 are given two random numbers with the larger number selected and assigned to the establishment. The list is sorted from largest to smallest random number. The resulting establishment list is in random order with the

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establishments in industries in the top 100 given two chances to place high on the list. To provide compatibility with the planning guide software, the rank value will be use at the micro for the random ordering of the establishment list. In the past the rank value has been used to provide a reference to the Industry rank report. The software uses the rank value to provide the order in which establishment are selected. Since rank is allowed only three digits on the micro computers, those area offices with more than 999 firms on their establishment lists will have up to three firms showing with the same rank. The planning guide software will randomly select when there are firms of the same rank and not all are selected.

Two reports are available. REPORT A-1 and REPORT A-2 contain a sample of each report with a detailed explanation. Report A-1 is the health industry list and lists the top 200 industries by 4-digit SIC codes by State (including all top 200 SIC codes, even those without establishments within the Area/District Office boundaries). The health industry list is sent to each office in SIC order and in rank order. Report A-2 lists the violations most frequently cited for each of the top 200 ranked industries. This report is available on request from the Office of Statistics.

NOTE: REPORT A-1, as in this appendix, contains phony data and is releasable. REPORT A-1 with data for each state is for OSHA use only. Each state report shall be considered confidential and non-disclosable in accordance with the prohibition against advance notice as contained in Section 17(f) of the Act (Tennessee equivalent is T.C.A. §50-3-501.).

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REPORT A-1

Target Health SIC List for (State Name)

For each State, the rank of the highest 200 industries is based on the number of serious health violations per inspection. REPORT A-1 contains all industries with or without identified establishments employing more than 10 employees within the State. The list is presented in two ways: in rank order and in SIC code order. Industries with the same average number of serious violations per inspection are assigned the same rank.

Figure B-1 is a sample report with fictitious data as it would appear for the State of Texabama (the rank order has also been modified so as to protect the true ranking).

For each industry in the report, the following data are furnished:

SIC Code - Based on the 1987 SIC code manual and presented at the 4-digit level

INDUSTRY DESCRIPTION - Short SIC code industry titles.

RANK - Rank of industry based on its number of serious violations per inspection, beginning with "1" for the industry with the highest serious health violation ratio.

The following data are supplied for industries having establishments within the State:

SHV PER INSP - Number of serious, willful, and repeat violations per inspection for the 5-year period of federal health inspection.

WORKERS - State industrial employment.

FIRMS - State number of firms in the industry.

CUMULATIVE TOTALS - Cumulative totals are provided for each industry for the employment and number of firms. The cumulative totals are the sum of the value for that industry and all other industries with a higher rank.

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REPORT A-1

SIC CODE	INDUSTRY DESCRIPTION	RANK	SHV PER		WORKERS	FIRMS	FIRMS	WORKERS	FIRMS
			INSP	PER					
2011	MEAT PACKING PLANTS	123	2.89		4,200	42	4,200	42	
2013	SAUSAGES AND OTHER PREPARED MEATS	199	2.66		1,375	13	5,575	55	
2015	POULTRY SLAUGHTERING AND PROCESSING	23	4.05		3,372	30	8,947	85	
2021	CREAMERY BUTTER	107	2.94		25	1	8,972	86	
2022	CHEESE, NATURAL AND PROCESSED	144	2.81		65	4	9,037	90	
2023	DK., CONDENSED, EVAPORATED PRODUCTS	18	4.28		5,861	16	14,898	106	
2024	ICE CREAM AND FROZEN DESSERTS	7	6.27		2,003	13	16,901	119	
2026	FLUID MILK	29	3.75		40	1	16,941	120	
2032	CANNED SPECIALTIES	173	2.73				16,941	120	
2033	CANNED FRUITS AND VEGETABLES	144	2.81		125	2	17,066	122	
2034	DEHYDRATED FRUITS, VEGETABLES, SOUPS	122	2.90		185	3	17,251	125	
2035	PICKLES, SAUCES, AND SALAD DRESSINGS	80	3.07		71	3	17,322	128	
2037	FROZEN FRUITS AND VEGETABLES	74	3.11				17,322	128	
2038	FROZEN SPECIALTIES, NEC	122	2.90				17,322	128	
2041	FLOUR AND OTHER GRAIN MILL PRODUCTS	107	2.94		880	8	18,202	136	
2043	CEREAL BREAKFAST FOODS	90	3.00				18,202	136	
2044	RICE MILLING	20	4.08		409	6	18,611	142	
2045	PREPARED FLOUR MIXES AND DOUGHS	135	2.87				18,611	142	
2046	WET CORN MILLING	47	3.47		110	1	18,721	143	
2047	DOG AND CAT FOOD	150	2.80		3,154	17	21,875	160	
2048	PREPARED FEEDS, NEC	133	2.88		140	3	22,015	163	
2051	BREAD, CAKE, AND RELATED PRODUCTS	154	2.78		134	4	22,149	167	
2052	COOKIES AND CRACKERS	150	2.80		4,359	14	26,508	181	
2061	RAW CANE SUGAR	144	2.81		377	19	26,885	200	
2062	CANE SUGAR REFINING	157	2.77		1,829	48	28,714	248	
2063	BEEF SUGAR	199	2.66		1,748	34	30,462	282	
2064	CANDY & OTHER CONFECTIONERY PRODUCTS	74	3.11		343	4	30,805	286	
2066	CHOCOLATE AND COCOA PRODUCTS	68	3.20		288	9	31,093	295	
2067	CHEWING GUM	173	2.73		8,345	20	39,438	315	
2074	COTTONSEED OIL MILLS	53	3.39		1,533	39	40,971	354	
2075	SOYBEAN OIL MILLS	140	2.84		2,504	28	43,475	382	
2076	VEGETABLE OIL MILLS, NEC	153	2.79		1,233	10	44,708	392	
2077	ANIMAL AND MARINE FATS AND OILS	150	2.80		859	7	45,567	399	
2079	EDIBLE FATS AND OILS, NEC	173	2.73		495	2	46,062	401	
2082	MALT BEVERAGES	99	2.97		1,937	8	47,999	409	
2083	MALT	36	3.58		457	12	48,456	421	
2084	WINES, BRANDY, AND BRANDY SPIRITS	27	3.77		731	9	49,187	430	
2085	DISTILLED AND BLENDED LIQUORS	103	2.96		1,093	10	50,280	440	
2086	BOTTLED AND CANNED SOFT DRINKS	57	3.30		1,697	41	51,977	481	
2087	FLAVORING EXTRACTS AND SYRUPS, NEC	178	2.72		4,342	32	56,319	513	

9/31/94

CONFIDENTIAL, THESE DATA ARE FOR OSHA ADMINISTRATIVE USE ONLY *** DISCLOSURE MAY VIOLATE SECTION 17F OF THE OSH ACT **

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REPORT A-2

Most Frequently Cited Health Standards by Industry

For each industry listed in Report A-1, Report A-2 lists the health standards cited during inspections. Figure A-2 is a sample page from this report for SIC code 2022. The following data are furnished:

SIC Code and Industry Description - These description are based on the 1987 SIC Code Manual and are presented at the 4-digit level.

STANDARD - The 19-digit standard as it appears in the IMIS

TOTAL VIOLATIONS - The number of times the standard was cited.

TOTAL PENALTY - The penalty dollars associated with that standard

SERIOUS VIOLATIONS - The number of times the standard was cited serious, repeat, or willful.

SERIOUS PENALTY - The penalty dollars when cited serious, repeat, or willful.

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 MOST FREQUENTLY CITED HEALTH STANDARDS BY INDUSTRY
 SIC 2022 CHEESE, NATURAL AND PROCESSED SIC 2022

STANDARD	TOTAL VIOLATIONS	TOTAL PENALTY	SERIOUS VIOLATIONS	SERIOUS PENALTY
5A(1)	1	720	1	720
1904.002 A	8	15,550	1	15,000
1904.002 B02	2			
1904.004	1	5,000		
1904.005 B	1			
1904.005 C	1			
1910.020 G01 I	4	12,500	1	12,500
1910.020 G01 II	4			
1910.020 G01 III	4			
1910.020 G02	3			
1910.094 D09 I	1	640	1	640
1910.095 B01	1	480	1	480
1910.095 C01	1		1	
1910.095 D01	1			
1910.106 E02 IVD	1	360	1	360
1910.106 E06 II	1		1	
1910.120 L01 I	1	720	1	720
1910.120 Q01	2	1,100	2	1,100
1910.132 A	2	980	2	980
1910.133 A01	1		1	
1910.134 A02	1			
1910.134 B01	1			
1910.134 B05	1			
1910.134 B07	1			
1910.134 B10	2	640	1	640
1910.134 E01	1	300	1	300
1910.134 E02	1			
1910.134 E03	3	1,250	3	1,250
1910.134 E03 III	1			
1910.134 E05	1		1	
1910.134 E05 I	1		1	
1910.134 F01	4	940	3	940

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10/28/94 OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
 MOST FREQUENTLY CITED HEALTH STANDARDS BY INDUSTRY
 SIC 2022 CHEESE, NATURAL AND PROCESSED SIC 2022

STANDARD	TOTAL VIOLATIONS	SERIOUS VIOLATIONS	SERIOUS PENALTY	SERIOUS PENALTY
1910.134 F02 I	2	210	1	210
1910.134 F02 II	1		1	
1910.134 F02 III	1			
1910.151 C	7	4,995	7	4,995
1910.252 A02 IID	1			
1910.252 A02 IVA	1			
19101000 A02	2	4,500	1	4,500
19101000 A03	1			
19101000 E	1			
19101000 F02 I	1	4,500	1	4,500
19101000 F03 I	1			
19101001 M05 II	1			
19101200 E01	6	1,030	3	1,030
19101200 E01 I	3	2,500	1	2,500
19101200 E01 II	1	1,100	1	1,100
19101200 F05 I	7	2,780	5	2,780
19101200 F05 II	6		4	
19101200 G01	3	3,375	3	3,375
19101200 H	4	1,800	4	1,800
19101200 H01	1		1	
19101200 H02 I	1	4,500	1	4,500
19101200 H02 II	2	600	2	600
19101200 H02 III	2		2	
SIC TOTAL	115	74,070	68	67,520

REPORT A-2

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APPENDIX B

GENERAL INDUSTRY SAFETY INSPECTION PLANNING

The planning of General Industry safety inspections is based Lost Workday Injury and Illness (LWDC) rates for calendar year 1992 as provide for the nation by the Bureau of Labor Statistics. LWDC stands for Lost Work Day Cases either injury or illness. The information is presented in report form lists industries in rank order beginning with the industry with the highest LWDC rate. Only the Top 200 industries are included in the reports. All industries with an LWDC rate of 3.9 or greater per 100 full-time employees are considered high rate industries. However, the top 200 industries are used because in these 200 industries there are more establishments than can be used by most Area Offices. The rate of 3.9 is the national average LWDC rate for the private sector as published by the Bureau of Labor Statistics (BLS) for calendar year 1992. In this way, OSHA is able to maximize the utilization of available resources by targeting establishments in the Top 200 industries for programmed (planned) inspections. Report B-1 consists of a lists of the top 200 high rate industries with or without establishments located in the State.

The establishments are placed in random order at the host using the following procedure. Each establishment in the top 200 industries is assigned a random decimal number between 0 and 1. Establishments in industries ranked 1 to 100 are given two random numbers with the larger number selected and assigned to the establishment. The list is sorted from largest to smallest random number. The resulting establishment list is in random order with the establishments in industries in the top 100 given two chances to place high on the list. For the purpose of down loading the appropriate number of establishments for each office. The list for each office is divided into four sublists each containing about one quarter of the firms on the list.

To provide compatibility with the planning guide software, the rank value will be use for the random ordering of the establishment list. In the past the rank value has been used to provide a reference to the Industry rank report. The software uses the rank value to provide the order in which establishments are selected. Since rank is allowed only three digits on the micro computers, those area offices with more than 999 establishments on their establishment list will have up to three firms showing with the same rank. The planning guide software will randomly select when there are firms of the same rank and not all are selected.

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NOTE: Most establishments with 10 or fewer employees have been removed from the lists. Report B-1, however, is a complete list of all ranked SIC codes irrespective of whether or not there are any targeted establishments within a listed industry to be found within the State.

The industry LWDC rates are based on the latest available national BLS injury and illness rates obtained from the annual survey for 1992. Statewide High Rate SIC List (Report B-1) is generated using national BLS data and statewide establishment and worker data. Establishments within each industry are obtained from a commercially available establishment mailing list. OSHA obtains the establishment list from Duns & Bradstreet to identify all the establishments belonging to these industries. These establishments are supplied electronically to the Area Office with jurisdiction.

NOTE: REPORT B-1, as in this appendix, contains phony data and is releasable. Report B-1 with data for each state is for OSHA use only. Each state report shall be considered confidential and non-disclosable in accordance with the prohibition against advance notice as contained in Section 17(f) of the Act.

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Report B-1

High Rate Safety SIC List for (State Name)

For each State, the rank of all high rate industries is given in descending order beginning with the industry with the highest Lost Workday Injury and Illness (LWDC) rate. Report B-1 contains all industries with or without identified establishments employing more than 10 employees within the State. The list is presented in two ways: in rank order and in SIC code order. Industries with the same lost workday injury and illness rate are assigned the same rank. Only manufacturing industries are used in the selection process. Figure B-1 is a sample with fictitious data as it would appear in the report for the State of Texabama.

For each industry in the report, the following data are furnished

SIC CODE - Based on the 1987 SIC code manual and presented at the 4-digit SIC level

INDUSTRY DESCRIPTION - Short SIC code industry titles.

RANK - Sequential numbers assigned in the report, beginning with "1" for the industry with the highest LWDC rate.

LOST WORKDAY INJ/ILL - National LWDC rate as determined by the latest available BLS Survey, 1992.

WORKERS - Total number of employees in the industry for firms with 11 or more employees and smaller worksites related to larger firms.

FIRMS - Total number of establishments in the industry with 11 or more employees and smaller locations related to larger firms.

CUMULATIVE TOTALS - Cumulative totals are provided for each industry in a State for the number of employees and number of establishments. The last ranked industry in the State contains the respective totals for the State.

CONFIDENTIAL
 ALL RANKED INDUSTRIES
 OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
 STATEWIDE INDUSTRY RANK REPORT
 HIGH RATE SAFETY SIC LIST FOR TEXABAMA
 INDUSTRIES RANKED BY LOST WORK DAY INJURY AND ILLNESS RATES

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 MANUFACTURING
 PROGRAMMED SAFETY

SIC CODE	INDUSTRY DESCRIPTION	RANK	LOST WORKDAY INJ/ILL	WORKERS	FIRMS	CUMULATIVE WORKERS	CUMULATIVE FIRMS	TOTALS
2011	MEAT PACKING PLANTS	131	6.0	4,200	42	4,200	42	
2015	POULTRY SLAUGHTERING AND PROCESSING	124	6.1	2,931	28	7,131	70	
2026	FLUID MILK	24	10.6	1,375	13	8,506	83	
2034	DEHYDRATED FRUITS, VEGETABLES, SOUPS	26	10.4	16	1	8,522	84	
2037	FROZEN FRUITS AND VEGETABLES	147	5.7	759	14	9,281	98	
2038	FROZEN SPECIALTIES, NEC	44	8.8	2,461	7	11,742	105	
2052	COOKIES AND CRACKERS	170	5.2	858	15	12,600	120	
2061	RAW CANE SUGAR	194	4.9	3,372	30	15,972	150	
2062	CANE SUGAR REFINING	202	4.8	2,024	3	17,996	153	
2063	BEEF SUGAR	66	7.7	1,745	20	19,741	173	
2077	ANIMAL AND MARINE FATS AND OILS	178	5.1	25	1	19,766	174	
2084	WINES, BRANDY, AND BRANDY SPIRITS	124	6.1	298	7	20,064	181	
2092	FRESH OR FROZEN PREPARED FISH	56	7.9	65	4	20,129	185	
2231	BROADWOVEN FABRIC MILLS, WOOL	246	4.2	5,861	16	25,990	201	
2253	KNIT OUTERWEAR MILLS	212	4.7	575	14	26,565	215	
2258	LACE AND WARP KNIT FABRIC MILLS	5	13.3	1,025	3	27,590	218	
2261	FINISHING PLANTS, COTTON	54	8.0	506	4	27,590	218	
2281	YARN SPINNING MILLS	131	6.0	506	4	28,096	222	
2282	THROWING AND WINDING MILLS	39	9.2	964	6	28,096	222	
2295	COATED FABRICS, NOT RUBBERIZED	283	3.8	964	6	29,060	228	
2298	CORDAGE AND TWINE	66	7.7	807	17	29,867	245	
2299	TEXTILE GOODS, NEC	92	6.8	6,933	64	36,800	309	
2311	MEN'S AND BOYS' SUITS AND COATS	131	6.0	2,003	13	38,803	322	
2394	CANVAS AND RELATED PRODUCTS	30	10.0	40	1	38,843	323	
2421	SAWMILLS AND PLANING MILLS, GENERAL	19	11.2	125	2	38,968	325	
2434	WOOD KITCHEN CABINETS	164	5.3	1,512	23	40,480	348	
2435	HARDWOOD VENEER AND PLYWOOD	138	5.8	51	2	40,531	350	
2441	NAILED WOOD BOXES AND SHOOK	246	4.2	146	1	40,531	350	
2452	PREFABRICATED WOOD BUILDINGS	252	4.1	1,200	3	41,731	353	
2499	WOOD PRODUCTS, NEC	147	5.7	284	4	42,346	361	
2511	WOOD HOUSEHOLD FURNITURE	48	8.3	71	3	42,417	364	
2512	UPHOLSTERED HOUSEHOLD FURNITURE	239	4.3	185	3	43,167	366	
2514	METAL HOUSEHOLD FURNITURE	97	6.7	146	4	43,313	370	
2517	WOOD TV AND RADIO CABINETS	48	8.3	688	10	44,001	380	
2519	HOUSEHOLD FURNITURE, NEC	309	3.5	1,200	3	45,201	383	
2521	WOOD OFFICE FURNITURE	43	9.0	750	2	45,951	385	
2522	OFFICE FURNITURE, EXC. WOOD	28	10.3	4,446	44	47,397	410	
2531	PUBLIC BUILDING & RELATED FURNITURE	22	10.7	688	10	48,085	420	
2541	WOOD PARTITIONS AND FIXTURES	212	4.7	1,025	3	49,110	423	
2542	PARTITIONS AND FIXTURES, EXCEPT WOOD	92	6.8	1,200	3	50,310	426	

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REPORT B-1

APPENDIX C

RANDOM NUMBER LISTS

The three lists of random numbers provided are designed to order randomly a list of firms which contains 1,000 or fewer firms. A larger list of random numbers will be supplied upon request. For purposes of random selection, the attached random number lists may be used or any other authentic random number list available to the Area Office.

The following tables have been produced by ordering the integers from 1 to 1,000 randomly and displaying the results in three lists corresponding to establishment list size.

LIST ONE - 100 numbers: the integers from 1 to 100 listed in five columns.

LIST TWO - 500 numbers: the integers from 1 to 500 listed in nine columns.

LIST THREE - 1,000 numbers: the integers from 1 to 1,000 listed in 18 columns.

The procedure to be used is as follows

1. Make all modifications to the establishment list.
2. Number the establishment list sequentially; i.e., assign "1" to the first firm on the list, "2" to the second, etc.
3. Select the smallest random number table with more numbers than firms on the establishment list; e.g., for 110 firms, select list two.
4. Cross out all numbers on the random number list that has been selected which are greater than the number of firms on the establishment list.
5. Include all firms in the inspection cycle whose sequence number is listed in column I. If the size is larger than the size of column I, start at the top of column II and select enough numbers to fill out the inspection cycle.
6. Draw a line after the last random number used; this will be the starting point for the next inspection cycle.

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EXAMPLE: Suppose there are 70 firms on the establishment list and an inspection cycle containing 12 firms is needed. Random number list one is selected and all numbers greater than 70 are crossed out. The first inspection cycle would then contain firms with the following sequence numbers: 64, 18, 16, 22, 47, 14, 39, 51, 38, 67, 24 and 1. Draw a line under the number 1 and start the next cycle with the numbers 5, 33, 11 on down Column II.

Random Number Table

List One
100 Numbers

Column I	Column II	Column III	Column IV	Column V
94	98	89	20	83
64	97	80	57	58
18	33	15	65	41
90	11	45	25	93
92	52	85	54	46
16	40	84	6	26
74	75	49	71	87
22	37	13	44	62
47	72	29	70	21
14	82	19	48	30
100	63	8	78	34
39	35	73	88	23
77	56	55	9	28
86	69	2	60	99
51	79	32	43	7
38	42	81	95	59
67	12	96	91	3
24	68	31	53	66
1	61	27	17	36
5	76	50	10	4

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Random Number Table
List Two
500 Numbers

Column I	Column II	Column III	Column IV	Column V	Column VI	Column VII	Column VIII	Column IX
441	171	287	116	299	78	424	176	99
496	354	479	12	2	239	221	62	322
277	121	386	263	32	88	166	378	303
464	86	380	341	240	253	10	457	7
94	280	138	68	81	434	247	209	436
334	318	179	197	96	337	427	486	311
64	470	483	451	398	328	389	467	103
495	180	40	471	207	346	358	324	132
377	134	439	128	31	484	393	208	255
13	249	460	61	357	175	414	271	307
383	51	110	333	27	248	361	200	59
203	102	201	109	242	259	83	149	252
469	38	165	139	50	172	455	320	244
310	67	75	297	20	233	339	430	465
300	264	143	148	219	340	58	21	422
260	184	412	173	404	433	158	443	228
390	454	37	76	330	498	407	413	218
319	294	124	178	57	250	370	364	345
90	24	317	289	447	256	279	362	312
92	382	72	89	355	292	41	115	3
284	225	82	327	365	9	314	30	480
16	1	234	80	119	243	212	387	112
344	186	144	15	133	302	93	111	157
226	338	63	295	181	236	46	353	323
161	217	301	177	65	196	493	492	153
74	272	155	45	25	150	426	164	66
491	245	135	85	151	278	220	261	210
22	101	140	84	211	342	343	450	429
381	286	35	49	189	258	145	474	473
47	410	123	336	54	431	26	136	167
329	114	104	118	477	60	241	270	440
269	308	56	204	108	43	475	391	194
482	213	453	425	130	348	254	154	315
499	191	214	456	251	229	461	152	313
193	472	117	476	6	265	458	415	283
187	462	190	156	147	363	202	309	273
232	392	69	13	478	293	281	298	257
372	159	332	326	481	95	276	34	192
488	290	107	29	305	230	237	163	385
14	170	79	182	183	199	87	296	238
316	371	223	122	142	367	466	235	351
100	268	359	125	418	91	120	23	36
285	5	146	19	321	222	420	174	4
215	98	347	449	304	53	275	374	489
39	97	463	401	71	452	129	185	396
335	400	442	8	44	397	409	394	231
428	467	368	497	70	168	137	131	376
437	369	205	419	48	438	388	274	227
169	33	406	73	291	366	262	206	485
282	399	126	224	435	379	423	198	373
405	195	444	468	160	17	448	446	403
127	11	306	356	417	162	267	28	
402	52	375	408	216	113	331	106	
77	459	384	416	411	141	490	432	
395	350	42	55	246	494	105	266	
421	360	288	188	325	352	349	445	

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Random Number Table
List Three
1000 Numbers

Column I	Column II	Column III	Column IV	Column V	Column VI	Column VII	Column VIII	Column IX
740	937	354	941	40	927	650	85	416
441	705	814	539	613	117	882	699	617
559	769	121	638	439	981	885	84	825
496	680	86	410	460	190	288	735	55
790	532	815	114	110	529	969	49	655
516	901	280	308	616	69	116	507	188
277	499	318	773	837	332	954	336	694
464	193	470	213	561	924	12	118	299
94	594	703	813	201	602	576	612	875
334	187	180	191	165	892	263	204	860
64	232	134	528	75	107	886	521	2
495	372	911	472	633	79	812	780	32
755	794	249	760	143	734	803	425	240
874	488	577	462	412	223	625	832	81
782	658	51	652	37	900	912	646	917
377	14	872	392	894	976	341	681	818
18	550	668	159	985	359	68	800	96
383	316	784	290	788	712	197	947	398
203	100	551	170	787	535	736	544	753
728	548	102	371	793	965	938	456	207
469	285	38	268	873	817	451	476	980
630	792	546	5	960	848	471	156	31
956	829	770	98	124	971	128	587	742
310	215	67	972	317	571	61	858	993
558	711	264	798	595	992	615	13	357
300	675	729	97	909	146	518	326	27
260	39	184	994	891	347	333	540	895
562	335	454	597	72	463	741	29	864
390	511	876	400	795	442	109	182	689
690	428	930	799	796	368	139	567	242
648	437	294	628	946	205	297	122	50
999	169	24	467	82	406	148	715	20
319	282	632	920	234	586	621	955	219
90	949	890	369	144	126	816	520	404
92	579	709	33	717	914	173	674	330
987	405	766	399	653	444	779	125	542
590	127	893	583	614	870	76	19	878
896	752	382	195	748	889	651	449	57
945	738	225	859	555	557	178	574	671
284	402	1	861	63	807	907	401	608
16	77	186	11	301	306	289	8	922
344	665	338	601	155	763	990	497	670
664	933	217	52	852	375	777	419	447
226	932	754	459	623	940	847	819	641
161	515	749	350	135	603	89	73	851
74	918	764	360	731	998	327	863	355
491	395	272	287	140	842	639	224	365
22	970	747	774	743	722	80	468	119
607	421	245	479	35	384	565	977	133
737	524	506	948	123	997	15	724	181
381	996	502	386	654	592	845	356	65
47	171	101	380	104	42	685	781	25
329	957	684	138	56	519	925	408	545
269	959	719	179	453	783	295	663	151
482	606	286	962	214	701	177	961	211
958	839	553	483	811	530	45	801	189

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Random Number Table
List Three
1000 Numbers (Continued)

Column X	Column XI	Column XII	Column XIII	Column XIV	Column XV	Column XVI	Column XVII	Column XVIII
884	239	821	931	145	378	905	206	210
797	584	662	714	772	686	164	198	429
622	88	342	902	871	457	575	446	473
984	581	258	666	679	953	537	28	678
989	253	533	556	26	846	942	805	167
54	910	563	352	573	642	786	106	440
477	527	683	700	746	209	939	432	593
108	986	431	424	241	486	730	266	194
130	523	619	221	599	487	704	771	762
626	434	60	166	645	324	676	445	315
251	759	899	10	475	661	866	673	693
6	853	43	881	254	208	261	99	313
147	337	348	568	708	659	450	322	778
982	328	229	247	727	525	513	303	283
836	966	265	916	461	271	936	7	273
629	346	501	827	458	828	503	436	257
767	484	611	691	500	200	721	844	605
478	510	830	610	696	149	627	311	192
820	175	363	427	854	517	474	103	385
481	248	293	389	202	776	136	677	505
706	526	95	358	757	320	750	132	238
305	259	230	393	508	430	843	636	522
570	934	835	688	281	21	270	255	351
183	172	199	414	276	443	808	307	692
578	756	643	361	237	620	391	59	36
142	598	855	883	87	413	154	252	564
418	233	509	869	806	364	541	915	880
543	733	591	624	554	908	152	656	4
321	340	538	831	974	879	415	244	580
304	718	804	765	466	609	309	465	489
71	649	367	618	120	725	588	422	396
822	433	91	903	923	697	857	228	707
44	498	222	83	988	687	298	218	631
834	710	862	850	420	732	34	566	964
926	751	929	973	275	362	163	514	231
70	250	53	637	667	898	921	856	888
48	991	452	983	129	951	634	345	600
928	585	397	455	409	702	897	657	376
291	256	168	339	137	720	296	312	823
435	810	640	58	388	115	235	549	227
160	534	716	158	262	672	604	3	536
904	943	739	840	713	758	698	865	552
833	292	438	407	761	572	913	480	485
417	9	366	906	423	30	23	589	373
216	243	547	370	887	387	968	112	512
411	841	979	279	1000	111	775	744	403
560	302	379	41	448	353	174	789	950
644	236	647	314	267	723	785	582	682
504	196	17	212	868	669	802	157	
660	596	935	93	331	809	824	838	
246	975	162	46	490	569	919	323	
325	877	995	493	105	492	374	153	
78	150	113	426	349	967	185	66	
635	278	141	867	768	726	394	791	
531	963	494	220	176	944	131	745	
826	952	849	343	62	695	274	978	

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