

# WORKPLACE INSPECTION PROGRAM

NIST S 7101.26

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<sup>1</sup> For revision history, see Appendix A.

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38

39 **1. PURPOSE**

40 The program provides requirements for the conduct of comprehensive safety and health  
41 inspections of NIST workplaces by trained and experienced inspectors using a specified  
42 deficiency hazard classification process. This program also specifies requirements to inform  
43 those affected of unsafe or unhealthful working conditions (UWCs) identified through the  
44 inspection process, and to identify common deficiencies for targeted hazard reduction  
45 campaigns.

46  
47  
48 **2. BACKGROUND**

49 As a federal agency, NIST must meet the workplace inspection requirements of 29 CFR  
50 1960, including inspection frequency, inspector qualifications, training, posting, and  
51 abatement requirements. This suborder specifies how NIST fulfills these requirements.

52  
53  
54 **3. APPLICABILITY**

55 a. The requirements of this suborder apply to all NIST-owned facilities, NIST-controlled field  
56 sites where NIST activities are conducted for six months or longer in a calendar year, and all  
57 non-residential workplaces where NIST employees and covered associates, i.e., staff,  
58 conduct work activities [*e.g.*, NIST-controlled field sites, Hollings Marine Laboratory,  
59 Institute for Bioscience and Biotechnology Research (IBBR), JILA] for periods of six  
60 months or more.

61  
62 b. The requirements of this suborder do not apply to residential work locations (*e.g.*, telework  
63 and remote work locations).

64  
65  
66 **4. REFERENCES**

67 a. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and  
68 Health Programs and Related Matters, specifically:

69  
70 (1) 29 CFR 1960.25, Qualifications of Safety and Health Inspectors and Agency Inspections,  
71 which establishes minimum inspection frequency and inspector qualifications;

72  
73 (2) 29 CFR 1960.26, Conduct of Inspections, which establishes minimum inspection and  
74 reporting requirements, employee and management participation, and inspector  
75 authorities;

76  
77 (3) 29 CFR 1960.30, Abatement of Unsafe or Unhealthful Working Conditions, which  
78 establishes minimum posting and abatement requirements; and

79 (4) 29 CFR 1960.56-58, Training of Safety and Health Specialists, Inspectors, and Collateral  
80 Duty Safety and Health Personnel which establishes the basic training required to  
81 conduct inspections and specify hazard abatement.

82  
83

## 84 **5. APPLICABLE NIST DIRECTIVES**

85 a. NIST O 7101.00: *Occupational Safety and Health Management System* ([Internal link only](#))

86

87 b. NIST S 7101.03: [Stop Work](#)

88

89 c. NIST S 7101.20: [Work and Worker Authorization Based on Hazard Reviews](#)

90

91 d. NIST S 7101.23: [Safety Education and Training](#)

92

93

## 94 **6. REQUIREMENTS**

95 a. Inspection Scope

96

97 (1) The scope of inspection is to identify hazards in all workplaces during announced or  
98 unannounced inspections.

99

100 b. Inspection Frequency

101

102 (1) Workspaces shall be inspected at the following frequencies:

103

104 (a) At least annually for offices, office-like spaces, and other spaces where activities  
105 requiring a hazard review by NIST S 7101.20 are not conducted.

106

107 (b) At least twice annually for workspaces where one or more activities are required to  
108 have hazard reviews in accordance with NIST S 7101.20.

109

110 c. Equivalency for Inspections of Off-site Locations<sup>2</sup>

111

112 (1) For off-site locations not owned by NIST, equivalent inspections conducted by or on  
113 behalf of the site owners are acceptable, provided:

114

115 (a) Affected NIST staff and the OSHE Workplace Inspection Program Manager are  
116 provided a copy of the inspection results; and

117

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<sup>2</sup> Please see Section 3.a for examples of applicable locations.

- 118 (b) OUs, in consultation with OSHE inspectors, shall verify that abatement actions  
119 adequately eliminate UWCs impacting workers in the workspace.  
120
- 121 d. Inspector and Inspection Team Member Qualifications  
122
- 123 (1) Lead inspectors shall be NIST employees who meet the training requirements specified in  
124 Section 6.n.  
125
- 126 (2) OU lead inspectors shall be a Division, Group, or OU Safety Representative.  
127
- 128 (a) If an OU does not have a Division, Group, or OU Safety Representative, they may:  
129
- 130 i. Identify a staff member to complete the training requirements specified in  
131 Section 6.n to qualify that staff member as an OU lead inspector; or  
132
- 133 ii. Contact OSHE and an OSHE staff member shall serve as the lead inspector.  
134
- 135 (3) OSHE lead inspectors shall meet the qualifications of an Occupational Safety and Health  
136 Inspector. (See Section 7.i)  
137
- 138 (4) Covered associates may participate in inspections to the extent allowed by their  
139 agreements or contracts.  
140
- 141 (5) Any staff member may serve as a subject matter expert (SME) based on their knowledge  
142 of the hazards associated with the work and equipment in the spaces under inspection.  
143
- 144 e. Assigning Lead Inspectors and Inspection Teams  
145
- 146 (1) For each office, office-like space, and other OU-owned space where work is conducted  
147 and a hazard review is not required:  
148
- 149 (a) OUs shall assign an OU lead inspector.  
150
- 151 (b) OUs should encourage space contacts and supervisors to attend and participate in  
152 announced inspections in their spaces.  
153
- 154 (2) For workspaces where one or more activities are required to have hazard reviews:  
155
- 156 (a) OSHE shall assign an OSHE lead inspector.  
157

- 158 (b) OUs shall assign at least one OU inspector, who is either a Division, Group, or OU  
159 Safety Representative, to serve on the inspection team under the direction of the  
160 OSHE lead inspector.  
161
- 162 (c) OUs may assign additional inspectors and SMEs who are knowledgeable in the  
163 hazards associated with the work and equipment used in the space(s) under inspection  
164 to assist with hazard identification.  
165
- 166 (d) OUs should encourage space contacts and supervisors to attend and participate in  
167 announced inspections in their spaces.  
168
- 169 (3) For workspaces that are not assigned to an OU:  
170
- 171 (a) OSHE shall determine the inspection frequency based on hazards in the space.  
172
- 173 (b) OSHE shall assign an OSHE lead inspector.  
174
- 175 (c) OSHE may assign additional inspectors and SMEs who are knowledgeable in the  
176 hazards associated with the work and equipment used in the space(s) under  
177 inspection to assist with hazard identification.  
178

179 f. Inspection Checklists  
180

- 181 (1) Checklists developed by OSHE shall be used to add rigor to the inspection process, to  
182 provide consistency NIST-wide, and to focus inspections on workplace hazards.  
183

184 g. Pre-inspection Planning  
185

- 186 (1) Prior to inspection, the following information shall be available to the lead inspector:  
187
- 188 (a) All available relevant information which pertains to the occupational safety and  
189 health of the workplace to be inspected which may include but is not limited to:  
190 hazard reviews or job hazard analyses; industrial hygiene monitoring records;  
191 chemical inventory; biohazardous material registrations; special ventilation designs;  
192 room layout; incident reports; results of previous inspections; and any associated  
193 corrective, preventive, or abatement action plans.  
194
- 195 (b) Name and contact information of the workplace supervisor (typically the lowest level  
196 of line management) with responsibility for the workplace to be inspected;  
197

- 198 (c) Name of space contacts for spaces to be inspected;  
199  
200 (d) Name and contact information of the union representative, as applicable, of  
201 employees assigned to the workplace to be inspected; and  
202  
203 (e) Any special requirements or precautions necessary to enter the workplace, such as  
204 escort requirements, minimum personal protective equipment, or safeguards  
205 necessary to protect research activities.  
206

207 (2) OSHE-Led Inspection Scheduling and Coordination  
208

- 209 (a) OSHE shall establish the inspection schedule in coordination with the Division Chief  
210 or designated OU Safety Program Coordinator or Division or Group Safety  
211 Representatives to facilitate OU participation for areas that require inspection.  
212  
213 (b) The Division Chief or equivalent shall ensure personnel are appointed to participate  
214 in the inspection. The Division personnel shall include the Division or Group Safety  
215 Representative and may include additional inspectors and SMEs who are  
216 knowledgeable in the hazards associated with the work and equipment used in the  
217 space(s) under inspection.  
218  
219 (c) The Division Chief, or their designated participants, shall inform the OSHE inspector,  
220 in advance, of the general types of work activities and conditions to be inspected, to  
221 have the proper equipment (*e.g.*, personal protective equipment, flashlight, circuit  
222 tester) available to conduct an effective inspection.  
223  
224 (d) The workspace supervisor shall notify union representatives of announced  
225 inspections.  
226

227 h. Conduct of Inspections  
228

- 229 (1) Reasonable effort shall be made by the inspection team to conduct inspections as  
230 announced, during normal work hours, and to avoid interference or adverse impact on  
231 laboratory, shop, or office operations. Inspections may be announced or unannounced to  
232 the workplace supervisor and staff of the workplace to be inspected. Where access to a  
233 workplace is restricted by regulation or policy, the lead inspector shall arrange for an  
234 escort or obtain permission from the responsible party for entry for each inspection.  
235  
236 (2) The lead inspector, with input from inspection team members:  
237

- 238 (a) Shall identify and classify all identified deficiencies using the following  
239 classifications<sup>3</sup> (refer to Section 7 for definitions):  
240  
241 i. Catastrophic  
242  
243 ii. Severe  
244  
245 iii. Moderate  
246  
247 iv. Minor  
248  
249 v. Administrative.  
250  
251 (b) Should record all observations or recommendations within the scope of the inspection  
252 [see also Section 6.e pertaining to the use of inspection checklists].  
253  
254 (3) Regardless of classification of deficiency, if an inspection team member determines an  
255 imminent danger exists, the lead inspector shall immediately:  
256  
257 (a) Instruct affected staff to stop work in a manner that does not increase the danger;  
258  
259 (b) Provide interim instructions to secure the workspace or activity (*e.g.*, using signage or  
260 barriers) to prevent exposure to the danger and inadvertent restart of the activity;  
261  
262 (c) Notify the workplace supervisor of the danger; and  
263  
264 (d) If the supervisor's response does not sufficiently protect staff from the hazard, initiate  
265 a Stop Work Order (SWO)<sup>4</sup>.  
266  
267 i. If a SWO is issued, subsequent actions to address the imminent danger shall  
268 be in accordance with the requirements of NIST S 7101.03.  
269  
270 (4) Any deficiency which can be readily abated during the inspection should be abated.  
271  
272 (a) The abatement measure(s) shall be communicated to the workplace supervisor.

---

<sup>3</sup> The classification system amongst all OSHE's programs is the same. Equivalency with OSH Act, OSHA Field Operation Manual, and 29 CFR 1960.2(v) is as follows: Minor is equivalent to Other than Serious. Moderate, Severe, and Catastrophic are equivalent to Serious. The definition of Imminent Danger is the same within this suborder as defined in Section 13(a) of the OSH Act.

<sup>4</sup> Note that all staff have stop work authority and OSHE staff members are specifically authorized to issue oral Stop Work Orders in accordance with NIST S 7101.03.

- 273 (b) The abatement measure(s) shall be recorded in WIRS.  
274
- 275 (5) When, in the opinion of an inspection team member, it is necessary to conduct personal  
276 monitoring (sampling) of a staff member’s work environment, the lead inspector shall  
277 record the need for such monitoring as a deficiency and recommend as an abatement  
278 action arranging for such sampling by OSHE.  
279
- 280 (6) During the course of an inspection, any staff member shall be permitted to bring to the  
281 attention of an inspection team member any UWC which they have reason to believe  
282 exists in the workplace.  
283
- 284 (7) The workplace supervisor and staff members should be encouraged to accompany the  
285 inspection team during the workplace inspection to assist as needed, and, if an employee-  
286 designated representative is accompanying the inspection team, to provide that  
287 representative with more detailed knowledge of any existing or potential UWCs in the  
288 workplace.  
289
- 290 (a) Additional representatives of OU management and staff may accompany the  
291 inspection team if the lead inspector or the OU determines that such additional  
292 representatives will further aid the inspection.  
293
- 294 (b) Different representatives may accompany the inspection team during different  
295 portions of an inspection.  
296
- 297 (8) At the conclusion of an inspection, within 1 business day, the lead inspector shall confer  
298 with the workplace supervisor or their designated representative, either in person,  
299 virtually, or on the phone, to receive informal advice on any apparent deficiencies  
300 identified during the inspection and to provide the lead inspector with any pertinent  
301 information regarding conditions in the workplace.  
302

303 i. Inspection Reports  
304

- 305 (1) The NIST web-based application titled “Workplace Inspection Reporting System  
306 (WIRS)” shall be used to document workplace inspections subject to this suborder.  
307
- 308 (2) The lead inspector shall enter the workplace inspection into WIRS no later than 5  
309 business days following an inspection.  
310

- 311 (a) If there are compelling reasons why this cannot be completed within 5 business days,  
312 the lead inspector shall notify the workplace supervisor and the Program Manager for  
313 this suborder of the reason for the delay.  
314
- 315 (3) The inspection report shall contain the following information:  
316
- 317 (a) Names of the lead inspector and inspection team members;  
318
  - 319 (b) Name of workplace supervisor;  
320
  - 321 (c) Organizational information (OU, Division, and Group);  
322
  - 323 (d) Date of inspection;  
324
  - 325 (e) Location(s) inspected (*e.g.*, building, room);  
326
  - 327 (f) Information pertaining to deficiencies identified, including:  
328
    - 329 i. Description of deficiency;  
330
    - 331 NOTE: Existing deficiencies recorded during previous inspections that  
332 remain unabated should not be duplicated in WIRS.  
333
    - 334 ii. Deficiency classification.  
335
    - 336 iii. Reference to suborder, regulation, or other standard; and  
337
    - 338 iv. Whether deficiency was fully abated during the inspection.  
339
  - 340 (g) For deficiencies classified as catastrophic, severe, or moderate that are not fully abated  
341 during the inspection:  
342
    - 343 i. Recommended abatement actions;  
344
    - 345 ii. Recommended interim protective measures; and  
346
    - 347 iii. Additional comments or observations, if applicable.  
348
- 349 (4) The workplace supervisor shall be notified when inspection report entry has been  
350 completed.

- 351 j. Notices of Unsafe or Unhealthful Working Conditions  
352  
353 (1) If an inspection results in a finding of a catastrophic, severe, or moderate UWC that is not  
354 fully abated during the inspection, the workplace supervisor shall establish an abatement  
355 date in WIRS and generate a UWC notice.  
356  
357 (a) The UWC notice shall:  
358  
359 i. Classify and describe the nature of the UWC;  
360  
361 ii. Reference the suborder or other standard it violates;  
362  
363 iii. Provide information on interim controls taken;  
364  
365 iv. Provide a plan for abatement;  
366  
367 v. Provide a timeframe for abatement; and  
368  
369 vi. Indicate if the UWC is an imminent danger.  
370  
371 (b) The UWC notice, or a copy of it, shall be immediately posted at or near the location  
372 where the UWC exists; if that is not possible, it shall be posted in a prominent place  
373 where all affected staff can read it; or  
374  
375 (c) An electronic copy of the notice may be provided to staff via email in lieu of posting  
376 when the following conditions are met:  
377  
378 i. Each staff member conducting activities in the workplace is provided an  
379 electronic copy;  
380  
381 ii. Each staff member routinely accesses a computer (to ensure they have timely  
382 access to the notice);  
383  
384 iii. The UWCs addressed by the notice do not present a risk to other staff who  
385 may intermittently access the workplace (*e.g.*, to perform maintenance); and  
386  
387 iv. The UWCs addressed by the notice are fully abated within 21 calendar days.  
388  
389 (d) Any additional notices describing special measures in effect during abatement of the  
390 UWC shall also be posted or provided electronically by the workplace supervisor.

- 391 (e) Each posted notice shall remain posted until the UWC has been abated.  
392
- 393 k. Abatement of Deficiencies  
394
- 395 (1) Any deficiency which cannot be readily abated during the inspection should be  
396 remediated at the very earliest, but no later than 21 calendar days of receipt of the  
397 inspection report.  
398
- 399 (a) Where appropriate, line management should prioritize efforts to abate deficiencies  
400 based upon the classification of the deficiency, *e.g.*, resources should be dedicated to  
401 addressing deficiencies classified as “catastrophic” ahead of those classified as  
402 “moderate”.  
403
- 404 (b) The staff member addressing the deficiency on behalf of the workplace supervisor  
405 shall record in WIRS:  
406
- 407 i. Sufficient detail regarding the abatement action(s) taken; and  
408
- 409 ii. The date of full implementation.  
410
- 411 (2) For any deficiency which cannot be abated within 21 calendar days of receipt of the  
412 inspection report, an abatement plan shall be developed.  
413
- 414 (a) The plan shall provide sufficient detail for abatement and appropriate timelines,  
415 including anticipated date of full implementation.  
416
- 417 (b) The plan shall be recorded in WIRS.  
418
- 419 (c) The plan shall be communicated to affected staff.  
420
- 421 (d) When fully implemented, the staff member addressing the deficiency shall record the  
422 date of full implementation in WIRS.  
423
- 424 (3) Interim Measures  
425
- 426 (a) For those deficiencies classified as Catastrophic, Severe, or Moderate which cannot  
427 be readily abated, interim protective measures shall be developed and implemented  
428 where necessary to protect staff within 7 calendar days.  
429

- 430 (b) For those deficiencies classified as Minor which cannot be readily abated, interim  
431 protective measures should be developed and implemented where necessary to protect  
432 staff within 7 calendar days.
- 433
- 434 (c) No interim measures are required for deficiencies classified as Administrative.
- 435
- 436 (4) When a workplace supervisor cannot abate a deficiency within their authority, the  
437 supervisor shall request assistance from the next level supervisor up to the OU Director.
- 438
- 439 (5) When the OU cannot abate a deficiency within their authority, the OU Director shall  
440 request assistance from the Associate Director for Management Resources to secure  
441 abatement and advise the NIST Chief Safety Officer (CSO). The CSO and all personnel  
442 subject to the hazard from the deficiency shall be advised of this action and of interim  
443 protective measures in effect and shall be kept informed of subsequent progress on the  
444 abatement plan.
- 445
- 446 (6) When applicable, if a deficiency cannot be abated without assistance of the General  
447 Services Administration or other Federal lessor agency, the OU shall act with the lessor  
448 agency to secure abatement.
- 449
- 450 (7) For inspections of sites not owned and operated by NIST, moderate, severe, and  
451 catastrophic UWCs, including imminent danger UWCs, that are the responsibility of the  
452 host organization and not adequately addressed, OU management, in consultation with  
453 OSHE, shall take appropriate action to ensure the safety and health of potentially  
454 impacted NIST staff. Actions may include, when necessary, relocation of potentially  
455 impacted NIST staff to a safe work environment.
- 456
- 457 (a) If imminent danger UWCs are not fully abated within 21 days of receipt of the  
458 inspection report, the Division Chief, or equivalent, shall notify the Chief Safety  
459 Officer (CSO) in writing.
- 460
- 461 (b) UWCs that are the responsibility of the OU to abate shall be addressed in accordance  
462 with Section 6.k(1) through Section 6.k(4).
- 463
- 464 1. Verification of abatement.
- 465
- 466 (1) An OSHE inspector shall physically verify that abatement actions adequately eliminate or  
467 mitigate all catastrophic, severe, and moderate UWCs. Verification should occur within  
468 60 days of the inspection report but shall occur no later than during the next subsequent  
469 inspection.

- 470 (a) At the request of an OSHE inspector, an OSHE Program Manager may verify  
471 abatement actions to determine whether they have been completed.  
472
- 473 (2) An OU inspector shall physically verify that abatement actions adequately eliminate or  
474 mitigate all minor UWCs and administrative deficiencies. Verification should occur  
475 within 60 days of the inspection report but shall occur no later than during the next  
476 subsequent inspection.  
477
- 478 (3) Abatement actions determined to be inadequate shall be re-opened in WIRS until UWCs  
479 have been satisfactorily abated.  
480
- 481 m. Inspections by the Occupational Safety and Health Administration (OSHA)  
482
- 483 (1) OSHA has the authority to conduct announced and unannounced safety and health  
484 inspections of federal workplaces and operations. All NIST personnel shall cooperate  
485 fully during any such inspection.  
486
- 487 (2) The Chief Safety Officer (CSO) shall be notified whenever OSHA inspectors request  
488 access to NIST facilities and shall assign an OSHE representative to coordinate the  
489 inspection process. The OSHE representative shall:  
490
- 491 (a) Notify the affected OU(s) of the inspection, when permitted to do so by OSHA;  
492
- 493 (b) Accompany<sup>5</sup> the OSHA inspector(s), along with an OU representative whenever  
494 practical, while on-site;  
495
- 496 (c) Document the observations of the OSHA inspectors, including photographing areas  
497 photographed by OSHA; and  
498
- 499 (d) Enter the results of the inspection into the Action Tracking System.  
500
- 501 (3) OUs, in coordination with the OSHE representative, shall abate any UWCs identified  
502 during the inspection in accordance with OSHA instructions and requirements of this  
503 suborder, if possible.  
504
- 505 (4) The CSO, in coordination with affected OUs, shall represent NIST on all inspection-  
506 related correspondence with OSHA.  
507

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<sup>5</sup> For workplaces outside of Gaithersburg and Boulder, OSHE shall coordinate with the responsible OU to ensure an OU representative addresses the requirements of Sections 6m(2)(b) and 6m(2)(c).

508 n. Training

509

510 (1) OU Lead inspectors<sup>6</sup> shall complete:

511

512 (a) Initial Lead Inspector Training

513

514 i. OSHA 6008: Intro to OSHA for Other Federal Agencies; and

515

516 ii. Practical, hands-on training provided by OSHE on conducting inspections to  
517 include:

518

519 (i) How to conduct inspections, evaluate hazards, and suggest general  
520 abatement procedures and interim protective measures;

521

522 (ii) Procedures for classifying UWCs as imminent danger, catastrophic,  
523 severe, moderate, minor, or administrative.

524

525 (iii) Inspector authorities;

526

527 (iv) Inspection procedures and techniques;

528

529 (v) Handling differing opinions of team members;

530

531 (vi) Considerations for establishing abatement dates; and

532

533 (vii) Preparation of reports and other documentation to support the  
534 inspection findings.

535

536 (b) Refresher Lead Inspector Training, every three years to include items 6.n.(1)(a)ii.

537

538 (2) OSHE inspectors shall complete:

539

540 (a) Training as indicated in 6.n.(1)(a).

541

542 (3) Lead inspectors shall complete the training specified in safety and health suborders  
543 applicable to the hazard(s) in the workspace they are to inspect.

544

---

<sup>6</sup> This training is also available to union representatives who shall assist in conducting workplace safety and health inspections.

- 545 (4) OU managers and supervisors shall complete the training on the Workplace Inspection  
546 Program for managers and supervisors provided by OSHE.  
547
- 548 o. Recordkeeping  
549
- 550 (1) WIRS shall maintain the following records for at least five years after deficiency closure:  
551
- 552 (a) Inspection reports;  
553
- 554 (b) Notices of UWCs;  
555
- 556 (c) Abatement plans, when required;  
557
- 558 (d) Description of abatement actions taken, when required;  
559
- 560 (e) Date abatement actions were completed;  
561
- 562 (f) Name of staff who modify data, where applicable; and  
563
- 564 (g) Name of the person who completes the abatement.  
565
- 566 (2) Training records shall be maintained in accordance with the requirements of NIST S  
567 7101.23.  
568
- 569 (3) Records shall be made available to an Authorized Representative of the Secretary of  
570 Labor upon request.  
571
- 572 p. Summary Reports  
573
- 574 (1) The Workplace Inspection Program Manager shall prepare and submit an annual report  
575 to the CSO for distribution to the Executive Safety Committee (ESC).  
576
- 577 (2) The annual report shall include the following information:  
578
- 579 (a) Summary of the inspection results reported through WIRS;  
580
- 581 (b) Summary of abatement action status on inspection findings tracked through WIRS;  
582
- 583 (c) Summary of compliance with timelines specified in this suborder related to conduct  
584 of inspections, filing of reports, and implementation of abatement actions;

- 585 (d) Identification, prevalence, and trending of common safety issues; and  
586  
587 (e) Recommendations of common safety issues to be considered for safety improvement  
588 efforts.  
589  
590 (3) The Workplace Inspection Program Manager shall compile, analyze, and report  
591 inspection data periodically at the direction of the CSO.  
592  
593

## 594 7. DEFINITIONS

595 Definitions common to all NIST safety and health suborders can be found in Section 6 of  
596 NIST O 7101.00. The definitions specific to this suborder are as follows:  
597

- 598 a. Abatement – Action by an employer to comply with a cited standard or regulation or to  
599 adequately mitigate or eliminate a recognized deficiency identified during an inspection.  
600  
601 b. Abatement Plan – A set of planned actions to abate a recognized deficiency and their  
602 estimated completion dates.  
603  
604 c. Annual – For the purposes of this suborder “annual” means within the 12-month period  
605 defined by the calendar year.  
606  
607 d. Authorized Representative of the Secretary of Labor – A person or agent of the Secretary of  
608 Labor whose authority and jurisdiction originates from the Secretary of Labor; routinely a  
609 Department of Labor employee.  
610  
611 e. Deficiency – A deviation from established safety, health, or environmental requirements.  
612 NOTE: A deficiency may be an unsafe or unhealthful working condition if it presents a  
613 hazard (*e.g.*, unguarded pinch point) or an administrative deficiency if it does not (*e.g.*,  
614 missing "emergency contact" sticker on telephone).  
615  
616 (1) Catastrophic (Severity Hazard) – A serious hazardous condition or practice that could be  
617 reasonably expected to cause death(s) or permanent disability; system or facility loss;  
618 major property damage, lasting environmental or public-health impact.  
619  
620 (2) Severe (Severity Hazard) – A serious hazardous condition or practice that could be  
621 reasonably expected to cause serious injury (serious physical harm); temporary total  
622 disability (more than 3 months); subsystem loss or significant facility/property damage,  
623 temporary environmental or public-health impact.  
624

- 625 (3) Moderate (Severity Hazard) – A serious hazardous condition or practice that could be  
626 reasonably expected to cause injury requiring medical treatment beyond first aid; lost  
627 workdays; more than slight facility/property damage; external reporting requirements;  
628 more than routine clean-up.  
629
- 630 (4) Minor (Severity Hazard) – A hazardous condition or practice that could be reasonably  
631 expected to cause injury requiring first aid or minor medical treatment; no lost time,  
632 negligible or slight facility/property damage; no external (outside NIST) reporting  
633 requirements, routine cleanup.  
634
- 635 (5) Administrative Deficiency – A deviation from established requirements that does not  
636 create an unsafe or unhealthful working condition.  
637
- 638 f. Imminent Danger Condition or Practice – Any serious condition or practice that could  
639 reasonably be expected to cause death or serious physical harm immediately or before it can  
640 be eliminated through normal procedures.  
641
- 642 g. Inspector – A NIST employee having the training and qualifications required to conduct  
643 assigned workplace inspections on their own or as a member of an inspection team.  
644
- 645 h. Lead Inspector – An inspector that documents an inspection.  
646
- 647 i. Occupational Safety and Health Inspector – An OSHE Employee who is an occupational  
648 safety and health specialist, Certified Safety Professional, or Certified Industrial Hygienist  
649 possessing competence to recognize and evaluate workplace hazards and identify mitigation  
650 options.  
651
- 652 j. Occupational Safety and Health Specialist – A person meeting the Office of Personnel  
653 Management standards for one of the following classifications:  
654
- 655 (1) Safety and Occupational Health Manager/Specialist GS-018;  
656
- 657 (2) Safety Engineer GS-803;  
658
- 659 (3) Engineer GS-800;  
660
- 661 (4) Industrial Hygienist GS-690;  
662
- 663 (5) Fire Protection and Prevention Specialist/Marshal GS-081;  
664

- 665 (6) Health Physicist GS-1306;  
666  
667 (7) Occupational Medicine Physician GS-602;  
668  
669 (8) Occupational Health Nurse GS-610;  
670  
671 (9) Safety Technician GS-019;  
672  
673 (10) Physical Science Technician GS-1311;  
674  
675 (11) Environmental Health Technician GS-699;  
676  
677 (12) Chemist GS-1320;  
678  
679 (13) Health Technician GS-645; and  
680  
681 (14) Physicist GS-1310.  
682  
683 k. Office-Like Space – A space, such as a conference room, copier room, break room, lobby,  
684 hallway, storage room, closet, or ordinary computer room that has the same types of hazards  
685 as a typical office or office environment.  
686  
687 l. Normal Work Hours – Hours in which business is typically conducted: Monday through  
688 Friday 8 AM – 5 PM, local time. Lunch break falls between 12 PM and 1 PM, local time and  
689 inspections should not be scheduled during this time.  
690  
691 m. Serious Physical Harm – Impairment of the body in which part of the body is made  
692 functionally useless or is substantially reduced in efficiency on or off the job. Such  
693 impairment may be permanent or temporary, chronic or acute. Injuries involving such  
694 impairment would usually require treatment by a medical doctor or other licensed health care  
695 professional. Injuries that constitute serious physical harm include, but are not limited to,  
696 amputations (loss of all or part of a bodily appendage);<sup>7</sup> concussion; crushing (internal, even  
697 though skin surface may be intact); fractures (simple or compound); burns or scalds,  
698 including electric and chemical burns, likely to require medical treatment; cuts, lacerations,  
699 or punctures involving significant bleeding and/or requiring suturing; and sprains and strains  
700 likely to require medical treatment. Illnesses that constitute serious physical harm include,

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<sup>7</sup> An amputation is the traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached.

701 but are not limited to, cancer; respiratory illnesses (silicosis, asbestosis, byssinosis, *etc.*);  
702 hearing impairment; central nervous system impairment; visual impairment; poisoning; and  
703 musculoskeletal disorders.

704

705 n. Stop Work Order – Formal notification to cease work activities that present an imminent  
706 danger.

707

708 o. Unsafe or Unhealthful Working Condition – Any condition or practice in any workplace that  
709 could have a direct or immediate adverse impact on safety or health.

710

711 NOTE: Deficiencies classified as Imminent Danger, Catastrophic, Severe, Moderate, and  
712 Minor are UWCs.

713

714 p. Workplace – A physical location where NIST work is performed.

715

716 q. Workplace Supervisor – First-level supervisor, or other designated OU line manager, with  
717 primary responsibility for ensuring a safe and healthful work environment in their specific  
718 workplace.<sup>8</sup> In most cases, the workplace supervisor is the Group Leader.

719

720

## 721 **8. ACRONYMS**

722 Acronyms common to all NIST safety and health suborders can be found in Section 7 of NIST O  
723 7101.00. The acronyms specific to this suborder are as follows:

724

725 a. CFR – Code of Federal Regulations

726

727 b. CSO – Chief Safety Officer

728

729 c. ESC – Executive Safety Committee

730

731 d. OSHA – Occupational Safety and Health Administration

732

733 e. OSHE – Office of Safety, Health, and Environment

734

735 f. OU – Organizational Unit

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<sup>8</sup> Note that where NIST staff perform work in workplaces not owned and operated by NIST, the workplace will not be under the complete control of the NIST workplace supervisor. When the NIST workplace supervisor requires changes within the physical location, the workplace supervisor should work with the owners of the workplace to effect the necessary changes, or modify NIST work practices as necessary to ensure the safety and health of NIST staff.

- 736 g. SWO – Stop Work Order  
737  
738 h. UWC – Unsafe or Unhealthful Working Condition  
739  
740 i. WIRS – Workplace Inspection Reporting System  
741  
742

743 **9. RESPONSIBILITIES**

744 Roles and responsibilities common to all NIST safety and health suborders can be found in Section  
745 8 of NIST O 7101.00. The roles and responsibilities specific to this suborder are as follows:  
746

747 a. All Staff are responsible for:  
748

- 749 (1) Cooperating fully during the scheduling and conduct of occupational safety and health  
750 inspections;  
751  
752 (2) Bringing to the attention of inspectors any UWCs they have reason to believe exist in the  
753 workplace; and  
754  
755 (3) Abating deficiencies when directed to do so by their workplace supervisor.  
756

757 b. OU Directors are responsible for:  
758

- 759 (1) Ensuring implementation of requirements of this suborder within their OU;  
760  
761 (2) Specifying the role of the OU Safety Coordinator with respect to this program; and  
762  
763 (3) Informing the CSO of workplace deficiencies that are not within their purview to abate,  
764 at a NIST-owned workplace, NIST-controlled field location, or other facility where their  
765 staff perform work covered by this suborder.  
766

767 c. Division Chiefs or Equivalent are responsible for:  
768

- 769 (1) Ensuring lead inspectors are assigned for areas with no Hazard Review activities;  
770  
771 (2) Ensuring assignments of inspection team members is managed;  
772  
773 (3) Ensuring workplaces where Division operations are conducted are inspected at the  
774 required intervals;  
775

- 776 (4) Ensuring designated OU or Division staff work with OSHE to schedule OSHE-lead  
777 inspection of spaces in which work performed requires one or more hazard reviews;  
778
- 779 (5) Ensuring the information detailed in Section 6.g is made available to lead inspectors to  
780 plan inspections;  
781
- 782 (6) Attending inspections led by OSHE upon request;  
783
- 784 (7) Supporting workplace supervisors in abating deficiencies, as necessary; and  
785
- 786 (8) Notifying the CSO, in writing, when moderate, severe, catastrophic, and imminent danger  
787 deficiencies are not abated within 21 days at offsite locations.  
788
- 789 d. Workplace Supervisors are responsible for:  
790
- 791 (1) Attending inspections led by OSHE when requested;  
792
- 793 (2) For workplaces with employees represented by unions, ensuring that union  
794 representatives are provided the opportunity to accompany inspection teams;  
795
- 796 (3) Ensuring deficiencies in their respective workplaces are abated in accordance with  
797 program requirements of Section 6.k, *i.e.*, if they do not abate the deficiencies  
798 themselves, they are responsible for assigning a staff member to address a deficiency; and  
799
- 800 (4) Ensuring UWC notices are posted/distributed in accordance with program requirements  
801 of Section 6.j.  
802
- 803 e. Lead Inspectors are responsible for:  
804
- 805 (1) Scheduling inspections in coordination with OU Management.  
806
- 807 (2) Resolving differing opinions among team members, where applicable, serving as the final  
808 arbiter of any disputes;  
809
- 810 (3) Completing assigned workplace inspections and ensure that inspection reports containing  
811 the information detailed in Section 6.i(3) are completed and recorded in WIRS within the  
812 timeframe described in Section 6.i(2); and  
813
- 814 (4) If an imminent-danger UWC is identified:  
815

- 816 (a) Directing affected staff to stop work in a manner that does not increase the danger;  
817  
818 (b) Providing interim instructions to secure the workspace or activity (e.g., using signage  
819 or barriers) to prevent exposure to the danger and inadvertent restart of the activity;  
820 and  
821  
822 (c) Notifying the workplace supervisor of the concern.  
823

824 f. OSHE Staff are responsible for:

825

826 (1) For those completing the required training, serving as lead inspectors for:

827

828 (a) OU workspaces where one or more activities are required to have hazard reviews;

829

830 (b) OUs who do not have staff trained to be lead inspectors; and

831

832 (c) Indoor spaces not assigned to an OU;

833

834 (2) Verifying abatement of imminent danger and catastrophic, severe, and moderate  
835 deficiencies adequately eliminate or mitigate the hazards.  
836

836

837 NOTE: Verification should be within 60 days of the inspection report and shall be  
838 completed no later than the subsequent inspection.  
839

839

840 g. OU Safety Coordinators, DSRs, GSRs, and Others Appropriately Trained as Inspectors are  
841 responsible for:

842

843 (1) Serving as OU lead inspectors for OU-led inspections as directed by OU Management;

844

845 (2) Serving on OSHE-led inspection teams as directed by OU Management; and

846

847 (3) Assisting OU managers and OSHE lead inspectors in verifying deficiency abatement.  
848

848

849 h. Inspection Team Members are responsible for:

850

851 (1) Assisting the lead inspector in completing inspection reports containing the information  
852 detailed in Section 6.i(3), especially in:

853

854 (a) Identifying and classifying deficiencies; and  
855

855

856 (b) Recommending abatement actions and interim protective measures for moderate,  
857 severe, catastrophic, and imminent-danger deficiencies not fully abated during the  
858 inspection.

859

860 i. OSHE Program Managers are responsible for:

861

862 (1) Developing and maintaining inspection question sets aligned with assigned suborders;  
863 and

864

865 (2) Upon request, verifying abatement of imminent danger and catastrophic, severe, and  
866 moderate deficiencies within the scope of their program management assignment.

867

868 j. Workplace Inspection Program Manager is responsible for:

869

870 (1) Developing and maintaining inspection checklists in collaboration with OSHE Program  
871 Managers.

872

873 (2) Providing written guidance on classifying UWCs;

874

875 (3) Preparing and submitting an annual summary report to the CSO; and

876

877 (4) Compiling, analyzing, and reporting inspection data periodically at the direction of the  
878 CSO.

879

880

## 881 **10. AUTHORITIES**

882 Authorities common to all NIST safety and health suborders can be found in Section 9 of NIST  
883 O 7101.00. The authorities specific to this suborder are as follows:

884

885 a. Lead Inspectors<sup>9</sup> and Inspection Team Members:

886

887 (1) To have access, at reasonable times, to any building, installation, facility, construction  
888 site, or other area, workplace, or environment where work is performed in order to  
889 conduct an assigned inspection; and

890

891 (2) To interview and/or consult with management and staff separately, privately, or as a  
892 group concerning matters of occupational safety and health to aid the conduct of effective  
893 and thorough inspections.

894

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<sup>9</sup> These authorities also apply to OSHA compliance officers.

895 b. Lead Inspectors:

896

897 (1) To restrict participation on an inspection if necessary to ensure a fair and orderly  
898 inspection.

899

900

901 **11. DIRECTIVE OWNER**

902 Chief Safety Officer

903

904 **12. APPENDICES**

905 a. Appendix A: Revision History

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910

**Appendix A. Revision History**

Revision No.	Approval Date	Effective Date	Brief Description of Change; Rationale
0	05/18/15	04/01/17	<ul style="list-style-type: none"> <li>None – Initial document</li> </ul>
1	11/30/15	<p>10/01/16 for first set of requirements</p> <p>10/01/17 for remaining requirements (those noted in comment boxes)</p> <p>See Footnote 2.</p>	<ul style="list-style-type: none"> <li>Added Footnote 2 to indicate more clearly that some of the requirements of this suborder will be effective on October 1, 2016, the remainder (those noted in comment boxes) on October 1, 2017.</li> <li>Changed effective date of first set of requirements from 04/01/16 to 10/01/16.</li> <li>Changed effective date of remaining requirements (those noted in comment boxes) 04/01/17 to 10/01/17</li> <li>Revised dates in comment boxes to reflect these changes.</li> <li>Rationale for changes in effective dates: (1) Allow more time to develop the iPad application module of the Workplace Inspection Reporting System; (2) allow more time to develop and provide inspector training; and (3) align the effective date of the Workplace Inspection Program with the beginning of a fiscal year.</li> </ul>
2	07/29/16	07/29/16	<ul style="list-style-type: none"> <li>Made numerous edits solely for clarity</li> <li>Made program applicable to covered associates</li> <li>Added training requirement for managers and supervisors</li> <li>Added a responsibility under employees and covered associates to abate deficiencies when directed to do so by their workplace supervisor</li> <li>Added responsibilities for “OU Management above the Level of the</li> <li>Workplace Supervisor” to (a) support workplace supervisors in abating deficiencies, as necessary, and (b) verify, to the extent necessary, that abatement actions adequately eliminate serious and imminent danger UWCs [NOTE: The second responsibility was associated with the</li> </ul>

Revision No.	Approval Date	Effective Date	Brief Description of Change; Rationale
			<p>requirement in Section 6i(3). As originally worded, Section 6i(3) assigned this responsibility to the “OUs”; it should have been more specific and assigned it to management above the level of the workplace supervisor.]</p> <ul style="list-style-type: none"> <li>Removed Appendix B; will provide stand-alone tool instead</li> </ul>
3	04/19/17	04/19/17	<ul style="list-style-type: none"> <li>Made minor edits</li> <li>Added requirement that all inspectors, including lead inspectors, be NIST employees</li> <li>Indicated that covered associates may serve on inspection teams as subject matter experts</li> <li>Added comments in Section 9 to indicate that certain responsibilities will not take effect until October 1, 2017</li> <li>Clarified the responsibilities of OU management and Lead Inspectors regarding managing the assignments of inspection team members</li> </ul>
4	03/22/18	10/01/17	<ul style="list-style-type: none"> <li>Removed the comments indicating that requirements related to the following would be effective on 10/01/17: classification of deficiencies, use of WIRS, posting of UWC notices, recording of suborder/regulatory references.</li> </ul>
5	1/5/21	01/05/2021	<ul style="list-style-type: none"> <li>Updated suborder links.</li> </ul>
6	9/19/24	10/1/2017	<p>Major revision of the suborder including:</p> <ul style="list-style-type: none"> <li>Added that the lead inspector of a space with a hazard review activity must be an OSHE lead inspector</li> <li>Removed that an OU director may appoint a qualified person as an Occupational Safety and Health Specialist</li> <li>Added “Safety Engineer GS 803” as a potential Occupational Safety and Health Specialist</li> <li>Provided clarifying information for offices and office-like spaces to include other areas not</li> </ul>

Revision No.	Approval Date	Effective Date	Brief Description of Change; Rationale
			<p>typically thought of as office like spaces.</p> <ul style="list-style-type: none"> <li>• Added definition of lead inspector.</li> <li>• Added responsibility that employees should cooperate when scheduling inspections.</li> <li>• Clarified that OU Management responsibility to appoint lead inspectors is limited to spaces without hazard review activities.</li> <li>• Modified abatement plan timeline from 30 days after receipt of inspection report to 7 days after receipt of inspection report.</li> <li>• Added responsibility of workplace supervisor to attend inspections when requested by OSHE staff.</li> <li>• Removed limited scope application for inspections at greater frequencies.</li> <li>• Added requirement to notify the Chief Safety Officer, in writing, when Moderate, Severe, Catastrophic, and Imminent Danger UWCs are not abated within 30 days for offsite locations.</li> <li>• Use of checklists during inspections has changed from optional to required.</li> <li>• Added that checklists shall be developed and maintained by WIP PM in conjunction with OSHE PMs.</li> <li>• Changed notification of inspection to 30 calendar days.</li> <li>• Added definition of normal work hours.</li> <li>• Added a requirement for the supervisor or designated representative to meet with the inspector post inspection.</li> <li>• Changed that inspection reports must be submitted within 5 business days- from 15 calendar days.</li> <li>• Added a requirement for the lead inspector to notify the WIP PM, in addition to the area supervisor, when an inspection report cannot be completed in 5 business days.</li> </ul>

Revision No.	Approval Date	Effective Date	Brief Description of Change; Rationale
			<ul style="list-style-type: none"> <li>• Added additional pre-inspection planning requirements to further delineate requirement of supervisors, OSHE, and OU inspectors.</li> <li>• Clarified that a SWO shall be initiated by the lead inspector if employees do not heed instructions related to imminent dangers.</li> <li>• Increased training requirements for inspectors.</li> <li>• Removed composite inspection team training qualifications.</li> <li>• Added training requirements for OSHE employees serving as lead inspectors.</li> <li>• Clarified requirements for elevating deficiency abatements when they cannot be completed.</li> <li>• For imminent dangers, changed “Urge” to “Direct”</li> <li>• Updated deficiency classification system to align with risk matrix terms used for hazard reviews.</li> </ul>

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912