

WORKPLACE INSPECTION PROGRAM

NIST S 7101.26

Approval Date: 01/05/2021

Effective Date:^{1,2} 04/01/2017

1. PURPOSE

The purpose of this program is to provide a uniform approach for NIST organizational units (OUs) to ensure that comprehensive safety and health inspections of NIST buildings and worksites are conducted; ensure inspectors have the necessary training and experience; establish a deficiency hazard classification process; establish processes for informing employees and covered associates of serious and imminent-danger unsafe or unhealthful working conditions (UWCs) identified through the inspection process; and identify common safety deficiencies for targeted reduction approaches.

2. BACKGROUND

a. NIST P 7100.00 articulates NIST's commitment to making occupational safety and health an integral core value and vital part of the NIST culture by, in part:

(1) Complying with applicable laws, regulations, and other promulgated safety and health requirements; and

(2) Abating deficiencies and taking actions to prevent incidents from occurring.

b. NIST must meet the requirements of 29 CFR 1960.25, Qualifications of Safety and Health Inspectors and Agency Inspections, which establishes minimum inspection frequency and inspector qualifications. Implementation of this suborder through the requirements in Section 6 and the roles and responsibilities in Section 9 fulfills those requirements.

c. NIST must meet the requirements of 29 CFR 1960.26, Conduct of Inspections, which establishes minimum inspection and reporting requirements, employee and management

¹ For revision history, see Appendix A.

² Some of requirements of this suborder will be effective on October 1, 2016, the remainder (those noted in comment boxes) on October 1, 2017.

participation, and inspector authorities. Implementation of this suborder through the requirements in Section 6, the roles and responsibilities in Section 9, and authorities in Section 10 fulfills those requirements.

- d. NIST must meet the requirements of 29 CFR 1960.30, Abatement of Unsafe or Unhealthful Working Conditions, which establishes minimum posting and abatement requirements. Implementation of this suborder through the requirements in Section 6 and the roles and responsibilities in Section 9 fulfills those requirements.

3. APPLICABILITY

- a. The requirements of this suborder apply to all NIST-owned facilities.
- b. The requirements of this suborder apply to all off-site non-residential workplaces where NIST employees and covered associates conduct work activities [*e.g.*, Hollings Marine Laboratory, Institute for Bioscience and Biotechnology Research (IBBR), JILA] for periods of six months or more.
- c. The requirements of this suborder do not apply to residential work locations (*e.g.*, telework) or to off-site locations where NIST activities are conducted for less than six months.

4. REFERENCES

- a. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, specifically Subparts 1960.1, 1960.25, 1960.26, 1960.30, 1960.57, and 1960.59.
- b. OHSAS 18001:2007, Occupational Health and Safety Management Systems – Requirements, specifically Section 4.5.2.

5. APPLICABLE NIST OCCUPATIONAL SAFETY AND HEALTH SUBORDERS

- a. NIST S 7101.20: Work and Worker Authorization Based on Hazard Reviews
- b. NIST S 7101.23: Safety Education and Training
- c. NIST S 7101.02: Employee Reporting of Unsafe or Unhealthful Working Conditions
- d. NIST S 7101.03: Stop Work

- e. All NIST suborders related to occupational safety and health, fire and life safety, and environmental management.

6. REQUIREMENTS

a. Inspection Frequency

- (1) All work areas shall be inspected at the following frequencies:

(a) At least annually for offices, office-like spaces, and other spaces where a hazard review is not required by NIST S 7101.20: Work and Worker Authorization Based on Hazard Reviews.

(b) At least twice annually for work areas where one or more activities are required to have hazard reviews in accordance with NIST S 7101.20: Work and Worker Authorization Based on Hazard Reviews.

b. Equivalency for Inspections of Off-site Locations

- (1) For off-site locations not owned by NIST, OUs may accept equivalent inspections conducted by or on behalf of the site owners, provided:

(a) Affected NIST employees and covered associates and the OSHE Workplace Inspection Program Manager are provided a copy of the inspection results; and

(b) OUs verify, to the extent necessary, that abatement actions adequately eliminate UWCs impacting NIST employees and covered associates.

- (2) For serious and imminent danger UWCs that are the responsibility of the host organization and are not adequately addressed, the OU shall take appropriate action to ensure the safety and health of potentially impacted NIST employees and covered associates. These actions may include, if necessary, relocation of potentially impacted NIST employees and covered associates to a safe work environment.

- (3) UWCs that are the responsibility of the OU to abate shall be addressed in accordance with Sections 6i and 6j.

c. Inspector and Inspection Team Qualifications

- (1) A lead inspector shall be assigned for each inspection.

(2) An inspection may be conducted by a single lead inspector or by a team comprising a lead inspector and additional inspectors and/or subject matter experts working under the direction of the lead inspector.

(3) Inspectors of offices, office-like spaces, and other spaces where a hazard review is not required must meet the training requirements specified in Section 6l(1).

(4) Inspectors of workplaces where one or more activities are required to have hazard reviews must meet the training requirements specified in Sections 6l(1) and 6l(2) and meet the qualifications of an Occupational Safety and Health Inspector as defined in Section 7h.

(5) All inspectors, including lead inspectors, shall be NIST employees.

(6) Covered associates may serve on inspection teams as subject matter experts.

d. Inspection Scope

(1) Inspections during any given year shall be conducted such that all workplace hazards are considered at the frequencies specified in Section 6a.

(a) OUs may choose to conduct limited-scope inspections on a more frequent basis provided that all workplace hazards are considered annually at the frequencies specified in Section 6a.

e. Inspection Checklists

(1) OUs may use checklists to add additional rigor to the inspection process or to focus inspections on particular workplace hazards, provided that the use of checklists for other than limited-scope inspections does not limit the thoroughness of the inspections or the recording of deficiencies not included on the checklists.

(2) OSHE Program Managers shall develop and maintain question sets aligned with the requirements of assigned suborders. OUs may use these question sets, in whole or in part, to develop question and inspection checklists. OUs may also develop their own question sets and inspection checklists.

(3) The use of question sets and inspection checklists is at the discretion of the OUs.

f. Pre-inspection Planning³

(1) Prior to inspection, the following shall be available to the lead inspector:

(a) If requested, all available relevant information which pertains to the occupational safety and health of the workplace to be inspected;

(b) Name and contact information of the workplace supervisor (typically the lowest level of line management) with responsibility for the workplace to be inspected;

(c) Name and contact information of the union representative,⁴ if any, of employees assigned to the workplace to be inspected; and

(d) Any special requirements or precautions necessary to enter the workplace, such as escort requirements, minimum personal protective equipment required for entry, or safeguards necessary to protect research activities.

(2) Inspectors and team members should understand, in advance, the general types of work activities and conditions to be inspected, in order to have the proper equipment (*e.g.*, personal protective equipment, flashlight, circuit tester) available to conduct an effective inspection.

(3) OSHE shall be notified of all OU inspections conducted under this program and will participate on inspection teams as resources permit.

(4) Notifications of OU inspections should be provided to OSHE by submitting an electronic meeting invitation or sending an email to "*WIP@nist.gov*" at least 14 calendar days in advance of planned inspections to facilitate OSHE participation.

(a) Notification should include the following:

i. Timeframe for the inspections [date(s) and times(s) to the extent they can be specified];

ii. Point of contact for the inspection;

³ For workplaces requiring a security clearance for entry, contact the OSHE Workplace Inspection Program manager for further instruction.

⁴ Although most NIST employees are not represented by unions, several groups are.

- 191 iii. Brief listing of the type(s) of spaces to be included in the inspections (*e.g.*, offices,
192 chemical labs, laser labs, biological labs, mechanical spaces, mechanical testing,
193 machine shops). This does not need to be an exhaustive listing; if most of the
194 spaces fall into several categories, each outlier doesn't need to also be listed;
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196 iv. Whether the scope of the inspection will be broad-based or focused on particular
197 type(s) of hazards; and
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199 v. Any preferences on specialized expertise the OSHE participant(s) should have.
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201 (b) OSHE shall coordinate participation with the point of contact for the inspection and will
202 participate to the extent that resources are available, with priority given to inspections of
203 work areas in which hazardous activities are conducted, *e.g.*, laboratories, shops.
204
205 g. Conduct of Inspections
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207 (1) Every effort will be made by the inspection team to conduct inspections as scheduled,
208 during normal work hours, and to avoid interference or adverse impact on laboratory,
209 shop, or office operations. Inspections may be announced or unannounced to the
210 workplace supervisor and employees and covered associates of the workplace to be
211 inspected. Where access to a workplace is restricted by regulation or policy, the lead
212 inspector will arrange for an escort or obtain permission from the space owner for entry
213 for the purpose of each inspection.
214
215 (2) When, in the opinion of an inspection team member, it is necessary to conduct personal
216 monitoring (sampling) of an employee's or covered associate's work environment, the
217 lead inspector shall record the need for such monitoring as a deficiency and recommend
218 as an abatement action arranging for such sampling through OSHE or by a non-OSHE
219 competent person.
220
221 (3) Inspectors shall identify any deficiencies observed in the workplace [see Section 6e
222 pertaining to the use of inspection checklists].
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224 (4) If an identified deficiency presents a potential hazard to employee or covered associates
225 safety and health, the lead inspector shall classify it using written guidance provided by
226 OSHE.
227
228 (5) Whenever and as soon as an inspection team member makes a determination that an
229 imminent danger exists, the lead inspector shall urge affected employees and covered
230 associates to stop work in a manner that does not increase the danger, provide interim

instructions to secure the work area or activity (e.g., using signage or barriers) to prevent exposure to the danger and inadvertent restart of the activity, and notify the workplace supervisor of the concern. If the lead inspector is not satisfied with the response to protect employees and covered associates, the lead inspector⁵ shall contact OSHE for the possible issuance of a Stop Work Order (SWO). If a SWO is issued, subsequent actions to address the imminent danger will be in accordance with NIST S 7101.03: Stop Work.

- (6) During the course of an inspection, any employee or covered associate has the right to bring to the attention of an inspection team member any UWC which the employee or covered associate has reason to believe exists in the workplace.
- (7) The workplace supervisor and employees and covered associates are strongly encouraged to accompany the inspection team during the physical inspection of any workplace to aid the inspection, and, if an employee-designated representative is accompanying the inspection team, to provide that representative with more detailed knowledge of any existing or potential UWCs in the workplace.
 - (a) Additional representatives of OU management and employees may accompany the inspection team if the lead inspector or the OU determines that such additional representatives will further aid the inspection.
 - (b) Different representatives may be allowed to accompany the inspection team during different portions of an inspection.
- (8) The lead inspector, with input from the inspection team members, will identify all observed deficiencies, observations, or recommendations within the scope of the inspection.
- (9) The lead inspector should advise the workplace supervisor on establishing abatement dates, with due consideration of achievability and interim employee and covered associate safety.
- (10) At the conclusion of an inspection, the workplace supervisor may meet with the lead inspector to request informal advice on any apparent deficiencies identified during the inspection and to provide the lead inspector with any pertinent information regarding conditions in the workplace.

⁵ OSHE staff members are authorized to issue oral Stop Work Orders in accordance with NIST S 7101.03: [Stop Work](#). The participation of OSHE staff members in inspections will facilitate the issuance of oral Stop Work Orders.

h. Inspection Reports

(1) The lead inspector shall enter newly identified deficiencies into the Workplace Inspection Reporting System (WIRS) no later than 15 calendar days following an inspection. If there are compelling reasons why this cannot be completed within 15 days, the inspector shall notify the workplace supervisor of the reason for the delay.

(2) WIRS shall notify the workplace supervisor when inspection result entry has been completed.

(3) The inspection report shall contain the following information:

(a) Names of inspection team members;

(b) Name of workplace supervisor;

(c) Organizational information (OU, Division, and Group);

(d) Date of inspection;

(e) Location(s) inspected (*e.g.*, building, room);

(f) Information pertaining to deficiencies identified, including:

i. Description of deficiency;

(i) Existing deficiencies recorded during previous inspections that remain unabated should not be duplicated in WIRS.

ii. Deficiency classification (imminent danger, serious, other than serious/administrative);

iii. For serious and imminent-danger conditions, reference to suborder or other standard; and

iv. Whether deficiency was fully abated during the inspection (optional).

(g) For deficiencies classified as serious or imminent danger that are not fully abated during the inspection:

- i. Recommended abatement actions;
- ii. Recommended interim protective measures; and
- iii. Comments (*e.g.*, observations, recommendations).

i. Notices of Unsafe or Unhealthful Working Conditions

(1) If an inspection results in a finding of an imminent-danger or serious UWC, the workplace supervisor shall establish an abatement date in WIRS and generate a UWC notice.

(a) The UWC notice shall characterize and describe the nature of the UWC, reference the suborder or other standard it violates, and provide a timeframe for abatement.

(b) The UWC notice, or a copy of it, shall be posted immediately by the workplace supervisor, either at or near the location where the UWC exists or existed; if that is not possible, it shall be posted in a prominent place where all affected employees and covered associates can read it.

i. An electronic copy of the notice may be provided to employees and covered associates via email in lieu of posting in situations where all of the following conditions are met:

(i) Each employee and covered associate conducting activities in the workplace is provided an electronic copy;

(ii) Each employee and covered associate routinely accesses a computer (to ensure they have timely access to the notice);

(iii) The UWC(s) addressed by the notice does not present a risk to other employees or covered associates who may intermittently access the workplace (*e.g.*, to perform maintenance); and

(iv) The UWC(s) addressed by the notice are fully abated within 30 calendar days.

(c) Any additional notices describing special measures in effect during abatement of the UWC shall also be posted by the workplace supervisor.

(d) Each posted notice shall remain posted until the UWC has been abated or for 3 business days, whichever is longer.

j. Abatement of Deficiencies

(1) Other-Than-Serious UWCs and Administrative Deficiencies

(a) Upon receipt by a workplace supervisor of an inspection report confirming the existence of an other-than-serious UWC or administrative deficiency, actions to abate the UWC shall be promptly developed and implemented.

(b) Once the deficiency has been abated, the deficiency shall be recorded as closed in WIRS.

(2) Serious or Imminent-Danger UWCs

(a) Upon receipt by a workplace supervisor of an inspection report confirming the existence of an imminent-danger or serious UWC, abatement actions to eliminate the UWC, including any interim protective measures necessary to protect employees and covered associates, shall be promptly developed and implemented.

(b) If it is determined by the workplace supervisor that the abatement actions cannot be completed within 30 calendar days of receipt of the inspection report, an abatement plan shall be developed, shared with affected employees and covered associates, and recorded in WIRS. The estimated completion dates shall be replaced by actual completion dates when the plan has been fully implemented.

(3) It shall be verified, to the extent necessary, that abatement actions adequately eliminate serious and imminent danger UWCs. Abatement actions determined to be inadequate shall remain open in WIRS until UWCs have been satisfactorily abated.

(4) When a deficiency cannot be abated within NIST's authority, the OU shall request assistance from appropriate higher authority. The CSO and all personnel subject to the hazard from the deficiency shall be advised of this action and of interim protective measures in effect, and shall be kept informed of subsequent progress on the abatement plan.

(5) When applicable, if a deficiency cannot be abated without assistance of the General Services Administration or other Federal lessor agency, the OU shall act with the lessor agency to secure abatement.

k. Inspections by the Occupational Safety and Health Administration (OSHA)

(1) OSHA has the authority to conduct announced and unannounced safety and health inspections of federal workplaces and operations. All NIST personnel will cooperate fully during any such inspection. The Chief Safety Officer (CSO) shall be notified whenever OSHA inspectors request access to NIST facilities and will assign an OSHE representative to coordinate the inspection process, including:

(a) Notifying the affected OU(s) of the inspection, when permitted to do so by OSHA;

(b) Accompanying⁶ the OSHA inspector(s), along with an OU representative whenever practical, while on-site;

(c) Documenting the observations of the OSHA inspectors, including photographing areas photographed by OSHA; and

(d) Entering the results of the inspection into WIRS.

(2) OUs, in coordination with the CSO, will abate any UWCs identified during the inspection in accordance with OSHA instructions and the requirements of this suborder.

(3) The CSO, in coordination with affected OUs, will take the lead on all inspection-related correspondence with OSHA.

l. Training

(1) Individuals who will serve as inspectors⁷ shall complete:

(a) Inspector training provided by OSHE on:

i. How to conduct inspections, evaluate hazards, and suggest general abatement procedures and interim protective measures;

ii. Procedures for classifying UWCs as imminent danger, serious, or other-than-serious;

⁶ For workplaces outside of Gaithersburg and Boulder, OSHE will coordinate with the responsible OU to ensure an OU representative addresses the requirements of Sections 6k(1)(b) and 6k(1)(c).

⁷ This training is also available to union representatives who will assist in conducting workplace safety and health inspections.

- 425 iii. Inspector authorities;
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- 427 iv. Inspection procedures and techniques;
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- 429 v. Handling differing opinions of team members;
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- 431 vi. Considerations for establishing abatement dates; and
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- 433 vii. Preparation of reports and other documentation to support the inspection
- 434 findings.
- 435
- 436 (2) Inspection team members, including the lead inspector, shall complete the training
- 437 specified in safety and health suborders applicable to the hazard(s) in the work areas they
- 438 are to inspect.⁸
- 439
- 440 (3) OU managers and supervisors shall complete the training on the Workplace Inspection
- 441 Program provided by OSHE for managers and supervisors.
- 442
- 443 m. Recordkeeping
- 444
- 445 (1) WIRS shall maintain the following records for at least five years after deficiency
- 446 abatement:
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- 448 (a) Inspection results;
- 449
- 450 (b) Notices of UWCs;
- 451
- 452 (c) Abatement plans, when required;
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- 454 (d) Description of abatement actions taken, when required; and
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- 456 (e) Date abatement actions were completed.
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- 458 (2) Records will be made available to an Authorized Representative of the Secretary of
- 459 Labor upon request.
- 460
- 461

⁸ If an inspection team approach is used, the composite qualifications of the team may be considered in meeting this requirement. It is not necessary for each team member to complete training on a particular applicable suborder as long as someone on the team has done so.

n. Summary Reports

(1) The Workplace Inspection Program Manager shall prepare and submit an annual report to the CSO for distribution to the Executive Safety Committee (ESC).

(2) The annual report shall include the following information:

(a) Summary of the inspection results reported through WIRS;

(b) Summary of abatement action status on inspection findings tracked through WIRS;

(c) Prevalence and trending of common safety issues currently incorporated in the NIST Shared Standard of Safety Performance (3SP) initiative; and

(d) Recommendations of common safety issues to be considered for inclusion in the 3SP initiative or other safety improvement efforts.

(3) The Workplace Inspection Program Manager will compile, analyze, and report inspection data periodically at the direction of the CSO.

7. DEFINITIONS

Definitions common to all NIST safety and health suborders can be found in Section 6 of NIST O 7100.00. The definitions specific to this suborder are as follows:

a. **Abatement** – Action by an employer to comply with a cited standard or regulation or to eliminate a recognized hazard identified during an inspection.

b. **Abatement Plan** – A set of planned actions to abate a recognized **deficiency** and their estimated completion dates.

c. **Administrative Deficiency** – A deviation from established requirements that does not create an unsafe or unhealthful working condition.

d. **Authorized Representative of the Secretary of Labor** – A person or agent of the Secretary of Labor whose authority and jurisdiction originates from the Secretary of Labor; routinely a Department of Labor employee.

e. **Deficiency** - A deviation from established requirements. NOTE: A **deficiency** may be an **unsafe or unhealthful working condition** if it presents a hazard (e.g., unguarded pinch

point) or an **administrative deficiency** if it does not (*e.g.*, missing "emergency contact" sticker on telephone).

- f. **Imminent Danger (Condition or Practice)** – Any **serious condition or practice** that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through normal procedures.
- g. **Inspector** – A NIST employee having the training and qualifications required to conduct assigned workplace inspections on their own or as a member of an inspection team.
- h. **Occupational Safety and Health Inspector** – An **occupational safety and health specialist**, Certified Safety Professional, or Certified Industrial Hygienist possessing competence to recognize and evaluate **workplace** hazards and identify mitigation options.
- i. **Occupational Safety and Health Specialist** – A person meeting the Office of Personnel Management standards for one of the following classifications:
 - (1) Safety and Occupational Health Manager/Specialist GS-018;
 - (2) Engineer GS-800;
 - (3) Industrial Hygienist GS-690;
 - (4) Fire Protection and Prevention Specialist/Marshal GS-081;
 - (5) Health Physicist GS-1306;
 - (6) Occupational Medicine Physician GS-602;
 - (7) Occupational Health Nurse GS-610;
 - (8) Safety Technician GS-019;
 - (9) Physical Science Technician GS-1311;
 - (10) Environmental Health Technician GS-699;
 - (11) Chemist GS-1320;
 - (12) Health Technician GS-645;

(13) Physicist GS-1310; or

(14) Equally qualified person.⁹

- j. **Office-Like Space** – A space, such as a conference room, copier room, break room, or ordinary computer room that has the same types of hazards as a typical office or office environment.
- k. **Other Than Serious (Condition or Practice)** – A condition or practice that could not reasonably be expected to cause death or serious physical harm.
- l. **Serious**¹⁰ **(Condition or Practice)** – A condition or practice that could be reasonably expected to cause death or **serious physical harm** to an individual exposed to the condition or practice.
- m. **Serious Physical Harm** – Impairment of the body in which part of the body is made functionally useless or is substantially reduced in efficiency on or off the job. Such impairment may be permanent or temporary, chronic or acute. Injuries involving such impairment would usually require treatment by a medical doctor or other licensed health care professional. Injuries that constitute serious physical harm include, but are not limited to, amputations (loss of all or part of a bodily appendage);¹¹ concussion; crushing (internal, even though skin surface may be intact); fractures (simple or compound); burns or scalds, including electric and chemical burns, likely to require medical treatment; cuts, lacerations, or punctures involving significant bleeding and/or requiring suturing; and sprains and strains likely to require medical treatment. Illnesses that constitute serious physical harm include, but are not limited to, cancer; respiratory illnesses (silicosis, asbestosis, byssinosis, etc.); hearing impairment; central nervous system impairment; visual impairment; poisoning; and musculoskeletal disorders.
- n. **Stop Work Order** – Formal notification to cease work activities that present an **imminent danger**.

⁹ The OU Director shall be responsible for determining that an individual is an equally qualified person and for documenting that determination. The OU Director may delegate this responsibility.

¹⁰ NOTE: The key determination is the likelihood that death or serious harm will result **IF** an accident or exposure occurs. **The likelihood of an accident occurring is not addressed in making this determination.**

¹¹ 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.

- o. **Unsafe or Unhealthful Working Condition** – Any condition or practice in any **workplace** that could have a direct or immediate adverse impact on safety or health.
- p. **Workplace** – A physical location where NIST work is performed.
- q. **Workplace Supervisor** – First-level supervisor, or other designated OU line manager, with primary responsibility for ensuring a safe and healthful work environment in their specific **workplace**.¹² In most cases, the **workplace supervisor** is the Group Leader.

8. ACRONYMS

Acronyms common to all NIST safety and health suborders can be found in Section 7 of NIST O 7100.00. The acronyms specific to this suborder are as follows:

- a. 3SP – Shared Standard of Safety Performance
- b. CFR – Code of Federal Regulations
- c. CSO – Chief Safety Officer
- d. ESC – Executive Safety Committee
- e. OSHA – Occupational Safety and Health Administration
- f. OSHE – Office of Safety, Health, and Environment
- g. OU – Organizational Unit
- h. SWO – Stop Work Order
- i. UWC – Unsafe or Unhealthful Working Condition
- j. WIRS – Workplace Inspection Reporting System

¹² Note that where NIST workers 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 workers.

9. RESPONSIBILITIES

Roles and responsibilities common to all NIST safety and health suborders can be found in Section 8 of NIST O 7100.00. The roles and responsibilities specific to this suborder are as follows:

a. All Employees and Covered Associates:

- (1) Cooperate fully during the conduct of occupational safety and health inspections;
- (2) Bring to the attention of inspectors any UWCs they have reason to believe exist in the workplace; and
- (3) Abate deficiencies when directed to do so by their workplace supervisor.

b. OU Management:

- (1) Assign lead inspectors;
- (2) Manage the assignments of inspection team members;
- (3) Ensure that all workplaces and operations are inspected at the required intervals;
- (4) Ensure OSHE is notified of inspections in advance;
- (5) Ensure that the information detailed in Section 6f is made available to lead inspectors to plan inspections; and
- (6) For workplaces with employees represented by unions, ensure that union representatives are provided the opportunity to accompany inspection teams.

c. OU Management above the Level of the Workplace Supervisor:

- (1) Support workplace supervisors in abating deficiencies, as necessary; and
- (2) Verify, to the extent necessary, that abatement actions adequately eliminate serious and imminent danger UWCs.

d. Workplace Supervisor:

- (1) Ensure that deficiencies in their respective workplaces are abated in accordance with program requirements;

(2) Upon receiving inspection reports identifying serious or imminent-danger UWCs:

(a) Establish abatement dates in WIRS for those UWCs not fully abated during the inspection;

(b) Generate UWC notices and ensure they are posted/distributed in accordance with program requirements;

(c) Ensure that abatement actions to eliminate the UWCs, including any interim protective measures necessary to protect employees and covered associates, are promptly developed and implemented; and

(d) If abatement actions cannot be completed within 30 calendar days of receipt of the inspection report, ensure that abatement plans are developed, shared with affected employees and covered associates, and recorded in WIRS; and

(3) Ensure that WIRS is updated to reflect abatement status, including dates that serious and imminent danger UWCs are abated.

e. Lead Inspectors:

(1) Manage the assignments of inspection team members, when applicable;

(2) Resolve differing opinions;

(3) Complete assigned workplace inspections and ensure that inspection reports containing the information detailed in Section 6h(3) are completed and recorded in WIRS within the timeframe described in Section 6h(1); and

(4) If an imminent-danger UWC is identified:

(a) Urge affected employees and covered associates to stop work in a manner that does not increase the danger;

(b) Provide interim instructions to secure the work area or activity (e.g., using signage or barriers) to prevent exposure to the danger and inadvertent restart of the activity; and

(c) Notify the workplace supervisor of the concern.

f. Inspection Team Members:

(1) Assist the lead inspector in completing inspection reports containing the information detailed in Section 6h(3), especially in:

(a) Identifying and classifying deficiencies; and

(b) Recommending abatement actions and interim protective measures for serious and imminent-danger deficiencies not fully abated during the inspection.

g. OSHE Program Managers:

(1) Develop and maintain inspection question sets aligned with assigned suborders.

h. Workplace Inspection Program Manager:

(1) Provide written guidance on classifying UWCs;

(2) Prepare and submit an annual summary report to the CSO; and

(3) Compile, analyze, and report inspection data periodically at the direction of the CSO.

10. AUTHORITIES

Authorities common to all NIST safety and health suborders can be found in Section 9 of NIST O 7100.00. The authorities specific to this suborder are as follows:

a. Lead Inspectors¹³ and Inspection Team Members:

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

(2) To interview and or consult with management and employees and covered associates separately, privately, or as a group concerning matters of occupational safety and health to aid the conduct of effective and thorough inspections.

¹³ These authorities also apply to OSHA compliance officers.

728 b. Lead Inspectors:

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

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734 **11. DIRECTIVE OWNER**

735 Chief Safety Officer

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738 **12. APPENDICES**

739 a. Revision History

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Appendix A. Revision History

| Revision No. | Approval Date | Deployment Start Date | Effective Date | Brief Description of Change; Rationale |
|--------------|---------------|-----------------------|--|--|
| 0 | 05/18/15 | 04/01/16 | 04/01/17 | <ul style="list-style-type: none"> None – Initial document |
| 1 | 11/30/15 | 04/01/16 | <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"> 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. Changed effective date of first set of requirements from 04/01/16 to 10/01/16. Changed effective date of remaining requirements (those noted in comment boxes) 04/01/17 to 10/01/17 Revised dates in comment boxes to reflect these changes. 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. |
| 2 | 07/29/16 | 07/29/16 | 07/29/16 | <ul style="list-style-type: none"> Made numerous edits solely for clarity Made program applicable to covered associates Added training requirement for managers and supervisors Added a responsibility under employees and covered associates to abate deficiencies when directed to do so by their workplace supervisor Added responsibilities for “OU Management above the Level of the |

| Revision No. | Approval Date | Deployment Start Date | Effective Date | Brief Description of Change; Rationale |
|--------------|---------------|-----------------------|----------------|--|
| | | | | <ul style="list-style-type: none"> • 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 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.] • Removed Appendix B; will provide stand-alone tool instead |
| 3 | 04/19/17 | NA | 04/19/17 | <ul style="list-style-type: none"> • Made minor edits • Added requirement that all inspectors, including lead inspectors, be NIST employees • Indicated that covered associates may serve on inspection teams as subject matter experts • Added comments in Section 9 to indicate that certain responsibilities will not take effect until October 1, 2017 • Clarified the responsibilities of OU management and Lead Inspectors regarding managing the assignments of inspection team members |
| 4 | 03/22/18 | 10/01/17 | 10/01/17 | <ul style="list-style-type: none"> • 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. |

| Revision No. | Approval Date | Deployment Start Date | Effective Date | Brief Description of Change; Rationale |
|--------------|---------------|-----------------------|-----------------|---|
| 5 | 1/5/21 | 1/5/21 | April Camenisch | <ul style="list-style-type: none"> Updated suborder links. |

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