

**DIVISION OF OCCUPATIONAL SAFETY AND HEALTH  
POLICY AND PROCEDURES MANUAL**

**FORMS COMPLETION AND IMIS DATA  
ENTRY FOR THE OSHA 31 -WEEKLY  
PROGRAM ACTIVITY REPORT**

P&P C-31 Issue  
Date: 7/1/02,  
10/1/07

**General Instructions**

NOTE: If using the electronic version of the Form 31 Weekly Program Activity Report, and new screen items appear, contact your IMIS Systems Administrator, or Regional IMIS Coordinator, for assistance.

NOTE: The paper Form 31 and the data entry screens have columns for time charged to Discrimination. Do not use; use the Enforcement Columns.

MOD/DATE Complete this paper form item only when updating data on the OSHA Form 31. Enter the Modification Code "M" and the date which the update is being made.

1. Reporting ID

Enter the Reporting ID where the safety engineer or industrial hygienist is primarily assigned or headquartered. If using the electronic version of the Form 31, the reporting ID will prefill.

2. CSHO ID

Enter the 5-digit ID of the safety engineer or industrial hygienist completing the Form 31.

NOTE: The data entry screen has line 2a. for CSHO ID.

NOTE: The data entry screen has line 2b. for Job Title, which will prefill when the CSHO ID is entered.

3. Friday Date

Enter the month, day and calendar year of the Friday covered by the Weekly Program Activity Report.

4. Program Activity Number

This is a preprinted or computer generated number which uniquely identifies the particular Weekly Program Activity Report.

**Inspection Activity:**

5. Day

Enter the appropriate letter to designate the day of the investigation or inspection.

M = Monday

F = Friday

T = Tuesday

S = Saturday

W = Wednesday

U = Sunday

H = Thursday

Screen Item 5a. Type: Enter "I" for Inspection Activity

6. Activity Number.

Enter the Inspection Number from the corresponding Cal/OSHA Form 1.

7. Prep

Enter the time spent in preparation for an investigation or inspection to the nearest half of an hour, whether or not the inspection was conducted.

8. Travel

Enter the time spent traveling to and from the inspected establishment to the nearest half of an hour.

9. On Site Activity

Enter the time spent in the inspected establishment, including time spent in the Walkaround, Opening and Closing Conferences and any other activity necessitated by the inspection, e.g., waiting to speak with management, waiting for permission to enter the establishment and waiting to conduct a Walkaround, to the nearest half of an hour.

10. Technical Support

Enter the time spent in obtaining any technical assistance relating to an inspection to the nearest half of an hour.

11. Report Prep

Enter the time spent researching and completing an inspection, including researching standards, evaluating tests conducted during the inspection and completing required documentation forms, to the nearest half of an hour.

#### 12. Other Conference

Enter the time spent in any conference related to inspection activity which is not conducted on site to the nearest half of an hour, e.g., informal conferences, off-site employee interviews, and inspection-related conferences with other Division personnel.

#### 13. Litigation

Enter the time spent preparing for appeals, including travel for serving subpoenas and interviewing and preparing witnesses, and in attending and testifying at depositions, administrative hearings or at trial to the nearest half of an hour.

#### 14. Denial

Enter the time spent as a result of a refusal or denial of entry, including time spent conferring with the Legal Unit attorneys, in warrant preparation, filing with the clerk of the court and appearing in court to obtain a warrant and post-warrant forms completion to the nearest half of an hour.

#### 15. Totals

Enter the total time spent in the activities corresponding to Items 5 through 14 for each inspection in Item 15. If using the electronic version of the OSHA Form 31, the totals will prefill.

#### 16. Mileage

Enter the total number of miles driven corresponding to each inspection.

NOTE: When two or more compliance personnel travel in one vehicle, only one of them shall report the mileage for the particular inspection on the OSHA Form 31.

#### 17. **Optional Information**

NOTE: Time recorded in Item 17 shall be added to the time recorded in Item 42 in order that the time spent in Item 17 be reflected in the Totals.

Crane Safety Activities

Type	ID	Value
S	1	Enter time spent

Enter time spent, to the nearest half of an hour, on tower crane operating and erection permit submittal review, issuing crane permits, administering crane certifier licensing examinations and other crane safety activities. NOTE: The actual tower crane inspection shall be charged to the Inspection Activity Number.

Blaster's Examinations

Type	ID	Value
S	2	Enter time spent

Enter time spent on administering blaster's examinations, to the nearest half of an hour.

Gas Tester's Examinations

Type	ID	Value
S	3	Enter time spent

Enter time spent on administering Gas Tester's examinations to the nearest half of an hour.

Safety Representative Examinations

Type	ID	Value
S	4	Enter time spent

Enter time spent on administering Safety Representative's examinations to the nearest half of an hour.

Technical Assistance (surface mining)

Type	ID	Value
S	5	Enter time spent

Enter time spent on providing technical assistance to surface mining employers to the nearest half of an hour.

Technical Assistance (underground mining)

Type	ID	Value
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S	6	Enter time spent
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Enter time spent on providing technical assistance to underground mining employers to the nearest half of an hour.

Technical Assistance (tunneling)

Type	ID	Value
S	7	Enter time spent

Enter time spent on providing technical assistance to tunneling mining employers to the nearest half of an hour.

Off-Site Safety Conference

Type	ID	Value
S	8	Enter time spent

Enter time spent providing off-site safety conference for mining and tunneling employers to the nearest half of an hour.

18. through 28. Do not use

**Compliance Assistance:**

29. Employees/Union

Enter time spent in providing information and guidance at the request of employees, employee groups, and trade unions when the activity is not related to a specific inspection to the nearest half an hour.

30. Employers/Associations

Enter time spent in providing information and guidance at the request of employers or employer associations when the activity is not related to a specific inspection to the nearest half an hour.

31. Professional Groups/General Public

Enter time spent in providing information to professional groups and guidance to professional groups and the general public when the activity is not related to a specific inspection to the nearest half an hour.

32. through 34. Do not use.

**Program Support:**

Compliance personnel shall provide a description of how time in Items 35. through 50. was spent on the back of the OSHA 31.

#### 35. Formal Training

Enter the time spent in formal training classes during weekday working hours, including Division-sponsored training or outside occupational health and safety classes or professional conferences (include preparation or study time and travel time) to the nearest half of an hour.

#### 36. Field Training

Enter the time spent in informal training, such as on- the-job training (include any time spent in preparation or study) to the nearest half of an hour.

NOTE: When Regional Managers, District Managers, Senior Engineers and Senior Industrial Hygienists conduct monitoring or personnel evaluation inspections, time spent is coded under field training and not to the inspection.

#### 37. Instr. OSH Employees. Do not use.

#### 38. Calibration/Testing/Research

Enter time spent calibrating or testing equipment which is not related to a particular inspection, including time spent packaging equipment for shipment and maintenance of equipment inventory to the nearest half of an hour.

#### 39. Other Technical Support

Enter time spent providing technical support which is not related to a particular inspection, e.g., answering telephone inquiries, including taking complaints/referral/accident reports; and acting as officer of the day.

NOTE: If compliance personnel act as officer of the day but work on report preparation related to an inspection, time spent on report preparation shall be entered in Item 11 to the nearest half of an hour.

#### 40. Supervisory Duties

Enter the time spent serving as an acting District Manager to the nearest half of an hour.

#### 41. Administrative Duties

Enter the time spent conducting Permit Safety Conferences, issuing permits and licenses and conducting pre-job conferences.

#### 42. Professional Duties

Enter the time spent in a District and/or Regional staff meeting, completing travel expense claims, reading professional/technical publications, reviewing Division policies and procedures, giving professional presentations and speeches, serving on professional committees, societies or boards to the nearest half of an hour.

Compliance personnel assigned to EEEEC or other enforcement offices shall enter any "surveillance" time as well as time spent traveling or attending meetings not related to a specific inspection to the nearest half of an hour. If a subsequent inspection is conducted, report time against the Cal/OSHA Form 1 inspection number. All "surveillance" time for programmed sweep inspections which is not related to a specific inspection shall be included.

NOTE: Include all time spent in activities entered in Item 17.

43. Do not use.

#### **Unavailable Hours:**

44. Central Office Support. Enter total time, to the nearest half of an hour, spent preparing for and responding to non-formal non-serious or non-formal serious complaints which are handled by letter in lieu of inspection or investigation. Record time spent reviewing employer responses to such correspondence.

NOTE: If a subsequent inspection is conducted, report time against the Cal/OSHA Form 1 inspection number.

45. through 47. Do not use.

48. Annual Leave

Enter the time spent on vacation to the nearest half of an hour.

49. Sick Leave

Enter the time spent on sick leave to the nearest half of an hour.

50. Other Leave

Enter the time spent on jury duty, work-required medical examinations, approved job interviews, holidays, personal holidays, bereavement leave, extra-hours, and administrative time-off to the nearest half of an hour.

#### **Totals:**

51. Total Hours (Items 7-14)

Enter the total of all hours entered on the OSHA Form 31 in Items 7 through 14 to the nearest half of an hour. If using the electronic version of the OSHA 31, the totals will prefill.

52. Do not use.

53. Total Hours (Items 29-50)

Enter the total of all hours entered on the OSHA 31 in Items 29 through 50 to the nearest half of an hour.

54. Total Hours

Enter the total of all hours entered in Items 51 and 53.

Total hours may exceed or be less than 40 hours.

Attachment: [OSHA 31](#) (38.8KB pdf  format)