

Memorandum

To: Cal/OSHA Employees

Date: November 8, 2004

From: Len Welsh
Acting Chief
Division of Occupational Safety and Health

Subject: **FFY 2005 ANNUAL Cal/OSHA PERFORMANCE PLAN**

At the beginning of each Federal Fiscal Year (FFY) on 1 October, State-Plan States like California are required by federal law to submit an **Annual Performance Plan** for Federal OSHA's approval. The Annual Performance Plan sets forth performance goals for selected programmatic activities that are designed to move the State closer to achieving its Five-Year Strategic Goals.

In 2004, the Division selected three "strategic" (major planning) goals for its Five-Year Strategic Plan, covering the federal fiscal years (FFY) 2004 through 2008. The FY2004-2008 Strategic Plan for the CAL/OSHA program incorporates the successful performance initiatives included in the previous five-year plan and introduce new performance initiatives that focus on priority safety and health issues in California.

Our Five-Year Strategic Goals are as follows:

- Strategic Goal 1. Improve workplace safety and health** for all workers through direct intervention methods that result in fewer hazards, reduced exposures, and fewer injuries, illnesses, and fatalities.
- Strategic Goal 2. Promote workplace cultures** that increase employer and employee awareness of, commitment to, and involvement in safety and health.
- Strategic Goal 3. Secure public confidence** and maximize Cal/OSHA's capabilities by improving the effectiveness and efficiency of CAL/OSHA's programs and services.

For the FFY 2005 Annual Performance Plan, which began October 1, 2004 and ends on September 30, 2005, eleven (11) performance goals were selected for the Cal/OSHA program. These are:

Strategic Goal 1

“Improve Workplace Safety and Health”

Performance Goal 1.1 Construction Safety and Health Inspection Project

2005 Activity and Outcome Measures:

Enforcement: The Cal/OSHA Enforcement Unit will continue to maintain a sizable presence in the construction industry. The Cal/Enforcement Unit will conduct 2,000 inspections in all of construction and 200 inspections specifically in residential construction. Of these inspections, 25% of those in residential construction will be programmed inspections and 25% of those inspections in all construction will be programmed inspections.

Additionally, the Cal/OSHA Enforcement Unit will collaborate with the Construction Employers Association (CEA) to provide compliance assistance to member contractors.

Consultation Service: The Cal/OSHA Consultation Service will maintain the same public relations and on-site assistance activity objectives in the construction industry as the FFY 2004 Annual Performance Plan to include emphasis on multi-employer and residential construction sites. On-site and/or intervention services will include increasing employer awareness of the need for safe-work practices, tailgate training, appropriate fall protection requirements and safeguards. On-site assistance will continue to evaluate and assist in the development and implementation of effective injury and illness prevention programs. To achieve this goal the Consultation Service will:

- 1) Conduct 400 construction on-site assistance visits and or interventions for FY 2005
- 2) 60% of construction sites will be multi-employer and/or residential sites.
- 3) 90% of the construction sites will have contractor injury and illness prevention plans evaluated with any subsequent improvement recommendations discussed in the report.

For outcome measures, the combined efforts of both Enforcement and Consultation CSHIP activities will reduce fatal injuries, as measured by the Census of Fatal Occupational Injuries and Illnesses in Construction in 2004¹ to below the baseline total of 97 (44.3% were related to falls) in 2001² and will reduce nonfatal injuries, as

¹ The Cal/OSHA Enforcement Unit conducted 2,923 construction inspections in calendar year 2000, 3,020 in calendar year 2001, and 3326 in calendar year 2002.

² In 2001, the California Census of Fatal Occupational Injuries (Cal/CFOI) indicated 97 deaths in Construction SIC Codes, up from 95 deaths in 2000--a 2% increase. Falls to a lower level increased from 63 in 2000 to 76 in 2001, and falls from roofs also increased from 14 in 2000 to 15 in 2000—a 7% increase.

measured by the total lost workday incidence rate in the 2004 Survey of Nonfatal Occupational Injuries and Illnesses, in Construction compared to the baseline of 5.3 in 2001³.

All Consultation activity data will be tracked by the federal IMIS.

Performance Goal 1.2 High Hazard Employer Programs

2005 Activity and Outcome Measures: The High Hazard Unit will attempt to maintain the average level of enforcement conducted during Federal Fiscal Years 1999 through 2004 of 400. The Cal/OSHA Consultation Service will maintain the same public relations and on-site assistance activities at high hazard establishments as the 2003 and 2004 annual plans.

Note: The number of High Hazard Unit inspections conducted during Federal Fiscal Year 2004 is estimated at 350. Actual number is not currently available.

Targeted Enforcement: The High Hazard Industry List was established by starting with a list of SIC codes for industries with a Lost Workday Incident Rate of more than twice the average lost-workday incident rate for all industries, or 6.6. This list consisted of twenty-one (21) SIC codes.

High Hazard Inspection Unit will concentrate on Carpentry Work (SIC 175), Roofing, Siding, and Sheet Metal Work (SIC 176), Sawmills and Planing Mills, General (SIC 2421), Millwork - Wood Kitchen Cabinets (SIC 2434), Miscellaneous Wood Products (SIC 249), Wood Household Furniture (SIC 2511), Concrete, Gypsum and Plaster Products (SIC 327), Nonferrous Foundries (Castings) (SIC 336), Fabricated Structural Metal Products (SIC 344), Metal Stampings, NEC (SIC 3469), Miscellaneous Fabricated Metal Products (SIC 349), Motor Vehicles and Equipment (SIC 371), Ship Building and Repairing (SIC 3731), Poultry Slaughtering and Processing (SIC 2015), Preserved Fruits and Vegetables (SIC 203), Grain Mill products (SIC 204), Bottled and Canned Soft Drinks and Carbonated Water (SIC 2086), Food Preparations, NEC (SIC 2099), Transportation by Air (SIC 45), Sanitary Services (SIC 495), and Nursing and Personal Care Facilities (SIC 805).

Consultation Service: High Hazard establishments are representative of industries defined as those that have been determined by Federal OSHA and California (designated by Standard Industry Classification or National American Industry Classification System codes) to be of a high hazardous nature to workers; and/or establishments that have experience modification rates at or exceeding 125%; and/or establishments with Work Class Codes that have higher industry losses as reflected in the Pure Premium Rates. The emphasis at these sites will include evaluating and assisting in the development and implementation of effective injury and illness prevention programs.

³In 2000, the total lost workday case incidence rate for Construction was 5.5, up from 5.0 in 1999--a 9% increase. However, the total lost workday incidence rate for 2001 was 5.3 -- a 5% decrease from 2000.

- 1) The Cal/OSHA Consultation Service will maintain the same public relations and on-site assistance activities at high hazard establishments as the 2003 and 2004 annual plans.
- 2) The Consultation Service will promote and target at least 90% of its on-site activities in high hazard establishments.
- 3) The Consultation Service will perform 600 on-site visits to high hazard establishments with experience modification factors of 125% or greater and/or Work Class Codes with higher industry losses as reflected in the Pure Premium Rates.
- 4) In addition to the 400 construction on-site visits proposed in Goal 1.1, and the 600 on-site visits to high ExMod employers, the Consultation Service will perform 945 visits to establishments in high hazard industries as determined by federal and state SIC/NAICS codes.

For outcome measures, the HHEP (i.e., the combined efforts of Enforcement and Consultation) will reduce fatal injuries, as measured by the 2004 Census of Fatal Occupational Injuries, in high hazard industries compared to the baseline of 455 fatalities in all private industry in 2001⁴ and will reduce nonfatal injuries, as measured by the total lost workday incidence rate in the 2004 Survey of Nonfatal Occupational Injuries and Illnesses, in high hazard industries compared to the baseline of 3.1 in 2001⁵.

All Consultation activity data will be tracked by the federal IMIS.

Performance Goal 1.3 Young Worker Safety and Health

2005 Activity and Outcome Measures: The Consultation Service will focus on-site activities and/or intervention activities to selective industries that include agriculture, construction, general manufacturing and services, which typically experience significant numbers of young worker's injuries and fatalities. Specific establishments will be selected by using experience modification factors of 125% or greater, and/or establishment that use work class codes higher premium rates.

- 1) Consultation Services will perform 95 on-site visits and or interventions
- 2) 100% of the on-site visits will include injury and illness prevention program evaluations with any subsequent improvement recommendations discussed in the report.

⁴ In 2001, the California Census of Fatal Occupational Injuries (Cal/CFOI) indicated there were 455 fatalities in all private industry.

⁵ Division of Labor Statistics and Research. Table 5. Incidence rates of nonfatal occupational injuries and illnesses by industry division and selected case types, 1999-2001. Available at www.dir.ca.gov/DLSR/Injuries/2001/AnSum/Tab5.pdf

- 3) Priority will be given to Industries that typically hire young workers (Service, Retail, Construction, and Agriculture)

Consultation Services will increase safety and health awareness to establishments that employ young workers by direct on-site assistance and educational outreach. Program assistance and educational materials will be provided to every employer serviced.

Activities will be tracked and measured using the federal IMIS. Injury and illness prevention program evaluations will be tracked using the Form 33.

Strategic Goal 2

“Change Workplace Culture”

Workplace cultures will be changed by promoting the benefits of an effective safety and health program.

Performance Goal 2.1 Educational Outreach to Agricultural Industry

2005 Activity and Outcome Measures:

Enforcement: The Cal/OSHA Enforcement Unit will continue to work collaboratively with agricultural worker advocacy groups to increase compliance at agricultural worksites through education, outreach, and referral inspections. Due to the largely Spanish-speaking agricultural workforce in California, the Cal/OSHA Enforcement Unit will continue to strive to increase awareness of workers rights and employers responsibilities through an increase in bilingual educational and public relations efforts that target worker advocacy groups, employers, and workers. Cal/OSHA Enforcement will coordinate 15 workshops targeting the agricultural industry in FFY 2005. Also, in FY 2005 the Cal/OSHA Enforcement Unit will dedicate one (1) PY to collaborate with employer representatives to provide training and outreach as requested. Additionally, Cal/OSHA Enforcement will track the number of referrals from worker advocacy groups that result in inspections during FFY05 and will use that data as a baseline to be exceeded in FFY06.

Consultation Service: The Consultation Service will strive to increase awareness and improve workplace safety and health through direct on-site educational intervention.

- 1) Consultation will perform 95 on-site visits and or interventions with training.
- 2) On-site visits will emphasize injury and illness prevention program evaluations.

- 3) Educational assistance will be provided through informal or formal training and/or training materials, with focus on low literacy and/or non English speaking workers.
- 4) 50% of the agricultural on-sites and or interventions will include Farm Labor Contractors and or establishments that contract to Farm Labor Contractors.
- 5) Consultation will work collaboratively with agricultural education and workers compensation service providers, associations, and advocacy groups in an effort to improve health and safety training. Due to the largely Spanish-speaking agricultural workforce in California, Consultation will strive to improve training methodologies and tools in an effort to educate all workers, including those with low literacy and/or non-English speaking.

Performance Goal 2.2 Educational Outreach To High-Risk Employers

2005 Activity and Outcome Measures:

Consultation: The Consultation Service will emphasize educational intervention during on-site assistance and the disbursement of Cal/OSHA Consultation ergonomic educational products. Two hundred (200) on-site visits and/or interventions will provide ergonomic assistance.

- 1) The 200 on-site/intervention assistance will include informal and or formal training on the principals of effective ergonomics.
- 2) When applicable, materials and services will be developed and provided with the intent to communicate with low literacy and or to non-English speaking employees.

The Research and Education Unit will continue developing new educational products regarding ergonomic tool selection and material handling (to incorporate factors outlined in #2). The Unit will assist in facilitating some of the on-site and outreach training by providing ergonomic educational materials, special ergonomic assistance, and expertise during difficult and or comprehensive visits and training presentations.

Performance Goal 2.3 Educational Outreach To High-Risk Employee Groups

2005 Activity and Outcome Measures:

Consultation:

- 1) 250 of the on-sites and or interventions performed will include outreach to Hispanic workers. Outreach may include a form of interviews, training, providing educational materials in Spanish and or combination of materials and assistance. Targeted industries will include construction, agriculture, and employers with experience modifications factors of 125% or greater.

- 2) Spanish publication distribution will exceed 9,000 during FFY2005. Distribution to high hazard industries and establishments with high numbers of Hispanic workers will receive priority

Performance Goal 2.4 Partnership Programs

2005 Activity and Outcome Measures:

Enforcement: The Cal/OSHA Enforcement Unit will collaborate with the following entities to form mutually beneficial relationships and/or partnerships:

- San Francisco Bay Bridge - DOSH / Kiewit/FCI/Manson (KFM), Joint Venture
- Korean Immigrant Workers Association (KIWA)/Low Wage Advisory Board

Consultation: The Consultation Service will promote workplace culture by providing recognition to employers and their employees who have implemented effective safety and health programs. The 21(d) Onsite Assistance program will partner with sixty (60) new establishments and the VPP Unit will add five (5) new VPP sites in California.

21(d) Consultation Activities Involving Partnership Programs:

- 45 **Golden Gate** (Pre-SHARP): New establishments into the Division's entry-level recognition program.
- 7 **SHARP:** New establishments into the Division's first level exemption program.
- 3 **Golden State** (SHARP for Construction): New establishments into the Division's leadership level partnership program for non-fixed worksites.
- 3 SHARP renewals.
- 2 Golden State renewals.

23(g) Consultation Activities Involving Partnership Programs:

- 5 **Cal/VPP:** New establishments into the Division's leadership level partnership program for fixed site establishments.
- 6 Cal/VPP renewals.

Consultation will also be hiring and training another Cal/VPP team member to replace a recent retirement in order to bring the number of VPP evaluation teams back up to three (3) and thereby reduce the backlog of VPP applications. In addition, the Consultation Service will be working with Federal OSHA to train a group of local SGEs for use with the VPP teams, and to bring a SGE training course to California.

Strategic Goal 3

“Secure Public Confidence”

Performance Goal 3.1 Citation Lapse Time

2005 Activity and Outcome Measures: Citation Lapse Time for CY02 and CY03 was evaluated for each district office that conducts on-site inspections. Specific district offices were identified as having citation lapse times over 90 days in CY 2003, largely due to staffing reductions due to hiring freezes during SFY 02 and SFY03, or had experienced a substantial increase (>25%) in citation lapse time during FFY 03. Those specific Cal/OSHA district offices will develop office-specific plans to reduce respective lapse times by 10% in FFY05.

Performance Goal 3.2 Fatality Response Time

2005 Activity and Outcome Measures: The Cal/OSHA Enforcement Unit will reduce its Fatality Investigation Response Time (i.e., the time it takes to initiate an Opening Conference once the District Office receives a fatality report). The current percentage of responses completed within 8 to 24 hours of receipt of a fatality report will be increased to 90% or greater.

Performance Goal 3.3 Quality Assurance

2005 Activity and Outcome Measures: The Cal/OSHA Consultation Service will improve the skills, capabilities, technical knowledge, and diversity of Cal/OSHA’s workforce.

- Utilize experienced and knowledgeable staff to enhance the skills and technical capabilities of lesser experienced staff, create incentives for professional development, and continue implementation of individual development plans.
- The Consultation Service will provide its field staff with semi-annual workplace safety and health workshops to help enhance their technical, regulatory, and industry knowledge.

Performance Goal 3.4 Customer Satisfaction

2005 Activity and Outcome Measures: Consultation Service will ensure that employers who request consultative assistance and information receive the requested

services within the time frames set forth by Federal OSHA as appropriate in 90% of cases.

Customer surveys will be distributed to 20% of the employers who received on-site assistance. The surveys will be designed to evaluate the effectiveness of the Consultation Service process, specifically regarding the injury and illness prevention program evaluation.

TABLE

FFY 2005 ANNUAL Cal/OSHA PERFORMANCE GOALS

STRATEGIC GOAL 1:	IMPROVE WORKPLACE SAFETY AND HEALTH
Performance Goal 1.1	Construction Safety and Health Inspection Project
Performance Goal 1.2	High Hazard Employer Programs
Performance Goal 1.3	Young Worker Safety and Health
STRATEGIC GOAL 2:	CHANGE WORKPLACE CULTURE
Performance Goal 2.1	Educational Outreach to Agricultural Industry
Performance Goal 2.2	Educational Outreach To High-Risk Employers
Performance Goal 2.3	Educational Outreach To High-Risk Employee Groups
Performance Goal 2.4	Partnership Programs
STRATEGIC GOAL 3:	SECURE PUBLIC CONFIDENCE
Performance Goal 3.1	Citation Lapse Time
Performance Goal 3.2	Fatality Response Time
Performance Goal 3.3	Quality Assurance
Performance Goal 3.4	Customer Satisfaction