

# DIVISION OF OCCUPATIONAL SAFETY AND HEALTH POLICY AND PROCEDURES MANUAL

## WEEKLY PROGRAM ACTIVITY REPORT

P&P C-31 Issue  
Date: 2/1/87  
Revised: 7/1/02



AUTHORITY: Not applicable.

**POLICY:** It is the policy of the Division of Occupational Safety and Health to require all compliance personnel, including Managers and Senior Safety Engineers and Senior Industrial Hygienists when appropriate, to accurately record the time spent preparing for, or conducting, a workplace investigation or inspection and the time spent in other activities in order to provide a permanent record of hours devoted to particular activities, to evaluate individual performance efficiency, to assess compliance personnel training needs, and to plan for compliance resource needs in the future. Compliance personnel will record time spent preparing and responding to non-formal, non-serious and non-formal serious complaint investigations handled by letter or phone/fax.


### PROCEDURES:

#### A. COMPLIANCE PERSONNEL

##### 1. Weekly Activity Report

All safety engineers and industrial hygienists shall complete, or data enter and print, an OSHA [Form 31](#) (38.8KB pdf format) for each work week (Saturday through Friday) and submit the [Form 31](#) (38.8KB pdf format) each Monday of every week to their District Manager, even though the inspection forms may have been submitted to another District.

##### 2. Manager and Senior Participation In Inspections

Principal Engineers, Regional Managers, District Managers, Senior Safety Engineers and Senior Industrial Hygienists shall complete an OSHA [Form 31](#) (38.8KB pdf format) only if their time

was spent in actually conducting an investigation or inspection themselves.

### 3. Single Inspections

All time spent on an inspection shall be recorded against that inspection.

### 4. Multiple Inspections

When a Team inspection is conducted, each person working on the inspection team shall report his or her hours on a weekly program activity report against the Team Leader's inspection number.

### 5. Letter Investigations

Compliance personnel shall report his or her hours spent in preparing and responding to non-formal non-serious and non-formal serious investigations which are handled by letter or phone/fax, as well as time spent in reviewing employer responses to such correspondence. Hours spent in telephone conversations with the complainant and/or employer concerning non-formal complaint correspondence are recorded as well.

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


## B. OFFICE PROCEDURES

1. Compliance personnel shall give to the Office Support Staff their Weekly Program Activity Report each Monday for the previous week's activities. The Office Staff shall give to the District Manager for review, approval and signature. If not done already by the compliance personnel, the Weekly Program Activity Report shall be data entered in IMIS.
2. The District Manager shall confer with the safety engineer or industrial hygienist to correct any discrepancies noted.

## C. FORM DISTRIBUTION

1. The original shall be filed in a separate chronological file for each compliance officer in the district office.
2. A copy shall be returned to the compliance officer for their records.

[FORMS COMPLETION AND IMIS DATA ENTRY FOR THE OSHA FORM 31.](#)

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