



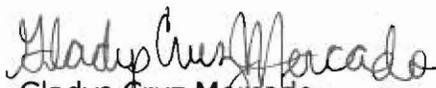
DEPARTMENT OF
LABOR
AND HUMAN RESOURCES
GOVERNMENT OF PUERTO RICO



PR OSHA Notice 12-003
January 27, 2012
Technical Support Division

SUBJECT: One Year Extension to Local Emphasis Program – Warehousing and Storage Industries and Related

- A. **Purpose:** This instruction extends for one years the Local Emphasis Program Warehousing and Storage Industries and Related. The reason for this extension is that by September 2011 there were still companies in this Industry that had not been inspected. The LEP is extended to end on September 30, 2012.
- B. **Scope:** This instruction applies PR OSHA-wide.
- C. **References:** CPL 2-0.0701A Local Emphasis Program – Warehousing and Storage Industries and Related.
- D. **Action:** The Bureau of Inspections Director and Area Directors shall ensure that in the IMIS LEP maintenance table, the LEP Warehousing and Storage Industries and Related effective finishing date is extended to September 30, 2012. The IMIS Clerk shall extend the effective finishing date to September 30, 2012 in the IMIS LEP maintenance table, for the LEP Warehousing and Storage Industries and Related.
- K. **Effective Date:** September 30, 2011.
- L. **Expiration Date:** September 30, 2012.


Gladys Cruz Mercado
Assistant Secretary

Distribution: PED; TSD; BTAD; IMIS; VPD; LDD; BID; AD's; CSHO's; OSHA/Region II

Attachment.

PUERTO RICO OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION



COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF LABOR AND HUMAN RESOURCES
PUERTO RICO OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION



PR OSHA Instruction CPL 2-0.0701A
February 20, 2009
Bureau of Inspections

Local Emphasis Program – Warehousing and Storage Industries and Related

Purpose: This instruction describes policies and procedures for implementing a Local Emphasis Program (LEP) for the programmed safety inspections in Industries where part or all of their activities include warehousing and storage, NAICS codes 493110, 493120, 452910, 452111, 442110 and 444110, in accordance with the provisions of the Field Operations Manual (FOM), Chapter II, F.2.b(3).

Scope: This instruction applies PR OSHA-wide.

Cancellation: This Instruction cancels PR OSHA Instruction CPL 2-0.0701.

Significant Changes:

The subject was changed to Local Emphasis Program – Warehousing and Storage Industries and Related. Establishments with the following NAICS codes were added to this Local Emphasis Program: 452910 Warehouse Clubs and Supercenters, 452111 Department Stores (except Discount Department Stores), 442110 Furniture Stores and 444110 Home Centers. Section F-Background, second paragraph, the following injuries were added: musculoskeletal injuries, fractures, contusions, dislocation and cuts. Section Background, second paragraph, and Section Procedures, item number 3, the hazard contact with object was substituted by: impacts from heavy objects, contact with sharp objects. Section Background, third paragraph, and Section Procedures, item number 4, the following standards were added: walking-working surfaces, material handling and storage.

References:

1. OSHA Directive CPL 04-00-001 (CPL 2-0.102A) Procedure for Approval of Local Emphasis Programs (LEP's).
2. OSHA Instruction CPL 2.25I and CH-1 Scheduling System for Programmed Inspections.
3. OSHA Instruction CPL 2.45C April 1, 2000 Bureau of Technical Assistance (Revised Field Operation Manual [FOM]).
4. PR OSHA Instruction CPL 2-0.0701 September 28, 2007 Local Emphasis Program – Warehousing and Storage Industries.

Action: The Bureau of Inspections Director and Area Directors shall ensure that the procedures established in this instruction are followed in the scheduling of programmed inspections. This instruction is limited to those establishments classified under NAICS codes 493110, 493120, 452910, 452111, 442110 and 444110.

Background: PR OSHA understands that there is a need for increased enforcement activities for those establishments engaged specifically in Warehousing and Storage activities indicated by the fact that employees in this industry are being exposed to serious safety hazards.

This Local Emphasis Program has been developed to increase awareness and faster enforcement activities to reduce injuries like musculoskeletal injuries, fractures, contusions, dislocation and cuts that result from hazards such as overexertion, impacts from heavy objects, contact with sharp objects, falls, slips and tripping.

Finally, implementation of this LEP will help PR OSHA achieve its strategic objective of reducing hazards not limited to the followings standards, Walking-Working Surfaces, Material Handling and Storage, Powered Industrial Trucks, Personal Protective Equipment and Means of Egress.

Procedures:

1. Following the guidelines in CPL 2.25I and CH-1, the Area Director shall compile an inspection register considering all establishments within the coverage of the office and using the best available information [e.g. Compliance Safety and Health Officer (CSHO) observation, non-formal complaints, and referrals from other outside sources].
2. The Area Director will review the inspection register (see section Procedures, subsection 1 above) and randomly select establishments for programmed inspections using a random numbers table applied to the list. This selection process sets forth administratively neutral criteria to identify establishments for programmed inspections. The Area Director must ensure that all selected establishments are inspected. Those establishments previously inspected in the last three years will be limited for recordkeeping review.
3. Formal complaints of hazards such as overexertion, impacts from heavy objects, contact with sharp objects, falls, slips and tripping in the warehousing and storage industries and related will continue to be scheduled before programmed inspections. Non-formal complaints and referrals which would normally be handled by letters will be inspected in accordance with the FOM. Inspection history and the scope of the inspection will be handled in the same manner.

4. The Area Directors will provide training, and hold a joint meeting with the CSHO's in order to keep them abreast of the latest on walking-working surfaces, material handling and storage, powered industrial trucks, personal protective equipment and means of egress.
5. All inspections conducted under this LEP shall be comprehensive safety inspections. Establishments with 10 or fewer employees are not exempted from inspection.
6. After all the establishments in the inspection register under this LEP are completed, a follow-up inspection will be conducted to verify the Injury and Illness Records (OSHO 300, OSHO 301 and OSHO 300A).

Recordkeeping

1. At the opening conference the CSHO shall notify employers with 10 or fewer employees their compliance with requirements of Part 1904, Recording and Reporting Occupational Injuries and Illnesses during the term of this Local Emphasis Program. Information related to occupational injuries and illnesses of the employer for previous years should be provided to the CSHO.

The CSHO will assist the employer to complete the OSHO 300, OSHO 301, OSHO 300A forms. Once these forms are filled out, the CSHO will use the information to complete the OSHA 300 data in the OSHO 1- Inspection Report (PR OSHA-1 Form).

2. The employer shall submit to the Area Office an annual summary report of injuries and illnesses of the establishment (Form OSHO 300A). This report shall be completed by February 1, of each calendar year after the inspection under this LEP.

Recording in IMIS: The following guidelines shall be applied when recording inspections conducted under this Local Emphasis Program:

1. Current instructions for completing the appropriate inspection classification boxes (Items 24 and 25) on the Inspection Report, (OSHA-1 Form) as found in the IMIS Manual shall be followed for inspections under this LEP.
 - (1) The OSHA-1 for any programmed inspection scheduled under this Local Emphasis Program shall be marked "Planned" (Item 24h) and "Local Emphasis Program" (Item 25c.). Record "Warehouse" in the space in Item 25c.
 - (2) The OSHA-1 for any programmed inspection scheduled from the Safety Establishment List shall mark "Planned" (Item 24h), "Safety Planning Guide", "Manufacturing" (Item 25a or b) as appropriate and "Local Emphasis Program" (Item 25c.). Record "Warehouse" in the space in

- Item 25c.
- (3) The OSHA-1 for any unprogrammed inspection shall be marked as unprogrammed (Item 24a through g as appropriate) and "Local Emphasis Program" (Item 25c.) Record "Warehouse" in the space in Item 25c.
 - (4) Optional information for recording the appropriate values in the PR OSHA-1 (Item 42).

Type	ID	Value
S	14	"Warehouse"
N	20	Training yes or no / Participation yes or no

- 2. Nonformal complaints, other government agency referrals and reports from the public reporting potential hazards related to "Warehouse" shall be recorded on an OSHA-7 Notice of Alleged Safety or Health Hazards, or an OSHA-90, Referral Report, if appropriate, in accordance with current IMIS Instructions. They shall be recorded as unprogrammed inspections under the LEP as outlined in section Recording in IMIS, 1.(3).

Evaluation:

- 1. Area Director's Responsibility – All Area Directors shall submit to the Bureau of Inspections Director by December 31, 2007 after the effective date of this instruction and every month thereafter an interim evaluation report that shall include the following elements.
 - (1) Description of the LEP purpose.
 - (2) Area Director's opinion about the effectiveness of the LEP in meeting its purpose.
 - (3) Data and information to support the conclusions above:
 - (a) Number of inspections
 - (b) Number of employees covered
 - (c) Number of inspections in compliance
 - (d) Number of inspections with violations
 - (e) Average violations per inspection
 - (f) Number of serious violations cited
 - (g) Dollar amount of penalties assessed
 - (4) Evaluation of the standards cited to determine whether the LEP is addressing the goal.

- (5) Statement at whether the program should be continued, accompanied by brief rationale.
2. Bureau of Inspection's Reports:
 - (1) No later than 15 days after the expiration date of the Annual Performance Plan, the Director of the Bureau of Inspection will present to the Assistant Secretary an evaluation report, this will include the impact and the effectiveness of this Program.

Full Service:

1. The CSHO shall make an evaluation on the safety program at the establishment and recommend proper measures to ensure an effective implementation of the program. Interviews with employees will be considered in the evaluation of the program.
2. At the closing conference the CSHO will offer information about the hazards found in the establishment, give advice of appropriate abatement methods and discuss concerns. Participation of the employees in the closing conference will be promoted.
3. Areas of the establishment where training is needed shall be identified and required orientation and training shall be offered. Employee involvement in all safety matters will be encouraged.
4. Brochures will be provided to encourage safe working practices.

Effective Date: February 20, 2009

Expiration Date: September 30, 2011


Gladys Cruz-Mercado
Assistant Secretary

Distribution: PED; TSD; BTAD; IMIS; VPD; LDD; BID; AD's; CSHO's; OSHA/Region II