

3 **WORKPLACE INSPECTION PROGRAM**

4
5 NIST S 7101.26

6 Approval Date: 01/05/2021

7 Effective Date:^{1,2} 04/01/2017
8
9

10 **1. PURPOSE**

11 The purpose of this program is to provide a uniform approach for NIST organizational units
12 (OUs) to ensure that comprehensive safety and health inspections of NIST buildings and
13 worksites are conducted; ensure inspectors have the necessary training and experience; establish
14 a deficiency hazard classification process; establish processes for informing employees and
15 covered associates of serious and imminent-danger unsafe or unhealthful working conditions
16 (UWCs) identified through the inspection process; and identify common safety deficiencies for
17 targeted reduction approaches.
18

19 **2. BACKGROUND**

20 a. NIST P 7100.00 articulates NIST's commitment to making occupational safety and health an
21 integral core value and vital part of the NIST culture by, in part:
22

23 (1) Complying with applicable laws, regulations, and other promulgated safety and health
24 requirements; and
25

26 (2) Abating deficiencies and taking actions to prevent incidents from occurring.
27

28 b. NIST must meet the requirements of 29 CFR 1960.25, Qualifications of Safety and Health
29 Inspectors and Agency Inspections, which establishes minimum inspection frequency and
30 inspector qualifications. Implementation of this suborder through the requirements in Section
31 6 and the roles and responsibilities in Section 9 fulfills those requirements.
32

33 c. NIST must meet the requirements of 29 CFR 1960.26, Conduct of Inspections, which
34 establishes minimum inspection and reporting requirements, employee and management
35

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.

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

- 39
- 40 d. NIST must meet the requirements of 29 CFR 1960.30, Abatement of Unsafe or Unhealthful
41 Working Conditions, which establishes minimum posting and abatement requirements.
42 Implementation of this suborder through the requirements in Section 6 and the roles and
43 responsibilities in Section 9 fulfills those requirements.

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45

46 **3. APPLICABILITY**

- 47 a. The requirements of this suborder apply to all NIST-owned facilities.
- 48
- 49 b. The requirements of this suborder apply to all off-site non-residential workplaces where
50 NIST employees and covered associates conduct work activities [*e.g.*, Hollings Marine
51 Laboratory, Institute for Bioscience and Biotechnology Research (IBBR), JILA] for periods
52 of six months or more.
- 53
- 54 c. The requirements of this suborder do not apply to residential work locations (*e.g.*, telework)
55 or to off-site locations where NIST activities are conducted for less than six months.

56

57

58 **4. REFERENCES**

- 59 a. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and
60 Health Programs and Related Matters, specifically Subparts 1960.1, 1960.25, 1960.26,
61 1960.30, 1960.57, and 1960.59.
- 62
- 63 b. OHSAS 18001:2007, Occupational Health and Safety Management Systems – Requirements,
64 specifically Section 4.5.2.

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66

67 **5. APPLICABLE NIST DIRECTIVES**

- 68 a. NIST S 7101.20: [Work and Worker Authorization Based on Hazard Reviews](#)
- 69
- 70 b. NIST S 7101.23: [Safety Education and Training](#)
- 71
- 72 c. NIST S 7101.02: [Employee Reporting of Unsafe or Unhealthful Working Conditions](#)
- 73
- 74 d. NIST S 7101.03: [Stop Work](#)
- 75

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

78
79

80 **6. REQUIREMENTS**

81 a. Inspection Frequency

82

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

84

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

88

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

92

93 b. Equivalency for Inspections of Off-site Locations

94

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

97

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

100

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

103

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

109

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

112

113 c. Inspector and Inspection Team Qualifications

114

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

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

119
120 (3) Inspectors of offices, office-like spaces, and other spaces where a hazard review is not
121 required must meet the training requirements specified in Section 6l(1).

122
123 (4) Inspectors of workplaces where one or more activities are required to have hazard
124 reviews must meet the training requirements specified in Sections 6l(1) and 6l(2) and
125 meet the qualifications of an Occupational Safety and Health Inspector as defined in
126 Section 7h.

127
128 (5) All inspectors, including lead inspectors, shall be NIST employees.

129
130 (6) Covered associates may serve on inspection teams as subject matter experts.

131
132 d. Inspection Scope

133
134 (1) Inspections during any given year shall be conducted such that all workplace hazards are
135 considered at the frequencies specified in Section 6a.

136
137 (a) OUs may choose to conduct limited-scope inspections on a more frequent basis
138 provided that all workplace hazards are considered annually at the frequencies
139 specified in Section 6a.

140
141 e. Inspection Checklists

142
143 (1) OUs may use checklists to add additional rigor to the inspection process or to focus
144 inspections on particular workplace hazards, provided that the use of checklists for other
145 than limited-scope inspections does not limit the thoroughness of the inspections or the
146 recording of deficiencies not included on the checklists.

147
148 (2) OSHE Program Managers shall develop and maintain question sets aligned with the
149 requirements of assigned suborders. OUs may use these question sets, in whole or in part,
150 to develop question and inspection checklists. OUs may also develop their own question
151 sets and inspection checklists.

152
153 (3) The use of question sets and inspection checklists is at the discretion of the OUs.

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155 f. Pre-inspection Planning³

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(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;
195
- 196 iv. Whether the scope of the inspection will be broad-based or focused on particular
197 type(s) of hazards; and
198
- 199 v. Any preferences on specialized expertise the OSHE participant(s) should have.
200
- 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
206
- 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].
223
- 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

231 instructions to secure the work area or activity (*e.g.*, using signage or barriers) to prevent
232 exposure to the danger and inadvertent restart of the activity, and notify the workplace
233 supervisor of the concern. If the lead inspector is not satisfied with the response to
234 protect employees and covered associates, the lead inspector⁵ shall contact OSHE for the
235 possible issuance of a Stop Work Order (SWO). If a SWO is issued, subsequent actions
236 to address the imminent danger will be in accordance with NIST S 7101.03: Stop Work.
237

238 (6) During the course of an inspection, any employee or covered associate has the right to
239 bring to the attention of an inspection team member any UWC which the employee or
240 covered associate has reason to believe exists in the workplace.
241

242 (7) The workplace supervisor and employees and covered associates are strongly
243 encouraged to accompany the inspection team during the physical inspection of any
244 workplace to aid the inspection, and, if an employee-designated representative is
245 accompanying the inspection team, to provide that representative with more detailed
246 knowledge of any existing or potential UWCs in the workplace.
247

248 (a) Additional representatives of OU management and employees may accompany the
249 inspection team if the lead inspector or the OU determines that such additional
250 representatives will further aid the inspection.
251

252 (b) Different representatives may be allowed to accompany the inspection team during
253 different portions of an inspection.
254

255 (8) The lead inspector, with input from the inspection team members, will identify all
256 observed deficiencies, observations, or recommendations within the scope of the
257 inspection.
258

259 (9) The lead inspector should advise the workplace supervisor on establishing abatement
260 dates, with due consideration of achievability and interim employee and covered
261 associate safety.
262

263 (10) At the conclusion of an inspection, the workplace supervisor may meet with the lead
264 inspector to request informal advice on any apparent deficiencies identified during the
265 inspection and to provide the lead inspector with any pertinent information regarding
266 conditions in the workplace.
267
268

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.

269 h. Inspection Reports

270
271 (1) The lead inspector shall enter newly identified deficiencies into the Workplace Inspection
272 Reporting System (WIRS) no later than 15 calendar days following an inspection. If there
273 are compelling reasons why this cannot be completed within 15 days, the inspector shall
274 notify the workplace supervisor of the reason for the delay.

275
276 (2) WIRS shall notify the workplace supervisor when inspection result entry has been
277 completed.

278
279 (3) The inspection report shall contain the following information:

280
281 (a) Names of inspection team members;

282
283 (b) Name of workplace supervisor;

284
285 (c) Organizational information (OU, Division, and Group);

286
287 (d) Date of inspection;

288
289 (e) Location(s) inspected (*e.g.*, building, room);

290
291 (f) Information pertaining to deficiencies identified, including:

292
293 i. Description of deficiency;

294
295 (i) Existing deficiencies recorded during previous inspections that remain
296 unabated should not be duplicated in WIRS.

297
298 ii. Deficiency classification (imminent danger, serious, other than serious/
299 administrative);

300
301 iii. For serious and imminent-danger conditions, reference to suborder or other
302 standard; and

303
304 iv. Whether deficiency was fully abated during the inspection (optional).

305
306 (g) For deficiencies classified as serious or imminent danger that are not fully abated
307 during the inspection:

308

- 309 i. Recommended abatement actions;
310
311 ii. Recommended interim protective measures; and
312
313 iii. Comments (*e.g.*, observations, recommendations).
314
- 315 i. Notices of Unsafe or Unhealthful Working Conditions
316
- 317 (1) If an inspection results in a finding of an imminent-danger or serious UWC, the
318 workplace supervisor shall establish an abatement date in WIRS and generate a UWC
319 notice.
320
- 321 (a) The UWC notice shall characterize and describe the nature of the UWC, reference
322 the suborder or other standard it violates, and provide a timeframe for abatement.
323
- 324 (b) The UWC notice, or a copy of it, shall be posted immediately by the workplace
325 supervisor, either at or near the location where the UWC exists or existed; if that is
326 not possible, it shall be posted in a prominent place where all affected employees and
327 covered associates can read it.
328
- 329 i. An electronic copy of the notice may be provided to employees and covered
330 associates via email in lieu of posting in situations where all of the following
331 conditions are met:
332
- 333 (i) Each employee and covered associate conducting activities in the
334 workplace is provided an electronic copy;
335
- 336 (ii) Each employee and covered associate routinely accesses a computer (to
337 ensure they have timely access to the notice);
338
- 339 (iii) The UWC(s) addressed by the notice does not present a risk to other
340 employees or covered associates who may intermittently access the
341 workplace (*e.g.*, to perform maintenance); and
342
- 343 (iv) The UWC(s) addressed by the notice are fully abated within 30 calendar
344 days.
345
- 346 (c) Any additional notices describing special measures in effect during abatement of the
347 UWC shall also be posted by the workplace supervisor.
348

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

351

352 j. Abatement of Deficiencies

353

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

355

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

359

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

362

363 (2) Serious or Imminent-Danger UWCs

364

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

369

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

375

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

379

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

385

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

- 389 k. Inspections by the Occupational Safety and Health Administration (OSHA)
390
391 (1) OSHA has the authority to conduct announced and unannounced safety and health
392 inspections of federal workplaces and operations. All NIST personnel will cooperate
393 fully during any such inspection. The Chief Safety Officer (CSO) shall be notified
394 whenever OSHA inspectors request access to NIST facilities and will assign an OSHE
395 representative to coordinate the inspection process, including:
396
397 (a) Notifying the affected OU(s) of the inspection, when permitted to do so by OSHA;
398
399 (b) Accompanying⁶ the OSHA inspector(s), along with an OU representative whenever
400 practical, while on-site;
401
402 (c) Documenting the observations of the OSHA inspectors, including photographing
403 areas photographed by OSHA; and
404
405 (d) Entering the results of the inspection into WIRS.
406
407 (2) OUs, in coordination with the CSO, will abate any UWCs identified during the inspection
408 in accordance with OSHA instructions and the requirements of this suborder.
409
410 (3) The CSO, in coordination with affected OUs, will take the lead on all inspection-related
411 correspondence with OSHA.
412
413 l. Training
414
415 (1) Individuals who will serve as inspectors⁷ shall complete:
416
417 (a) Inspector training provided by OSHE on:
418
419 i. How to conduct inspections, evaluate hazards, and suggest general abatement
420 procedures and interim protective measures;
421
422 ii. Procedures for classifying UWCs as imminent danger, serious, or other-than-
423 serious;
424

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;
426
427 iv. Inspection procedures and techniques;
428
429 v. Handling differing opinions of team members;
430
431 vi. Considerations for establishing abatement dates; and
432
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:
447
448 (a) Inspection results;
449
450 (b) Notices of UWCs;
451
452 (c) Abatement plans, when required;
453
454 (d) Description of abatement actions taken, when required; and
455
456 (e) Date abatement actions were completed.
457
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.

- 462 n. Summary Reports
463
464 (1) The Workplace Inspection Program Manager shall prepare and submit an annual report
465 to the CSO for distribution to the Executive Safety Committee (ESC).
466
467 (2) The annual report shall include the following information:
468
469 (a) Summary of the inspection results reported through WIRS;
470
471 (b) Summary of abatement action status on inspection findings tracked through WIRS;
472
473 (c) Prevalence and trending of common safety issues currently incorporated in the NIST
474 Shared Standard of Safety Performance (3SP) initiative; and
475
476 (d) Recommendations of common safety issues to be considered for inclusion in the 3SP
477 initiative or other safety improvement efforts.
478
479 (3) The Workplace Inspection Program Manager will compile, analyze, and report
480 inspection data periodically at the direction of the CSO.
481
482

483 7. DEFINITIONS

484 Definitions common to all NIST safety and health suborders can be found in Section 6 of NIST
485 O 7100.00. The definitions specific to this suborder are as follows:
486

- 487 a. **Abatement** – Action by an employer to comply with a cited standard or regulation or to
488 eliminate a recognized hazard identified during an inspection.
489
490 b. **Abatement Plan** – A set of planned actions to abate a recognized **deficiency** and their
491 estimated completion dates.
492
493 c. **Administrative Deficiency** – A deviation from established requirements that does not create
494 an unsafe or unhealthful working condition.
495
496 d. **Authorized Representative of the Secretary of Labor** – A person or agent of the Secretary
497 of Labor whose authority and jurisdiction originates from the Secretary of Labor; routinely a
498 Department of Labor employee.
499
500 e. **Deficiency** - A deviation from established requirements. NOTE: A **deficiency** may be an
501 **unsafe or unhealthful working condition** if it presents a hazard (*e.g.*, unguarded pinch

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

504

505 f. **Imminent Danger (Condition or Practice)** – Any **serious condition or practice** that could
506 reasonably be expected to cause death or serious physical harm immediately or before the
507 imminence of the danger can be eliminated through normal procedures.

508

509 g. **Inspector** – A NIST employee having the training and qualifications required to conduct
510 assigned workplace inspections on their own or as a member of an inspection team.

511

512 h. **Occupational Safety and Health Inspector** – An **occupational safety and health**
513 **specialist**, Certified Safety Professional, or Certified Industrial Hygienist possessing
514 competence to recognize and evaluate **workplace** hazards and identify mitigation options.

515

516 i. **Occupational Safety and Health Specialist** – A person meeting the Office of Personnel
517 Management standards for one of the following classifications:

518

519 (1) Safety and Occupational Health Manager/Specialist GS-018;

520

521 (2) Engineer GS-800;

522

523 (3) Industrial Hygienist GS-690;

524

525 (4) Fire Protection and Prevention Specialist/Marshal GS-081;

526

527 (5) Health Physicist GS-1306;

528

529 (6) Occupational Medicine Physician GS-602;

530

531 (7) Occupational Health Nurse GS-610;

532

533 (8) Safety Technician GS-019;

534

535 (9) Physical Science Technician GS-1311;

536

537 (10) Environmental Health Technician GS-699;

538

539 (11) Chemist GS-1320;

540

541 (12) Health Technician GS-645;

- 542 (13) Physicist GS-1310; or
543
544 (14) Equally qualified person.⁹
545
- 546 j. **Office-Like Space** – A space, such as a conference room, copier room, break room, or
547 ordinary computer room that has the same types of hazards as a typical office or office
548 environment.
549
- 550 k. **Other Than Serious (Condition or Practice)** – A condition or practice that could not
551 reasonably be expected to cause death or serious physical harm.
552
- 553 l. **Serious¹⁰ (Condition or Practice)** – A condition or practice that could be reasonably
554 expected to cause death or **serious physical harm** to an individual exposed to the condition
555 or practice.
556
- 557 m. **Serious Physical Harm** – Impairment of the body in which part of the body is made
558 functionally useless or is substantially reduced in efficiency on or off the job. Such
559 impairment may be permanent or temporary, chronic or acute. Injuries involving such
560 impairment would usually require treatment by a medical doctor or other licensed health care
561 professional. Injuries that constitute serious physical harm include, but are not limited to,
562 amputations (loss of all or part of a bodily appendage);¹¹ concussion; crushing (internal, even
563 though skin surface may be intact); fractures (simple or compound); burns or scalds,
564 including electric and chemical burns, likely to require medical treatment; cuts, lacerations,
565 or punctures involving significant bleeding and/or requiring suturing; and sprains and strains
566 likely to require medical treatment. Illnesses that constitute serious physical harm include,
567 but are not limited to, cancer; respiratory illnesses (silicosis, asbestosis, byssinosis, etc.);
568 hearing impairment; central nervous system impairment; visual impairment; poisoning; and
569 musculoskeletal disorders.
570
- 571 n. **Stop Work Order** – Formal notification to cease work activities that present an **imminent**
572 **danger**.
573

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.

- 574 o. **Unsafe or Unhealthy Working Condition** – Any condition or practice in any **workplace**
575 that could have a direct or immediate adverse impact on safety or health.
576
- 577 p. **Workplace** – A physical location where NIST work is performed.
578
- 579 q. **Workplace Supervisor** – First-level supervisor, or other designated OU line manager, with
580 primary responsibility for ensuring a safe and healthful work environment in their specific
581 **workplace**.¹² In most cases, the **workplace supervisor** is the Group Leader.
582

584 8. ACRONYMS

585 Acronyms common to all NIST safety and health suborders can be found in Section 7 of NIST O
586 7100.00. The acronyms specific to this suborder are as follows:
587

- 588 a. 3SP – Shared Standard of Safety Performance
589
- 590 b. CFR – Code of Federal Regulations
591
- 592 c. CSO – Chief Safety Officer
593
- 594 d. ESC – Executive Safety Committee
595
- 596 e. OSHA – Occupational Safety and Health Administration
597
- 598 f. OSHE – Office of Safety, Health, and Environment
599
- 600 g. OU – Organizational Unit
601
- 602 h. SWO – Stop Work Order
603
- 604 i. UWC – Unsafe or Unhealthy Working Condition
605
- 606 j. WIRS – Workplace Inspection Reporting System
607

608

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.

609 **9. RESPONSIBILITIES**

610 Roles and responsibilities common to all NIST safety and health suborders can be found in Section
611 8 of NIST O 7100.00. The roles and responsibilities specific to this suborder are as follows:

612

613 a. All Employees and Covered Associates:

614

615 (1) Cooperate fully during the conduct of occupational safety and health inspections;

616

617 (2) Bring to the attention of inspectors any UWCs they have reason to believe exist in the
618 workplace; and

619

620 (3) Abate deficiencies when directed to do so by their workplace supervisor.

621

622 b. OU Management:

623

624 (1) Assign lead inspectors;

625

626 (2) Manage the assignments of inspection team members;

627

628 (3) Ensure that all workplaces and operations are inspected at the required intervals;

629

630 (4) Ensure OSHE is notified of inspections in advance;

631

632 (5) Ensure that the information detailed in Section 6f is made available to lead inspectors to
633 plan inspections; and

634

635 (6) For workplaces with employees represented by unions, ensure that union representatives
636 are provided the opportunity to accompany inspection teams.

637

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

639

640 (1) Support workplace supervisors in abating deficiencies, as necessary; and

641

642 (2) Verify, to the extent necessary, that abatement actions adequately eliminate serious and
643 imminent danger UWCs.

644

645 d. Workplace Supervisor:

646

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

- 649 (2) Upon receiving inspection reports identifying serious or imminent-danger UWCs:
650
651 (a) Establish abatement dates in WIRS for those UWCs not fully abated during the
652 inspection;
653
654 (b) Generate UWC notices and ensure they are posted/distributed in accordance with
655 program requirements;
656
657 (c) Ensure that abatement actions to eliminate the UWCs, including any interim
658 protective measures necessary to protect employees and covered associates, are
659 promptly developed and implemented; and
660
661 (d) If abatement actions cannot be completed within 30 calendar days of receipt of the
662 inspection report, ensure that abatement plans are developed, shared with affected
663 employees and covered associates, and recorded in WIRS; and
664
665 (3) Ensure that WIRS is updated to reflect abatement status, including dates that serious and
666 imminent danger UWCs are abated.

667
668 e. Lead Inspectors:
669

- 670 (1) Manage the assignments of inspection team members, when applicable;
671
672 (2) Resolve differing opinions;
673
674 (3) Complete assigned workplace inspections and ensure that inspection reports containing
675 the information detailed in Section 6h(3) are completed and recorded in WIRS within the
676 timeframe described in Section 6h(1); and
677
678 (4) If an imminent-danger UWC is identified:
679
680 (a) Urge affected employees and covered associates to stop work in a manner that does
681 not increase the danger;
682
683 (b) Provide interim instructions to secure the work area or activity (*e.g.*, using signage or
684 barriers) to prevent exposure to the danger and inadvertent restart of the activity; and
685
686 (c) Notify the workplace supervisor of the concern.
687
688

- 689 f. Inspection Team Members:
690
691 (1) Assist the lead inspector in completing inspection reports containing the information
692 detailed in Section 6h(3), especially in:
693
694 (a) Identifying and classifying deficiencies; and
695
696 (b) Recommending abatement actions and interim protective measures for serious and
697 imminent-danger deficiencies not fully abated during the inspection.
698
699 g. OSHE Program Managers:
700
701 (1) Develop and maintain inspection question sets aligned with assigned suborders.
702
703 h. Workplace Inspection Program Manager:
704
705 (1) Provide written guidance on classifying UWCs;
706
707 (2) Prepare and submit an annual summary report to the CSO; and
708
709 (3) Compile, analyze, and report inspection data periodically at the direction of the CSO.
710
711

712 **10. AUTHORITIES**

713 Authorities common to all NIST safety and health suborders can be found in Section 9 of NIST O
714 7100.00. The authorities specific to this suborder are as follows:

- 715
716 a. Lead Inspectors¹³ and Inspection Team Members:
717
718 (1) To have access, at reasonable times, to any building, installation, facility, construction
719 site, or other area, workplace, or environment where work is performed in order to
720 conduct an assigned inspection; and
721
722 (2) To interview and or consult with management and employees and covered associates
723 separately, privately, or as a group concerning matters of occupational safety and health
724 to aid the conduct of effective and thorough inspections.
725
726
727

¹³ These authorities also apply to OSHA compliance officers.

728 b. Lead Inspectors:

729

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

732

733

734 **11. DIRECTIVE OWNER**

735 Chief Safety Officer

736

737

738 **12. APPENDICES**

739 a. Revision History

740

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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