



OSHA NOTICE

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: 03-08 (ADM 12) **EFFECTIVE DATE:** September 3, 2003

SUBJECT: OSHA Classification Tool – Subject Index

ABSTRACT

- Purpose:** This Notice announces a new OSHA Directives Tool, which will be made available on the OSHA Intranet, 'Directives Tools' web page. It will provide a filing and records management aid for use by national and field offices. The OSHA Subject Index is an updated Index that is based upon the new Classification System introduced by OSHA Instruction ADM 12-0.9.
- Scope:** OSHA-wide
- References:** OSHA Instruction ADM 12-0.9, OSHA Classification System of September 3, 2003.
- Cancellations:** This Index replaces the Subject Index provided as Appendix B to OSHA Instruction 12.1 of October 30, 1978, which was cancelled by OSHA Instruction ADM 12-0.9, OSHA Classification System.
- Expiration Date:** This Notice will expire on August 31, 2004 or upon posting of the Directives Tools - Subject Index on the OSHA Intranet, 'Directives Tools' web page, whichever occurs first.
- State Impact:** This Notice is not a Federal Program change requiring State adoption.
- Action Offices:** National, Regional and Area Offices.
- Originating Office:** Office of Management Systems and Organization

Abstract-1

Contact: Office of Management Systems and Organization
200 Constitution Avenue NW, N4624
Washington, DC 20210
Phone: 202-693-2002

By and Under the Authority of

David Zeigler
Director, Administrative Programs

Executive Summary

The OSHA Directives Tools-Subject Index is a tool for files management and reference purposes. This tool will be posted and maintained on the OSHA Intranet, 'Directives Tools' web page.

Significant Changes

This Notice provides a Subject Index as a files management and reference tool for OSHA employees with files management responsibilities. It will be posted on the OSHA Intranet, 'Directives Tools' web page. Office of Management Systems and Organization (OMSO) will keep the materials updated on the 'Tools' page. Amending Notices will be issued only when substantive changes are introduced.

I Purpose

This Notice announces a new OSHA Directives Tool, which will be made available on the OSHA Intranet, 'Directives Tools' web page. It will provide a filing and records management aid for use by national and field offices, the OSHA Subject Index. This is an updated Index, and it is based upon the new Classification System introduced by OSHA Instruction ADM 12-0.9. It replaces the Index provided as Appendix B to OSHA Instruction 12.1 of October 30, 1978.

II Scope

This Notice applies OSHA-wide.

III Cancellations

This Index replaces the Subject Index provided as Appendix B to OSHA Instruction 12.1 of October 30, 1978, which was cancelled by OSHA Instruction ADM 12-0.9, OSHA Classification System.

IV References

OSHA Instruction ADM 12-0.9, OSHA Classification System of September 3, 2003.

V Expiration Date

This Notice will expire on August 31, 2004 or upon posting of the Directives Tools-Subject Index on the OSHA Intranet, 'Directives Tools' web page, whichever occurs first.

VI Actions Information

A Responsible Office. Office of Management Systems and Organization (OMSO).

B Action Offices. National, Regional and Area Offices.

C Information Offices. State Designees, Consultation Project Managers.

VII Action Required

OSHA managers and supervisors should advise staff members who are assigned responsibilities for files and records management of the availability of this tool.

VIII Federal Program Change

This Notice does not describe a Federal Program Change requiring State adoption or response, but States are encouraged to consider its implications for their operations.

IX Significant Changes

This Notice provides a new tool for directives' writers. It will be posted on the OSHA Intranet, 'Directives Tools' web page.

X Periodic Updates

OMSO will keep the materials updated on the OSHA Intranet, 'Directives Tools' web page. Amending Notices will be issued only when substantive changes are introduced.

Text List of Subject Index,
 as of August 14, 2003

SUBJECT INDEX

| SUBJECT TERM | CLASSIFICATION CODE |
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| abatement of hazards in the workplace | CPL 02-00; CSP 02-01; CSP 03-02 |
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| employee accidents | PER 04-00 |
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| ammunition plants - jurisdiction | CPL 02-00 |
| amputations | CPL 02-00 |
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| bribe offers | PER 02-00 |
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| budget instructions - states | CSP 01-01; FIN 00-00 |
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| cadmium | CPL 02-02 |
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| chemical sampling information | CPL 02-00; STM 03-00 |
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| technology plans - States | CSP 01-01; IRT 02-00 |
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| equipment and supplies purchasing | PRO 02-00 |
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| cranes, derricks, hoists, elevators, conveyors – safety and health standards | STD 03-12 |
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| egress, means of | CPL 02-00; STD 01-02 |
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| recruitment | PER 00-00 |
| referrals | |
| of FOIA requests | IPC 02-00 |
| public information | IPC 03-00 |
| Regional Administrators | ADM 00-00 |
| reports | |
| case audit | CPL 02-00 |
| cases with citations pending | CPL 02-00 |
| contested cases | CPL 02-00 |
| enforcement indicators | CPL 02-00 |
| fatality/catastrophe tracking | CPL 02-00 |
| inspection | CPL 02-00 |
| management of | ADM 03-00 |
| open inspection | CPL 02-00 |
| OSHA 31 | CPL 02-00 |
| significant activities | CPL 02-00 |
| significant cases | CPL 02-00 |
| semi-annual | EAA 02-00 |
| semi-monthly | EAA 02-00 |
| respirator fit-testing - OSHA Personnel | PER 04-00; STM 00-00 |
| respiratory protection | CPL 02-00; STD 01-06; STD 03-03 |
| retirement | PER 00-00 |
| Review Commission | CPL 05-00 |
| robotic safety guidelines | STD 00-00 |
| rollover protection | CPL 02-01; STD 03-21 |
| S | |
| safety glasses and shoes | PRO 02-00; PER 04-00 |

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| safety, OSHA employees' workplace | PER 04-00 |
| safety and health information bulletins | STM 00-00 |
| safety and health management systems | CSP 02-02; CSP 02-03; CSP 03-01; CSP 03-02 |
| Salt Lake Technical Center | STM 00-00 |
| sampling and analysis | CPL 02-00; STM 03-00 |
| sanitation, field | CSP 01-01 |
| SAVEs | CPL 02-00 |
| scaffolds | CPL 02-00; STD 03-10 |
| scholarships, employee | PER 05-00 |
| science and technology assessment | STM 04-00 |
| security | |
| classified material | ADM 03-00 |
| computer | IRT 02-01 |
| Homeland, operations | HSO 00-00 |
| information | ADM 03-00 |
| personnel | PER 00-00 |
| physical | HSO 01-00; OFF 00-00 |
| records | ADM 03-00 |
| selection | |
| consultant | PER 00-00; PRO 03-00 |
| personnel | PER 00-00 |
| separations | PER 00-00 |
| services | |
| agreements | PRO 03-00 |
| awards | PER 00-00 |
| contracts | PRO 00-00 |
| editorial review | IPC 01-00 |
| employee health | PER 04-00 |
| messenger | OFF 00-00 |

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| press | IPC 01-00 |
| printing | PRO 00-00 |
| record, employee | PER 00-00 |
| Speakers' Bureau | IPC 02-00 |
| subscription | IPC 02-00 |
| settlement agreements, corporate | ADM 00-00 |
| SHARPs | CSP 02-01; CSP 02-02 |
| shipbreaking - safety and health standards | STD 02-02 |
| shipbuilding - safety and health standards | STD 02-03 |
| ship repairing - safety and health standards | STD 02-04 |
| shoring - safety and health standards | STD 03-14, 03-15 |
| SIC (NAICS) | CSP 03-01 |
| signing authority | ADM 01-00 |
| signs | |
| construction - safety and health standards | STD 03-05 |
| office | OFF 00-00 |
| room | OFF 00-00 |
| silica | CPL 02-00 |
| sites, relocation | HSO 01-00 |
| site specific targeting | CPL 02-00 |
| slides, exhibit | IPC 02-00 |
| small business assistance | CSP 02-04; CSP 03-02 |
| small business alternative rate | CSP 03-01 |
| Solicitor General opinions | EAA 00-00 |
| space: building, office | OFF 01-00 |
| Spanish language | IPC 00-00 |
| special | |
| events | IPC 02-00 |
| industries - safety and health standards | STD 01-15 |

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| mail | OFF 00-00 |
| special government employees | CSP 03-01 |
| specification | |
| buildings and grounds | OFF 00-00 |
| office equipment | PRO 00-00 |
| speeches | IPC 02-00 |
| stairways - safety and health standards | STD 03-22 |
| standard industrial classification codes | CPL 02-00; CSP 03-01 |
| standards | |
| accounting | FIN 00-00 |
| correspondence | ADM 03-00 |
| files | ADM 03-00 |
| forms | ADM 03-00 |
| Information Technology | IRT 00-00 |
| personnel classification | PER 00-00 |
| publication | IPC 01-00 |
| qualification | PER 00-00 |
| report | ADM 03-00; EAA 02-00 |
| safety and health | |
| advisory committees | AOC 00-00 |
| agriculture | STD 04-00 |
| construction | STD 03-00 |
| coverage of employees | STD 07-00 |
| federal employees | FAP 00-00 |
| federal service contracts | STD 05-00 |
| general industry | STD 01-00 |
| grant-assisted workshops and rehabilitation | STD 05-00 |
| hearings | STD 00-00 |
| maritime | |

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| longshoring | STD 02-01 |
| shipbreaking | STD 02-02 |
| shipbuilding | STD 02-03 |
| ship repairing | STD 02-04 |
| promulgating, modifying, or revoking | STD 00-00 |
| variances and other relief | STD 06-00 |
| Star Program, VPP | CSP 03-01 |
| State Plans | |
| approval procedures | CSP 01-01 |
| changes to State Plans | CSP 01-01 |
| criteria | CSP 01-01 |
| evaluation and monitoring | CSP 01-02 |
| grants | CSP 01-04 |
| judicial decisions | CSP 01-02 |
| jurisdiction | CSP 01-03 |
| legislation | CSP 01-01 |
| monitoring and evaluation | CSP 01-02 |
| personnel - training and education | TED 02-00 |
| public sector | CSP 01-05 |
| records - injuries and illnesses | CSP 01-01 |
| reimbursable agreements | CSP 01-04; FIN 00-00 |
| rejection | CSP 01-01 |
| standards | CSP 01-01 |
| withdrawal of approval | CSP 01-01 |
| statistical reporting | EAA 02-00 |
| statistics | |
| budget and fiscal | FIN 00-00 |
| census | EAA 02-00 |
| program and performance | EAA 02-00 |

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| vehicle | OFF 00-00 |
| steel erection - safety and health standards | STD 03-16 |
| storms, dismissal for | PRO 00-00 |
| stolen property | OFF 00-00 |
| strategic partnerships | CSP 03-02 |
| structure | |
| organizational | ADM 02-00 |
| rollover protection - safety and health standards | STD 03-02 |
| studies | |
| IRT feasibility | IRT 00-00 |
| management | ADM 04-00 |
| style | |
| correspondence | ADM 03-00 |
| guides for publication | IPC 00-00 |
| subcommittees - advisory committees on safety and health standards | AOC 00-00 |
| subject classification | ADM 03-00 |
| submission | |
| budget | BUD 00-00 |
| State Plans | CSP 01-01 |
| subpoenas | ADM 01-00 |
| subsistence | ADM 00-00 |
| substances, toxic and hazardous - safety and health standards | STD 01- 05 |
| supplementary budgets | BUD 00-00 |
| supply schedule, federal | PRO 00-00 |
| Supreme Court decisions | EAA 00-00 |
| surfaces, walking/working - safety and health standards | STD 01-01 |
| surplus equipment and supplies | PRO 00-00 |
| survey boards, surplus property | PRO 00-00 |

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| surveys | |
| classification | PER 00-00 |
| hazard | CSP 03-01 |
| management | ADM 04-00 |
| telephone | PRO 00-00 |
| systems | |
| accounting | FIN 00-00 |
| analysis | ADM 04-00 |
| Federal Telecommunications | OFF 00-00 |
| Information Exchange | ADM 04-00 |
| Information Resources Management | IRT 00-00 |
| T | |
| tapes, case file documentation with use of | CPL 02-00 |
| task forces | ADM 00-00; by subject |
| tax | |
| exemption, procurement | PRO 00-00 |
| exemptions, travel | FIN 00-00 |
| exemptions, vehicle use | OFF 00-00 |
| taxes, withholding | FIN 00-00 |
| technical | |
| assistance | CSP 02-01; CSP 03-02 |
| equipment | STM 00-00 |
| information bulletins | IPC 03-00; STM 00-00 |
| inquiries | IPC 02-00 |
| techniques, distribution | OFF 00-00 |
| telephone | |
| bills | FIN 00-00 |
| listings | OFF 00-00 |
| temporary assignments | PER 00-00 |

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| temporary labor camps | CPL 02-00 |
| termination | |
| of Strategic Partnership | CSP 03-02 |
| of VPP Participant | CSP 03-01 |
| testimony, budget (OMB) | BUD 00-00 |
| testing | |
| laboratories, accreditation of | CPL 01-00; CSP 02-01; STM 01-00 |
| supplies and equipment | PRO 00-00 |
| tests | |
| civil defense | HSO 01-00 |
| recruitment and placement | PER 00-00 |
| thefts | |
| property | OFF 00-00 |
| vehicle | ADM 00-00 |
| time and attendance report | PER 01-00 |
| tools, hand and power - health and safety standards | STD 01-13; STD 03-07 |
| toxic and hazardous substances - safety and health standards | STD 01- 05 |
| trade associations | CSP 03-02; CSP 04-01 |
| trade fairs | IPC 02-00 |
| training | |
| conferences | PER 05-00 |
| course schedules | TED 00-00 |
| grants | TED 03-00 |
| (of) OSHA personnel | TED 01-00 |
| (of) State Personnel | TED 02-00 |
| reports | PER 05-00 |
| safety and health | CSP 02-01; CSP 03-01; CSP 03-02; CSP 04- |
| vouchers | FIN 00-00 |
| workshops | PER 00-05 |

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| transfer | |
| employee | PER 00-00 |
| fund | BUD 00-00 |
| organizational | ADM 02-00 |
| records | ADM 03-00 |
| translation services | ADM 00-00 |
| transmittal, budget | BUD 00-00 |
| travel | FIN 03-00 |
| trenching - safety and health standards | STD 03-14 |
| tunnels and shafts - safety and health standards | STD 03-17 |
| tuberculosis | CPL 02-02 |
| U | |
| unabated violations | CPL 02-00 |
| understanding, memoranda of | ADM 00-00 |
| unions | |
| Credit | ADM 00-00 |
| employee | PER 00-00 |
| in OSHA partnerships | CSP 03-02 |
| at VPP sites | CSP 03-01 |
| unit, health | PER 04-00 |
| user charges | FIN 00-00 |
| US Postal Service | FAP 00-00; PRO 00-00 |
| utilities | OFF 00-00 |
| V | |
| variance application reviews | STM 02-00 |
| variances - safety and health standards | STD 06-00 |
| variations - safety and health standards | STD 06-00 |
| vehicles | PRO 00-00 |
| ventilation | CPL 02-00 |

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| vessel certification (gear certification) | STD 02-05 |
| veterans preference | PER 00-00 |
| violations, safety and health | CPL 02-00 |
| visas | ADM 00-00 |
| visitors | IPC 02-00 |
| visits | IPC 02-00 |
| visual aids | IPC 01-00 |
| vital records | ADM 03-00 |
| voluntary programs | CSP 02-00; CSP 03-00; CSP 04-00 |
| Voluntary Protection Programs | CSP 03-01 |
| Voluntary Standards Committees | AOC 00-00 |
| vouchers | |
| training | FIN 00-00 |
| travel | FIN 00-00 |
| W | |
| wage | |
| board | PER 00-00 |
| rates | PER 00-00 |
| walking/working surfaces - safety and health standards | STD 01-01; CPL 02-00 |
| waste, office, disposal of | OFF 00-00 |
| Web site management | IRT 03-00 |
| welding and cutting - safety and health standards | STD 01-14; STD 03-08 |
| whistleblowers/11(c) programs | CPL 02-03 |
| withdrawal of partner | CSP 03-02 |
| withdrawal of State Plan approval | CSP 01-01 |
| withdrawal of VPP participant | CSP 03-01 |
| Working Capital Fund | FIN 00-00 |
| workshops - grant-assisted - safety and health standards | STD 05-00 |

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| Z | |
| zip code directories | PRO 00-00 |