



OSHA NOTICE

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: ADM 04-00-003

SUBJECT: Safety and Health Management System, Chapter 3, Safety and Health Program Evaluation UPDATED

DIRECTORATE: Technical Support and Emergency Management

SIGNATURE DATE: September 14, 2023

EFFECTIVE DATE: October 4, 2023

ABSTRACT

Purpose: This Instruction establishes a Safety and Health Management System (SHMS) for Occupational Safety and Health Administration (OSHA) employees. The Instruction also establishes safety and health programs as identified in subsequent chapters for Regional implementation. Employee participation is a key element of any successful SHMS. It is the intent of this program that all employees will participate in all aspects including reporting hazards, incidents, and injury/illness without fear of reprisal. Changes to the SHMS or programs that alter the SHMS or program policies require National Office review and approval.

Scope: OSHA-wide

References: Occupational Safety and Health Act, Public Law 91-596
Presidential Executive Order 12196 of February 26, 1980
Title 29: Subtitle B--Regulations Relating to Labor: Chapter XVII
Occupational Safety and Health Administration, Department of Labor
Department of Labor Manual Series (DLMS) 4, Chapter 800, DOL Safety and Health Program
See also Reference paragraphs in individual chapters.

Cancellations: OSHA Instruction ADM 04-00-002, OSHA Field Safety and Health Manual, Chapter 3, Safety and Health Program Evaluation, October 5, 2016

State Impact: None. For State reference only.

Action Offices: OSHA Regions, Directorate of Technical Support and Emergency Management

Originating Office: Directorate of Technical Support and Emergency Management

Contact: Office of Science and Technology Assessment
Directorate of Technical Support and Emergency Management
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By and Under the Authority of

Douglas L. Parker
Assistant Secretary of Labor

Executive Summary

This Instruction establishes a Safety and Health Management System (SHMS) for OSHA employees. The Instruction also establishes safety and health programs, as identified in subsequent chapters, for Directorate/Regional implementation.

The SHMS and its programs establish baseline requirements and within established guidelines, may be supplemented or augmented to ensure the safety and health of all OSHA employees as well as temporary and contract employees. Changes related to the implementation of SHMS may be made with local SHMS committee approval. Changes to the SHMS or programs that alter SHMS or program policies require National Labor-Management Steering Committee review and approval.

The SHMS and its programs will be implemented in phases per the timetable that will be provided by Directorate of Technical Support and Emergency Management (DTSEM). Nothing in the instruction eliminates the Regional Administrator or Directorate's obligations to comply with OSHA or other Federal Regulations and Executive Orders.

Significant Changes

The Chapter 3 – Safety and Health Program Evaluation was revised to incorporate updated information that expanded the purpose and scope of the chapter to include guidance and accountability of all OSHA personnel. This revision also clarifies the responsibilities of OSHA employees and bring consistency across OSHA regarding the procedures and assessments related to the OSHA SHMS Manual instruction for evaluation of offices' safety and health programs.

- Revised to include sections on purpose, scope, definitions, and references.
- Changed the format of the SHMS Self-Evaluation audit to a checklist to better assist with the annual self-evaluation.
- Clarified the SHMS self-evaluation process.
- Created links to relevant field SHMS chapters.
- Created a signatory page to ensure management and employees are aware of the details of the annual evaluation.
- Updated terminology and verbiage throughout the chapter to reflect updates and goals of the agency as they relate to the field's safety and health programs.