OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR **Occupational Safety and Health Administration**

DIRECTIVE NUMBER: ADM 12-0.9   **EFFECTIVE DATE:** September 3, 2003

SUBJECT: OSHA Classification System

ABSTRACT

Purpose:	This Instruction revises, updates and streamlines the OSHA Classification System. Appendix C amends directives numbering system introduced by OSHA Instruction ADM 8-0.3, Figures 4-1, 4-2 and 4-3.
Scope:	OSHA-wide.
References:	OSHA Instruction ADM 8-0.3, OSHA Directives System, December 12, 2000 (ADM 03-00-003); OSHA Instruction ADM 12-0.4A, Revised OSHA Records Management Program, August 3, 1998 (ADM 03-01-004); OSHA Instruction ADM 11-0.6, OSHA Mission and Function Statements, March 4, 2003 (ADM 02-01-001).
Cancellations:	OSHA Instruction ADM 12.1, OSHA Classification System, October 30, 1978, and all subsequent changes and revisions are cancelled by this Instruction.
State Impact:	This Instruction is not a Federal Program change requiring State adoption.
Action Offices:	National, Regional, and Area Offices.
Originating Office:	Office of Management Systems and Organization

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By and Under the Authority of

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Executive Summary

The OSHA Classification System is a comprehensive list of subjects on which OSHA writes Directives and under which OSHA files records. OSHA's previous classification system was installed in the Agency in 1978, and has not been materially altered since its inception. This instruction modifies the classification system to recognize OSHA's organizational changes implemented since 1978, including those implemented in 2002. It better reflects today's OSHA.

Significant Changes

- Primary classifications are reduced from 24 to 18, eliminating 14 classifications and introducing 8 new classifications.

- 166 secondary classifications and 280 tertiary classifications have been streamlined to 70 secondary and 85 tertiary classifications.

- Placeholding zeroes have been added to the numbering scheme to aid in electronic filing, and the dot separating tertiary classification from sequential number has been replaced by a dash, amending directives numbering system introduced by OSHA Instruction ADM 8-0.3, Figures 4-1, 4-2 and 4-3.

- Regional and Area Offices have been given flexibility to adapt the classification system to meet local needs.

I.   <u>Purpose</u>. This Instruction revises the OSHA Classification System, to better reflect the Agency's current organizational structure and activities. Appendix C amends directives numbering system introduced by OSHA Instruction ADM 8-0.3, Figures 4-1, 4-2 and 4-3.

II.   <u>Scope</u>. This Instruction applies OSHA-wide.

III.   <u>References</u>.

     A.   OSHA Instruction ADM 8-0.3, OSHA Directives System, December 12, 2000 (ADM 03-00-003).

     B.   OSHA Instruction ADM 12-0.4A, Revised OSHA Records Management Program, August 3, 1998 (ADM 03-01-004).

     C.   OSHA Instruction ADM 11-0.6, OSHA Mission and Function Statements, March 4, 2003 (ADM 02-01-001).

IV.   <u>Cancellations</u>. OSHA Instruction ADM 12.1, OSHA Classification System, October 30, 1978, and all subsequent changes and revisions are cancelled by this Instruction.

V.   <u>Major Changes</u>. This Instruction modifies the OSHA Classification System as detailed in **Appendix A**. At the primary classification level:

     A.   Primary classifications are reduced from 24 to 18, eliminating 14 classifications and introducing 8 new classifications

         1.   The OSHA primary classifications are as follows:
            a)   **ADM** - Administrative Management, revised.
            b)   **AOC** - Advisory and Other Committees, a new classification that includes the following discontinued classifications:
                ADC
                COM
            c)   **BUD** – Budget Management and Planning, which is modified to include the discontinued PBM classification.
            d)   **CPL** - Enforcement and Compliance, which is modified to include the discontinued DIS and RVC classifications.
            e)   **CSP** - Cooperative and State Programs, a new classification that expands the discontinued classification STP, to include cooperative, voluntary and partnership program activities.
            f)   **EAA** - Evaluation, Audits and Analysis, a new classification that includes the discontinued classifications:
                PAE   LEG
                REP   TNR
                RSH

g) **EEO** - Equal Employment Opportunity and Diversity, a new classification.
h) **FAP** - Federal Agency Programs, unchanged.
i) **FIN** – Financial Management, which now incorporates the discontinued classification TRA.
j) **HSO** - Homeland Security Operations, a new classification.
k) **IPC** - Information, Publications, and Communications, a new classification that includes the discontinued PUB.
l) **IRT** - Information Resources and Technology, a new classification that includes the prior IMIS sub-classifications of ADM.
m) **OFF** – Office Services, unchanged.
n) **PER** – Human Resources Management, revised PER – Personnel Management.
o) **PRO** – Procurement, unchanged.
p) **STD** - Standards, which now incorporates the discontinued classification, RUL.
q) **STM** - Science, Technology and Medicine, a new classification
r) **TED** - Training and Education, unchanged.

B. 70 secondary and 85 tertiary classifications have been identified, to replace the 166 secondary classifications and 280 tertiary classifications previously used.

C. A list of discontinued classifications is shown in **Appendix B**.

D. Placeholding zeroes have been added to the numbering scheme to aid in electronic filing, and the dot separating tertiary classification from sequential number has been replaced by a dash, amending directives numbering system introduced by OSHA Instruction ADM 8-0.3, Figures 4-1, 4-2 and 4-3.

VI. Background. The OSHA Classification System is a comprehensive list of subjects on which OSHA writes Directives and under which OSHA files records. This System has been modified to reflect OSHA's organizational changes since the last revision to the system. Directives will be numbered, and documents to be filed should be classified, according to the guidelines provided in this Instruction and in OSHA Instruction ADM 03-01-004, Chapter 2 Files Management. ADM 03-01-004 introduces Records Management Manual that sets OSHA policy and objectives on records and nonrecords management regardless of media. Chapter 2 of the Manual provides a framework for file classification and coding, recordkeeping system and handling of classified material.

VII. Reference Aids. The OSHA Intranet home page includes a link to Directives Tools (http://intranet-iis.osha.gov/DAP/DirectivesTools/). The Tools page provides a link to all active Directives. It also links to a cross-reference tool that tracks old and new numbers for all OSHA Directives, and to an OSHA subject index that provides the most likely primary and secondary classification(s) in which materials on specific subject matters will be classified. These materials will be updated as needed by the Agency's Directives

Officer.

VIII.   Subject Categories. The primary, secondary and tertiary (where provided) subject categories established by this Instruction will provide easier identification and finding of directives and files, by simplifying the visual layout of the file plan or subject category list. **Appendix A** provides the primary and secondary classification codes for each subject. Persons assigned filing responsibilities may use the tertiary level classifications, where they are provided, or they may assign further sub-classification as necessary for the good order of files. **Appendix C** details the system used to number OSHA directives. For a detailed discussion of the relationships in the subject hierarchy, refer to OSHA Instruction ADM 03-01-004.

IX.   Classification of Documents. When classifying documents for the purpose of filing, persons assigned this responsibility should employ the classification category that corresponds most closely to the main subject of the document. Filers should assign the most specific classification possible. For example, classify a directive or record on State Program Grants as CSP 01-04, rather than the more general category CSP 01.

X.   Local Modification of OSHA Classification System. In Regional and Area offices, persons responsible for filing may create new sub-classifications for filing purposes to cover activities and practices that are unique to their locality. These circumstances may include, but are not limited to, inspections or activities pertaining to a specific State or geographic region, specific jurisdiction issues, or consultation and State Plan files. File custodians should retain the existing primary and secondary classifications, and add onto these as the situation may warrant.

XI.   Directive Identifier and Numbering of Documents. Directive identifiers and numbers will be assigned by the OSHA Directives Officer and will remain consistent with this Instruction and with OSHA Instruction ADM 03-00-003, Chapter 4. To assist in the electronic posting, filing, and retrieval of documents, placeholding zeros will be utilized in the OSHA Classification System. Single digit numerals in the first and second classification code levels shall be preceded by a placeholding zero to allow for accurate and orderly arrangement by computer systems and databases. The dot separating tertiary classification from sequential number shall be replaced by a dash. For example, a document previously classified as CPL 2-1.39 shall be numbered CPL 02-01-039. Any new and revised numbers utilizing these placeholding zeros will be included in the forthcoming checklist and index. Other examples are shown in **Appendix C**. As OSHA Instructions are amended or modified, if the primary and secondary (and tertiary, where used) classifications remain the same, the sequential number will also remain unchanged. New directives will be assigned a sequential number following that of the highest in the class (e.g., if the highest consecutive number in a category is ADM 03-00-012, the new Instruction will be ADM 03-00-013). Changes to a directive will have the same number as the original and will be differentiated from prior versions by their effective date. Only the most current version will be available on the OSHA Intranet and public home page.

APPENDIX A

SUBJECT CLASSIFICATION OUTLINE

ADM 00-00 ADMINISTRATIVE MANAGEMENT
01-00 Delegations of Authority
02-00 Organization Management
       02-01 HQ Mission and Function Statements
       02-02 Field Mission and Function Statements
03-00 Reports, Forms, Records and Issuance Management
       03-01 Records Management
04-00 Management Systems

AOC 00-00 ADVISORY AND OTHER COMMITTEES
01-00 Enforcement and Compliance Related
02-00 Evaluation Related

BUD 00-00 BUDGET MANAGEMENT AND PLANNING
01-00 Annual Budget Submissions
02-00 Program Budget Management

CPL 00-00 ENFORCEMENT AND COMPLIANCE
01-00 Reserved
02-00 Inspection Policies
       02-01 Safety
       02-02 Health
       02-03 Discrimination
       02-04 Reserved
03-00 National Emphasis Programs
04-00 Local Emphasis Programs
05-00 Review Commission

CSP 00-00 COOPERATIVE AND STATE PROGRAMS
01-00 State Plans
       01-01 Requirements
       01-02 Monitoring and Evaluation
       01-03 Jurisdiction
       01-04 Grants
       01-05 Public Sector
       01-06 Reserved

02-00 Small Business Assistance
       02-01 Consultation Program
       02-02 Recognition and Exemption Program
       02-03 Inspection Deferral Program
       02-04 Small Business Assistance
       02-05 Reserved
03-00 Partnerships and Recognition
       03-01 Voluntary Protection Programs (VPP)
       03-02 OSHA Strategic Partnership Program (OSPP)
       03-03 Reserved
       03-04 Reserved
04-00 Outreach Services and Alliances
       04-01 Alliance Program
       04-02 Compliance Assistance
       04-03 Reserved

EAA 00-00 EVALUATION, ANALYSIS AND AUDITS
01-00 Audits
       01-01 Reserved
02-00 Statistics and Reports
       02-01 Reserved
03-00 Reserved

EEO 00-00 EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY
01-00 Fair Employment Practices
02-00 EEO Studies
03-00 Collaborations with Office of Personnel Programs, Department of Labor

FAP 00-00 FEDERAL AGENCY PROGRAMS
01-00 Enforcement and Compliance Programs
02-00 Evaluations

FIN 00-00 FINANCIAL MANAGEMENT
01-00 Administrative Control of Funds
02-00 Audits
03-00 Financial Management Systems
04-00 Accounting
03-00 Travel

HSO 00-00 HOMELAND SECURITY OPERATIONS
01-00 Emergency Planning
02-00 Reserved

IPC 00-00 INFORMATION, PUBLICATIONS AND COMMUNICATIONS
01-00 Communications Management
02-00 Informational Programs
03-00 Public Information

IRT 00-00 INFORMATION RESOURCES AND TECHNOLOGY
01-00 Management Information Systems
02-00 Information Technology Management
       02-01 Systems Management
       02-02 Hardware Management
       02-03 Software Management
       02-04 Standards
03-00 Web Site Management
       03-01 Standards for Use
       03-02 Operations Management
04-00 Reserved

OFF 00-00 OFFICE SERVICES
01-00 Office/Building Administration
02-00 Space Management

PER 00-00 HUMAN RESOURCES MANAGEMENT
01-00 Attendance and Leave
02-00 Conduct and Discipline
03-00 Reserved
04-00 Safety and Health
05-00 Orientation and Training

PRO 00-00 PROCUREMENT
01-00 Procurement Authority
02-00 Equipment Procurement
03-00 Contracts
04-00 Maintenance
05-00 Inventories

STD 00-00 STANDARDS
01-00 General Industry
        01-01 Walking-Working Surfaces
        01-02 Means of Egress *or* Exit Routes
        01-03 Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
        01-04 Occupational Health & Environmental Controls
        01-05 Hazardous Materials
        01-06 Personal Protective Equipment
        01-07 General Environmental Controls
        01-08 Medical and First Aid
        01-09 Fire Protection
        01-10 Compressed Gas and Compressed Air Equipment
        01-11 Materials Handling and Storage
        01-12 Machinery and Machine Guarding
        01-13 Hand and Portable Powered Tools and Other Hand-Held Equipment
        01-14 Welding, Cutting and Brazing
        01-15 Special Industries
        01-16 Electrical
        01-17 Commercial Diving Operations
        01-18 through 01-22 Reserved
        01-23 Toxic and Hazardous Substances
02-00 Maritime
        02-01 Longshoring
        02-02 Shipbreaking
        02-03 Shipbuilding
        02-04 Ship Repairing
        02-05 Gear Certification
03-00 Construction
        03-01 General Safety and Health Provisions
        03-02 Occupational Health and Environmental Controls
        03-03 Personal Protective and Life Saving Equipment
        03-04 Fire Protection and Prevention
        03-05 Signs, Signals and Barricades
        03-06 Materials Handling, Storage, Use, and Disposal
        03-07 Tools - Hand and Powered
        03-08 Welding and Cutting
        03-09 Electrical
        03-10 Scaffolding
        03-11 Fall Protection
        03-12 Cranes, Derricks, Hoists, Elevators and Conveyors
        03-13 Motor Vehicles, Mechanized Equipment, and Marine Operations
        03-14 Excavations, Trenching and Shoring
        03-15 Concrete, Concrete Forms and Shoring
        03-16 Steel Erection
        03-17 Underground Construction, Caissons, Cofferdams and

Compressed Air
03-18 Demolition
03-19 Blasting and Use of Explosives
03-20 Power Transmission and Distribution
03-21 Rollover Protective Structures and Overhead Protection
03-22 Stairways and Ladders
03-23 Reserved
04-00 Agriculture
05-00 Other Facilities
06-00 Variances and Other Relief
07-00 Coverage

STM 00-00 SCIENCE, TECHNOLOGY, AND MEDICINE PROGRAMS
01-00 Testing Laboratories Certification
02-00 Variance Application Reviews
02-01 Procedures
03-00 Assistance to Enforcement and Compliance Operations
04-00 Science and Technology Assessment
05-00 Occupational Medicine Assistance
06-00 Instrument Calibration Assistance
07-00 National Technical Data Center
08-00 Reserved

TED 00-00 TRAINING AND EDUCATION
01-00 OSHA Personnel
02-00 State Personnel
03-00 Grants
04-00 Reserved

APPENDIX B

DISCONTINUED CLASSIFICATIONS

The following classifications have been discontinued:

1.   ADC   - Advisory Committees (content to AOC)
2.   COM   - Committees (content to AOC)
3.   DIS   - Discrimination Compliance (content to CPL)
4.   LEG   - Legislation (content to EAA)
5.   PBM   - Program Budget Management (content to BUD)
6.   PAE   - Program Analysis and Evaluation (content to EAA)
7.   PUB   - Publications (content to IPC)
8.   REP   - Reports, including statistical (content to EAA)
9.   RSH   - Research (content to EAA, possibly some split to STM)
10.   RVC   - Review Commission (content to CPL)
11.   RUL   - Rulings (content to STD)
12.   STP   - State Programs (content to CSP)
13.   TNR   - Technical and Regulatory Analysis (content to EAA)
14.   TRA   - Travel (content to FIN)

Appendix C.

System for Numbering OSHA Directives

NOTE: This system supersedes directives numbering system introduced by OSHA Instruction ADM 8-0.3, Figures 4-1, 4-2 and 4-3.

Directive Type	Classification Code			Number
	Primary Level	Secondary Level	Tertiary Level	Sequential Number
Instruction	**CPL**	02 –	02 –	107
	ADM	03 –	01 –	001
	CSP	01 –	04 –	015
	etc.			
	Number		**Classification**	
Notice	Last two digits of the calendar year - two digit sequential number. e.g., Notice 03-01		In parentheses, the primary and secondary classifications of the subject matter. e.g., (CPL 02)	
Direction	Same as Notice, but preceded by DIR. e.g., DIR 03-01		Same as Notice	

Explanations:

1. **OSHA Instructions** shall be classified according to primary (first level), secondary (second level) and tertiary (third level) classification codes, and then sequentially numbered, according to issuance sequence. Revisions of Instructions will not receive new numbers. Rather, they will retain the original sequential number and the effective date will indicate the most recent. (Only the most recent issuance will be included on the Directives list on the OSHA Intranet and the public home page.)

2. **OSHA Notices** shall be numbered using the last two digits of the calendar year and a two-digit sequential number, followed by the subject's primary and secondary codes in parentheses. Thus, if the first Notice of 2003 dealt with Health Inspections, it would be numbered: OSHA Notice 03-01 (CPL 02).

3. **OSHA Directions** shall be numbered as Notices, except with the DIR identifier preceding the primary classification, for example, OSHA Direction DIR 03-01 (CPL 02).