



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

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
A	
abatement of hazards in the workplace	CPL 02-00; CSP 02-01; CSP 03-02
access to records	ADM 03-01; CSP 02-03
accidents	
Accident Review Board	PER 04-00
employee accidents	PER 04-00
motor vehicle accidents	PER 04-00; PRO 02-00
accountability - property	PRO 00-00
accounting: general; systems	FIN 04-00
accreditation agencies/laboratories	CSP 02-01; STM 01-00
accreditation, gear certification	CPL 02-01; STD 02-05
acquisition	
equipment	PRO 02-00
space	OFF 01-00
vehicles	PRO 00-00
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Federal Records Act	ADM 03-01
Freedom of Information Act	IPC 02-00
Hatch Act	PER 02-00
Privacy Act	ADM 03-01
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	lead in general industry lockout/tagout SafeCare Safety Pays
Advisory Committee on Construction Safety and Health (ACCSH)	AOC 00-00
agreements, corporate settlement	ADM 00-00
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Agriculture, Department of - jurisdiction	CPL 02-00
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ammunition plants - jurisdiction	CPL 02-00
amputations	CPL 02-00
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applications for relief from standard	STD 06-00
appraisals, personnel performance	PER 00-00
appreciation, letters of	file by Directorate, Office, Region, Area Office
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authority, financial, delegation of	FIN 01-00
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consultants and experts	PER 00-00
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bribe offers	PER 02-00
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chocking	CPL 02-02

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coke oven emissions	CPL 02-02
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commercial fishing - jurisdiction	CPL 00-00
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control	IPC 01-00
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State MIS issues	CSP 01-01; IRT 01-00
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Safety Advisory Committee	AOC 01-00
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cranes, derricks, hoists, elevators, conveyors – safety and health standards	STD 03-12
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criminal cases	CPL 00-00; others by subject
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DART	CPL 02-00; CSP 03-01
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egress, means of	CPL 02-00; STD 01-02
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emergency planning - work continuity	HSO 01-00
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correspondence	ADM 03-00
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forms	ADM 03-00
Information Technology	IRT 00-00
personnel classification	PER 00-00
publication	IPC 01-00
qualification	PER 00-00
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federal service contracts	STD 05-00
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maritime	

longshoring	STD 02-01
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steel erection - safety and health standards	STD 03-16
storms, dismissal for	PRO 00-00
stolen property	OFF 00-00
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structure	
organizational	ADM 02-00
rollover protection - safety and health standards	STD 03-02
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IRT feasibility	IRT 00-00
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style	
correspondence	ADM 03-00
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budget	BUD 00-00
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subpoenas	ADM 01-00
subsistence	ADM 00-00
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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

surveys	
classification	PER 00-00
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tapes, case file documentation with use of	CPL 02-00
task forces	ADM 00-00; by subject
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temporary assignments	PER 00-00

temporary labor camps	CPL 02-00
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of Strategic Partnership	CSP 03-02
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laboratories, accreditation of	CPL 01-00; CSP 02-01; STM 01-00
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trade fairs	IPC 02-00
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employee	PER 00-00
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zip code directories	PRO 00-00