

**OREGON OCCUPATIONAL SAFETY AND HEALTH DIVISION
DEPARTMENT OF CONSUMER AND BUSINESS SERVICES**

PROGRAM DIRECTIVE

Program Directive ____ **A-0**
Issued ____ January 1, 1979
Revised February 29, 2000

SUBJECT: Writing Program Directives

**AFFECTED STANDARDS/
DIRECTIVES:** All Directives

PURPOSE: To provide instructions to all OR-OSHA personnel in developing and revising program directives.

BACKGROUND: The Program Directive system was developed to unify all health and safety policies, procedures, orders, and information dissemination.

ACTION: All safety and health policies, procedures, alerts, and information will be disseminated by way of program directives. Any person within OR-OSHA may initiate a proposed program directive to clarify a standard interpretation, implement a policy or procedure, or simply convey urgent information. Similarly, the same process will be used to initiate a revision to an existing directive.

A. The proposed or revised program directive will be drafted in the established format and be submitted to the Manager of the Standards and Technical Resources Section with a cover memo to include any special mailings needed. The format is as follows:

1. **PROGRAM DIRECTIVE NUMBER** -- assigned by the Technical section after approved.
2. **DATE ISSUED/REVISED** -- if there is a special priority which demands issuing a P.D. immediately, please so state in your cover memo. Leave date blank on proposed program directive for entry at time of issue.
3. **SUBJECT** -- the information in the program directive must be clear and concise to effectively convey the message. Usually the subject can be expressed in a simple phrase or sentence.
4. **AFFECTED STANDARDS/DIRECTIVES** -- any affected divisions, rules, alerts, directives, letters or memos

must be listed in this heading.

5. **PURPOSE** -- the purpose for the program directive must be explicit: to clarify policy regarding..., to interpret an ambiguous rule, etc.
6. **BACKGROUND** -- should explain briefly the existing problem that will be solved by the program directive. This section should include reference to any publication (Federal, other state agency, etc.) prompting the program directive.
7. **ACTION** -- is the real content of every program directive. All recommendations must be contained in this section. It should be emphasized that any recommendation must be clearly understood with no ambiguity. Procedural problems will be further compounded if the directive is unclear.
8. **EFFECTIVE DATE** -- the date when the program directive will be put into practice, or if no date other than issue date, the following statement should be added: "This directive is effective immediately and will remain in effect until canceled or superseded."

All proposals will be coordinated through the Standards and Technical Resources Section. Standards and Technical Resources will obtain input from other affected groups in OR-OSHA and will distribute for review by Executive and Program Managers prior to issuing. If the program directive is approved, it is assigned a number and reviewed for proper format.

B. Program Directive File

A "file" will be maintained in the central office on each program directive that is issued. This file will include the complete background/history on each directive.

The program directives will be numbered sequentially. A number will only be used once, to lessen any confusion.

The complete set of current program directives will be available on the external website by both subject and number. New directives will be placed on the website within a week of issue date and sent to all OSHA via e-mail upon issue.

C. Program Directive Input Document:

The following information will be included by the originator with

all program directive drafts submitted for approval:

1. A complete history/background on any studies, facts, data, inspections, or other pertinent information that prompted the initiation of this directive or alert.
2. Date submitted.
3. Originator.
4. All information listed in Section (3), Item 1. through 8. of this directive.
5. Three suggested topics for the master Subject Index.

**EFFECTIVE
DATE:**

This directive is effective immediately and will remain in effect until canceled or superseded.