# MOSH INSTRUCTION:

|  |  |
| --- | --- |
| **INSTRUCTION NUMBER:** 24-4 | **EFFECTIVE DATE:** January 26, 2024 |
| **SUBJECT:** Adoption of OSHA Instruction CSP 02-00-005, Consultation Policies and Procedures Manual | **ISSUANCE DATE:**  January 26, 2024 |
| **CANCELLATION:** OSHA Instruction CSP 02-00-005, Consultation Policies and Procedures Manual | **EXPIRATION:** Effective until canceled or superseded |

**Purpose:**

# This instruction adopts the updated policy framework which revises and clarifies processes and procedures for the administration and monitoring for the MOSH Consultation Program.

**Scope:**  MOSH-wide

# Reference:

1. Consultation Agreements, 29 CFR Part 1908.
2. Fiscal Year 2021 On-Site Consultation Cooperative Agreement Application Instructions, OSHA Notice CSP 02-20-02, June 18, 2020 (or current version).
3. Occupational Injury and Illness Recording and Reporting Requirements – North American Industry Classification System (NAICS) Update and Reporting Revisions, 79 Federal Register 56129 (September 18, 2014).
4. Occupational Safety and Health Act of 1970, 29 USC § 651 et seq.
5. OSHA Alliance Program, OSHA Instruction CSP 04-01-003, March 4, 2020 (or current version).
6. OSHA Field Operations Manual, OSHA Instruction CPL 02-00-164, April 14, 2020 (or current version).
7. OSHA Information System User Guide – Consultation Module Release 1.9.15, Version 1, June 1, 2018 (or current version).
8. OSHA Strategic Partnership Program for Worker Safety and Health, OSHA Instruction CSP 03-02-003, November 6, 2013 (or current version).
9. Recommended Practices for Anti-Retaliation Programs, OSHA Publication 3905, January 2017.
10. Recommended Practices for Safety and Health Programs, OSHA Publication 3885, October 2016.
11. Reporting Fatalities, Hospitalizations, Amputations, and Losses of an Eye as a Result of Work-Related Incidents to OSHA, 29 CFR 1904.39.
12. Safety and Health Program Management Guidelines; Issuance of Voluntary Guidelines, 54 Federal Register 3904 (January 16, 1989).
13. Scheduling System for Programmed Inspections, OSHA Instruction CPL 02-00- 025, January 4, 1995 (or current version).
14. Severe Violator Enforcement Program (SVEP), OSHA Instruction CPL 02-00-149, June 18, 2010 (or current version).
15. State Plan Policies and Procedures Manual, OSHA Instruction CSP 01-00-005, May 6, 2020 (or current version).
16. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200.
17. Voluntary Protection Programs Policies and Procedures Manual, OSHA Instruction CSP 03-01-005, January 30, 2020 (or current version).
18. Whistleblower Investigations Manual, OSHA Instruction CPL 02-03-007, January 28, 2016 (or current version).

# Contact: Consultation Program Supervisor

See MOSH Website for Current Information https://www.labor.md.gov/labor/mosh

**Background:**

OSHA has issued an updated Consultation Policies and Procedures Manual to include updates and clarification for administering and managing the On-Site Consultation Program, the requirements for participation in the Safety and Health Achievement Recognition Program (SHARP) and Pre-SHARP, and the requirements of the monitoring and evaluation system for On-Site Consultation programs.

**Action:**

1. Ensure the FOM is revised to reflect changes required by this instruction.
2. Supervisors shall ensure that this notice is reviewed with all compliance officers and consultation staff.
3. MOSH compliance and consultation personnel shall become familiar with and abide by these changes.

By and Under the Authority of:



Michael A. Penn CSP, SMS

Acting Assistant Commissioner