
MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Labor and Economic Opportunity (LEO)

AGENCY INSTRUCTION

DOCUMENT IDENTIFIER:
MIOSHA-ADM-13-1R3

DATE:
September 23, 2024

SUBJECT: MIOSHA Initiatives

- I. Purpose. Provide guidelines for establishing consistent public outreach and notification of Michigan Occupational Safety and Health Administration (MIOSHA) initiatives.
- II. Scope. This instruction applies agency wide.
- III. References.
 - A. Agency Instruction MIOSHA-ADM-10-3, Workgroup Procedures, as amended.
 - B. [MIOSHA Strategic Plan FY 2024-2028 Summary](#).
- IV. Distribution. MIOSHA Staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
- V. Cancellations. All previous versions of this agency instruction.
- VI. Next Review Date. This instruction will be reviewed in three (3) years from date of issuance.
- VII. History. History of previous versions includes:
 - MIOSHA-ADM-13-1R2, June 25, 2019
 - MIOSHA-ADM13-1R1, June 7, 2016
 - MIOSHA-ADM-13-1, April 2, 2013
 - MIOSHA-MEMO-ADM-10-7, November 23, 2010
- VIII. Contact. [Tarah M. Kile](#), Director, Consultation Education and Training (CET) Division
- IX. Originator: Barton G. Pickelman, Director
- X. Background. MIOSHA has for many years used an initiative approach to connect with employers, employees, and organizations that represent employers and/or employees. An initiative is an opportunity MIOSHA has to inform the public through an approved and implemented outreach plan that coordinates MIOSHA resources to address a specific occupational safety or health issue or in some way target resources to improve safety and health in the Michigan workplace. An approved outreach plan identifies the types of outreach activities that will be completed within a specified timeframe. Initiatives are implemented to notify the public about significant changes in standards, to target specific industries that are experiencing a significant number of injuries, illnesses, or compliance concerns, to participate in a MIOSHA or Occupational Safety and Health Administration (OSHA) emphasis program, or to address other issues that MIOSHA believes will enhance or improve safety or health in the workplace.

- XI. Significant Changes.
 - A. Updated purpose from providing guidelines on establishing and tracking MIOSHA initiatives to establishing consistent outreach and notification. See Section I. Purpose.
 - B. Updated contact for this instruction to the CET director. See Section VIII. Contact.
 - C. Updated background to make it more concise. See Section X. Background.
 - D. Added Initiation to clarify that the CET Division will lead the public outreach for initiatives. See Section XIII. Initiation.
 - E. Updated communication to clarify if more than one division is involved, they must all have input. See Section XIV. Communication.
 - F. Removed requirements for data such as a number of employees trained, number of hazard surveys in the target area, and list of accomplishments to be maintained and requirement for data to be submitted to the division director and administration annually.
 - G. Updated Outreach Plan. See Appendix A.
- XII. Scope and Types. Initiatives may be division specific, involve several divisions, or be agency-wide. Many initiatives are established for a specific purpose or to accomplish a specific task. The timeframe for an initiative will vary, depending on the scope of the outreach. Once the purpose is met or the specific task is completed, the initiative will be ended. When an initiative ends, it may become policy or be accepted as a routine business practice if the purpose of the initiative continues to be relevant to the agency mission and goals.
- XIII. Initiation. Initiatives can be identified and lead by any division, but the Consultation Education and Training (CET) Division will lead public outreach for initiatives. The MIOSHA director or designee will be responsible for approving new initiatives outside of the standard initiatives requiring outreach as listed below.
 - A. New or revised MIOSHA standards
 - B. New or revised national or state emphasis program
 - C. New fact sheets or publications
 - D. Hazard bulletins
- XIV. Communication. For any initiative involving more than one division, all involved divisions must be included in the dialogue and decision making. An Initiative Outreach Plan Form ([Appendix A](#)) may be completed for new initiatives.
- XV. Notification of a Newly Established Initiative. When MIOSHA plans a new initiative that requires long-term, significant public outreach, the division directors and affected staff will be notified after approval by MIOSHA's director. The MIOSHA communications specialist will be contacted to discuss the need for articles in the MIOSHA News

(quarterly) and/or a press release. Outreach initiatives that are reoccurring may be enhanced but at a minimum will be as follows.

- A. New or revised MIOSHA standard.
 - 1. GovDelivery bulletin (email) sent to subscribers of MIOSHA standards.
 - 2. Posted as an article in the monthly MIOSHA eNews.
 - 3. Posted on social media.
 - 4. Review need for updated and/or new publications.
 - B. New or revised National or State Emphasis Program. Include outreach plan in emphasis instruction.
 - C. New fact sheets or publications. Post on social media.
 - D. Hazard bulletins.
 - 1. Post on home page for no more than 30 days.
 - 2. Post on social media.
 - E. New initiatives shall be consistent with the goals and strategies delineated in the MIOSHA strategic plan 2024-2028.
 - F. The initiative will have a start date and an anticipated end date whenever possible.
 - G. Long-term initiatives will be reviewed annually to evaluate the outcomes of the outreach activities and determine the need to extend or end the initiative.
 - H. Extended initiatives may require submittal of a revised outreach plan.
- XVI. If a workgroup is developed as a result of creating a new initiative, a workgroup notification will also be submitted in accordance with Agency Instruction MIOSHA-ADM-10-3, Workgroup Procedures, as amended.

**APPENDIX A
Outreach Plan**

Name of Initiative:

Initiative Liaison:

Email:

Phone:

Date Submitted:

Check all that Apply: New/Revised Standard New Targeted Industry New Targeted Hazard

Divisions Involved:

Administration

CET (**Lead**)

CSHD

GISHD

TSD

Purpose/Scope:

This plan identifies MIOSHA activities that will be completed from effective date of the NEP to the expiration date to educate MIOSHA staff, as well as employers and employees in the State of Michigan, about the implementation of the NEP to identify and reduce or eliminate worker exposures <Insert NEP Subject>. This outreach program will inform MIOSHA staff, employers, and employees of the NEP and will be conducted for at least three months at the start of the NEP.

1. Policy/Procedure.

New or revised MIOSHA policies, procedures, instructions, or interpretations.

Federal OSHA has an instruction CPL 03-00-025 National Emphasis Program on Falls. MIOSHA is now adopting the OSHA instruction and NEP.

2. Staff Training.

MIOSHA staff training. CET, General Industry Safety and Health Division (GISHD), and Construction Safety and Health Division (CSHD) will present information on the NEP at division and/or regional meetings, providing additional information on the appropriate <Insert proper verbiage i.e., Fall Protection Standards and required NEP> recording information.

3. Communication (Check all that apply).

Press Release.

MIOSHA News. GISHD and CSHD will each author one <related hazard ex. Fall Protection> article during the NEP.

MIOSHA eNews.

MIOSHA Website.

MIOSHA Messenger. When NEP is effective, announcement will be made to MIOSHA staff.

- GovDelivery Message. When NEP is effective, CET will draft announcement to its subscribers.
- Social media.
 - When NEP becomes effective, CET will post announcement to social media.
 - CET will post, throughout the year, all related fact sheets to social media.
- Other.
 - Include information on no-cost onsite consultation services.
 - Add a slide for the NEP to all applicable MIOSHA Training Institute courses (ex. Part 2, Walking Working Surfaces).
 - Provide <Insert Hazard i.e., Fall Protection> presentation at 2024 Michigan Safety Conference.

4. Educational Resources (Check all that apply).

- Promote existing DVDs in lending library and available for MIOSHA staff use.
- New reference materials for MIOSHA staff use.
- New or revised MIOSHA publications/fact sheets.
- New or revised MIOSHA presentations/training.
- Hard Hat Stickers

5. Outreach Activities (Check all that apply).

- Develop, revise, and conduct training program. Training and Consultation Core Committee to create training presentation for use by CET staff.
- Consultation. CET staff to discuss hazards with clients as appropriate.
- Alliances/partnerships with impacted public or private organizations.
 - Contact all alliance partners with information to share with their members about the NEP.
- Letters to target industries. Informing them of CET services, make them aware of the NEP.
- Targeted enforcement. As specified in NEP.
- No outreach activities needed.

6. Data Generated (Check all that apply).

- Number of training seminars conducted.
- Number of employees trained.
- Number of consultation activities conducted.
- Number of compliance inspections conducted.

7. Workgroup

- Create a workgroup to implement outreach plan.

Anticipated Launch Date:

Length of Initiative: