



# TOSHA INSTRUCTION

TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
DIVISION OF OCCUPATIONAL SAFETY & HEALTH

DIRECTIVE NUMBER: ADM-TN 03-00-003

EFFECTIVE DATE: June 1, 2007

SUBJECT: TOSHA DIRECTIVES SYSTEM

## ABSTRACT

Purpose: This directive describes and implements a revised TOSHA directives system.

Scope: TOSHA-Wide

References: ADM 03-00-003 - OSHA Directives System (12/11/2000)  
03-08 (ADM 03) - OSHA Classification Tool -- Subject Index (9/3/2003)

Cancellations: ADM-TN 5.2A - Distribution of TOSHA Directives and Annotation of Affected Documents (11/19/1982)

Action Offices: All TOSHA offices.

Contact: Manager of Standards and Procedures

Approval: By and Under the Authority of  
John Winkler  
TOSHA Administrator

### Executive Summary

This instruction provides guidance for the use of the TOSHA and OSHA directives systems. It supplements information contained in the Federal Directive "ADM 03-00-003 - OSHA Directives System dated 12/11/2000" in the following ways:

- It explains the TOSHA directive adoption process.
- It cross references terminology used in the federal directives to related terms used by TOSHA.
- It describes both state and federal electronic directives and their use.

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- I** Purpose: This directive describes and implements a revised TOSHA directives system.
- II** Scope: This instruction applies to all TOSHA offices and sections.
- III** Cancellation: ADM-TN 5.2A - Distribution of TOSHA Directives and Annotation of Affected Documents (11/19/1982)
- IV** Reference: ADM 03-00-003 - OSHA Directives System (12/11/2000) and 03-08 (ADM 03) - OSHA Classification Tool - Subject Index (9/3/2003). Both federal directives referenced in this instruction are important to understand the full impact of the directives system. ADM 03-00-003 contains a detailed explanation of the directives system, and 03-08 (ADM 03) contains a full listing of the classification system used in numbering the directives.
- V** Action: All TOSHA offices will implement the policy and procedures contained in this instruction. It is the responsibility of each manager and supervisor to insure that employees in each office and section are trained in the availability and use of the TOSHA and OSHA directives systems.
- VI** Objectives: The objective of the TOSHA and OSHA directives systems is to provide timely and accurate policy and procedural information to TOSHA staff, customers and stakeholders, as well as to the general public. It supplements the requirements of the standards and rules as well as provides guidance in complying with the provisions of the TOSHA and OSHA Acts, rules and standards.
- VII** Background: Historically, TOSHA adopts most federal directives word-for-word unless there are issues contained in the directive that are not consistent with the agency's policy. The guidance provided does not constitute statutory authority but the directives contained in the system have been developed to insure consistent and appropriate application of the standards. The TOSHA directives system is updated as needed or whenever federal updates occur that require state adoption.
- VIII** Definitions: There are differences between the TOSHA and OSHA programs that include both the structure of the organization and staffing. The following definitions attempt to briefly explain these differences and provide a cross reference between state and federal nomenclature. When adopting a federal directive there will be some language contained in the directive that is not used by the state. For this reason it is important to clarify some of these language differences. Examples of some of the differences that will exist are as follows:
  - A.** Because the coverage of Federal OSHA includes all 50 States and U.S. Territories it has a complex structure that includes special offices, directorates, regional and area offices. For the purpose of this instruction, the following relationships are defined as follows:

1. The OSHA National Office references will generally be considered to refer to the TOSHA Central Office in Nashville, Tennessee.
2. Federal Directorates are similar to TOSHA Sections.
3. Area Offices references are the same in both TOSHA and OSHA.

**B.** Personnel references are as follows:

1. The Assistant Secretary for OSHA is the same as the Tennessee Commissioner of Labor and Workforce Development.
2. The Chief Operating Officer of the TOSHA program is the TOSHA Administrator. In many directives, references to the Assistant Secretary, Directorate Heads, and Regional Administrators will generally be considered to refer to the TOSHA Administrator.
3. The Assistant Administrator of TOSHA works directly under the Administrator and has overall program operations responsibilities. Since the Assistant Administrator takes direction from the Administrator this position may also be considered in references to Directorate Heads and Regional Administrators.
4. Section Managers are similar to OSHA Directorate Administrators or Directors and work directly under the Assistant Administrator. References to a Director of a Directorate will generally be to a Manager in TOSHA. Due to the program differences not all federal directorates are replicated in Tennessee. Any differences in directorate authority or responsibility will always be deferred to the next highest authority.
5. Area Supervisors in TOSHA are similar to Area Directors in OSHA and work directly under a Section Manager.
6. TOSHA Compliance Officers are the same as Federal CSHOs and work directly under Area Supervisors.

**IX** Directive Numbering. The OSHA Directive 03-08 (ADM 03) - OSHA Classification Tool -- Subject Index (9/3/2003), contains information that explains the OSHA Directives numbering system. Tennessee utilizes the same system for numbering Tennessee specific directives except a hyphen and the letters "TN" (-TN) is added to the alpha character designation in the Classification Code. Example: Federal CPL 02-00-001 if written as a Tennessee specific directive would be CPL-TN 02-00-001. In some instances there may be a need to have a federal and state directive with the same number. In these instances the "-TN" designation will be the only difference between the two directive numbers.

**X** Responsibilities. The directives system involves all professional and administrative staff in some manner. Specific responsibilities are defined as follows:

- A.** TOSHA Administrator. The Administrator, under the authority of the Commissioner, has the ultimate responsibility for the TOSHA program including the authority to adopt or remove directives. The TOSHA Administrator, through the Assistant Administrator, directs the processing and preparation of all directives.
- B.** Assistant Administrator and Section Managers. Under the direction of the Assistant Administrator, Section Managers review and comment on all proposed directives. Collectively and under the direction of the Assistant Administrator, the Managers make recommendations to insure that the overall program objectives are being met whenever new directives are being developed and adopted. The Managers are also responsible for the implementation of the directives within their respective sections.
- C.** Manager of Standards and Procedures. Under the direction of the Assistant Administrator, the Manager of Standards and Procedures processes all directives and makes modifications as determined during the directive review and approval process.
- D.** Area Supervisors. The area supervisors must insure that the intent and content of the directives that affect their areas of responsibility are properly disseminated to their subordinate employees. Training must be provided to insure that their subordinates properly utilize the directives.
- E.** Compliance Officers and Consultants. Field grade staff members are the primary users of directives. They are responsible for applying the policies and procedures to their inspectional and training activities.

**XI** General Information.

- A.** Directive Availability. Both Tennessee OSHA and Federal OSHA directives are available in an electronic format on the internet. The OSHA directives are available at [www.osha.gov](http://www.osha.gov). The TOSHA directives are available at [http://www.state.tn.us/labor-wfd/tosha\\_directives\\_list.htm](http://www.state.tn.us/labor-wfd/tosha_directives_list.htm). If hard copies of directives are requested by the general public, a copy charge will be calculated at the time the request is processed.
- B.** Directive Updates. Federal directives often require adoption within a specified time frame (usually no more than 6 months). State directives are developed and adopted as needed or required when replacing a mandatory Federal directive. There is no routine interval for the development or adoption of directives as it occurs on an as needed basis.

1. Federal OSHA notifies TOSHA whenever new directives have been adopted and this prompts a TOSHA Directive update.
  2. The Administrator may direct an update when deemed to be necessary.
  3. If it is determined a federal directive is not appropriate for Tennessee but the guidance provided in the directive is necessary, a state specific directive covering the same topic will be developed and issued.
  4. If a federal directive is not required or necessary, TOSHA staff will be informed that the directive has been issued but that it is not applicable in Tennessee.
  5. Updates will be communicated to the TOSHA staff in the form of an update memo and a new directive index. Managers and supervisors are responsible for the implementation of the directive.
  6. The TOSHA web page directive index will be updated each time a directive update occurs unless there is no change to its contents.
  7. A hard copy record of each directive update will be maintained in the office of Standards and Procedures.
- C.** Questions about the Directive System. Any questions about the TOSHA Directives should be directed to the Manager of Standards and Procedures (615) 741-7036.