


**State of Alaska**  
**Department of Labor and Workforce Development**  
**Division of Labor Standards and Safety**

**AKOSH Program Directive #24-07**

Date: July 29, 2024

To: All AKOSH Staff

From: Tanya Keith, Director

DocuSigned by:  
  
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Subject: Local Emphasis Program to reduce and/or eliminate occupational safety and health hazards associated with Workplace Violence in Alaska

This Program Directive establishes enforcement procedures to implement the AKOSH Local Emphasis Program (LEP) for Workplace Violence in Alaska. This emphasis program supports the AKOSH Strategic Plan for Fiscal Years 2023-2028. The goal is to reduce the number of worker injuries and illnesses throughout the State of Alaska by focusing on compliance and consultation efforts regarding hazards that are associated with Workplace Violence.

This program directive becomes effective immediately. Please ensure that all members of your staff receive this program directive and understand how to implement it.

Attachment: AKOSH Workplace Violence Local Emphasis Program FFY 2024-2029

cc: Dorinda Hughes, Regional Administrator, OSHA, Region X  
Jack A. Rector, Deputy Regional Administrator, OSHA, Region X  
Abby Lopez, State Programs Manager, OSHA, Region X  
Arlene Lamont, Area Director, Anchorage, OSHA, Region X  
Catherine Munoz, Commissioner, State of Alaska, DOL&WD

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## EXECUTIVE SUMMARY

This directive provides the framework for an emphasis program to reduce and/or eliminate occupational safety and health hazards associated with Workplace Violence in Alaska.

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- I. **Purpose.** This Instruction provides policy guidance and procedures to be followed when conducting inspections and issuing citations related to occupational exposure to workplace violence.
  
- II. **Scope.** This directive applies AKOSH-wide.
  
- III. **References.**
  - A. Alaska Occupational Safety and Health Field Operation Manual (AKOSH FOM) Program Directive PD # 21-02, January 28, 2021, or current update.
  - B. OSHA Instruction CPL 04-00-001 (CPL 2-0.102A), Procedures for Approval of Local Emphasis Programs (EPs), November 13, 2018, or current update.
  - C. Bruening, R.A., Strazza, K., Nocera, M., Peek-Asa, C., Casteel, C. (2015, March). How to engage small retail businesses in workplace violence prevention: Perspectives from small businesses and influential organizations. *American Journal of Industrial Medicine*, 58, 668-678.
  - D. Burgel, B.J., Gillen, M., Castle, M. (2012, August). Health and safety strategies of urban taxi drivers. *Journal of Urban Health*, 89(4), 717-722.
  - E. Centers for Disease Control (CDC) – National Institute of Occupational Safety and Health (NIOSH): NIOSH Current Intelligence Bulletin #57: Violence in the Workplace: Risk Factors and Prevention Strategies
  - F. CPL 02-00-160, Field Operations Manual (FOM), August 2, 2016.
  - G. Konda, S., Reichard A., Hartley, D. (2013). U.S. correctional officers killed or injured on the job. *Corrections Today*, 75(5) 122-125.
  - H. [Lucas, Devin et al. "Persistent and Emerging Hazards Contributing to Work-Related Fatalities in Alaska" vol. 63, no. 8, 2020](#)
  - I. OSHA, Publication 3148: Guidelines for Preventing Workplace Violence for Healthcare and Social Service Workers, 2015.
  - J. AKOSH Program Directive PD # 14-01 OSHA Strategic Partnership Program for Workers Safety and Health, April 25, 2014, or current update.
  - K. 29 CFR 1910 General Industry
  - L. Alaska Statutes AS 18.60.010 through AS 18.60.105
  - M. Alaska Administrative Code (AAC) all safety and health standards enforced by AKOSH and contained in Title 8, Chapter 61 of the Alaska Administrative Code.
  - N. Bureau of Labor Statistics – the census of fatal occupational injuries (2011 – forward). The fatality case is by detailed event or exposure, the violence and

other injuries by persons or animals.

**IV. Expiration.** This directive expires on September 30, 2029, but may be renewed as necessary.

**V. Background.**

Workplace Violence incidents have been escalating across throughout the United States, and Alaska is no exception. Employees may experience violence in the workplace whether this may be a random act of violence, a verbal or physical threat from a coworker, a member of management, or a member of the public. Alaskans experience additional mental health challenges such as Seasonal Affective Disorder due to long hours of darkness in the wintertime months. Additional worksite conditions such as extended hours, limited breaks, and living conditions may also negatively affect employees' well-being.

**VI. Procedures.** The following procedures shall be followed for the scheduling and inspection of work sites under this program:

1. AKOSH Workplace Violence inspection list. The Chief of OSH will compile a list of establishments based on the following North American Industry Classification System (NAICS) codes:
  - 445 Food and Beverage Retailers
  - 455 General Merchandise Retailers
  - 456 Health and Personal Care Retailers
  - 485 Transit and Ground Passenger Transportation
  - 5311 Lessors of Real Estate
  - 611 Educational Services
  - 621 Ambulatory Health Care Services
  - 622 Hospitals
  - 623 Nursing and Residential Care Facilities
  - 624 Social Assistance
  - 722 Food Services and Drinking Places
  - 92214 Correctional Institutions
2. Inspection scheduling. Inspection scheduling will be in accordance with applicable provisions of the AKOSH FOM.
3. Relationship to Other Programs. Reports of imminent danger, fatality/catastrophe, complaints, and referrals shall be scheduled as unprogrammed inspections and shall be inspected following the applicable provisions of the AKOSH FOM.

Establishments actively participating in AKOSH recognition and exemption programs Safety and Health Achievement Recognition Program (SHARP) and Voluntary Protection Program (VPP) will be exempted from programmed

inspections following the applicable provisions of the AKOSH FOM.

Establishments that have received an inspection where employee exposures to workplace violence hazards have been evaluated in the last 60 months of creation of the inspection cycle will be deleted from the list if no serious violations related to workplace violence were cited, or documentation of effective abatement was received for serious violations cited.

**VII. Enforcement.** Inspections conducted under the AKOSH Workplace Violence EP will be conducted according to the following procedures:

The CSHO will review the OSHA 300 logs and OSHA 300A Forms for the three most current years with special attention being paid to injuries resulting from physical attack; review the employer's PPE hazard assessment to ensure CSHO is equipped with the appropriate PPE; follow the procedures outlined in the AKOSH FOM for conducting an opening conference; then proceed with the inspection. Unusual circumstances shall be handled following the AKOSH FOM.

Scope of the inspection under this program.

The following areas shall be evaluated by the CSHO:

- Safety – Injury and Illness records to identify any recorded injuries associated with workplace violence and to establish any existing trends, Workplace Violence Policies if a written plan does not exist, a review of policies and procedures shall be conducted, incident reports involving Workplace Violence, Emergency Egress, and First Aid supplies (when applicable).
- Health – Injury and Illness records, Injury and Illness records, Workplace Violence Policies, incident reports involving Workplace Violence, Emergency Egress, Emergency Action Plan, and First Aid supplies (when applicable).
- All CSHOs shall conduct interviews with a minimum of two employees across multiple shifts (when applicable) to assist in the evaluation of the establishment's exposure to Workplace Violence
- The CSHO shall also review the following types of records, when possible, to determine if workplace violence occurred and were undocumented in the OSHA 300 log; Workers' Compensation Records, Police Reports, Accident or Near-miss Logs, First-Aid Logs, Security Reports.

Inspections under this LEP shall be limited to evaluating worker exposure to Workplace Violence, Emergency Exit Routes, and First Aid. However, a CSHO may expand the scope of an inspection if other serious safety and health hazards or violations are observed in plain view and/or brought to their attention that present an imminent danger, or with approval from the Assistant Chief or Chief of Enforcement.

**VIII. Recording in OIS.** The OSHA Information System (OIS) identification code “N-16 Violence” will be used in the Inspection Activity. Inspections shall be recorded as being “Partial”.

**IX. Outreach.**

Outreach will be performed to employers, trade groups and employee organizations by AKOSH Consultation and Training Consultants in the form of presentations, publications, internet communications, training seminars and public events. AKOSH Enforcement will perform outreach in the form of compliance assistance, education services, referrals, abatement assistance and technical services.

**X. Evaluation.**

The Chief of OSH Enforcement will submit an evaluation report to the Director no later than October 30<sup>th</sup> of each federal fiscal year this LEP is in effect. The report will address the following elements: the number of outreach activities, such as; compliance assistance, education services, referrals, abatement assistance and technical services. The number of enforcement inspections conducted, the number, type, and classification of violations, numbers of items abated.

The Chief of OSH Consultation and Training will submit an evaluation report on C&T activities related to this LEP to the Director no later than October 30<sup>th</sup> of each fiscal year that this LEP is in effect. The report will address the following elements, the number of public presentations, publications, internet-based communications, consultation visits and number of items abated, and training seminars.