

PROGRAM DIRECTIVE: 03-001E

ISSUED: January 10, 2024

Subject Consultation Policies and Procedures Manual**Purpose** This directive transmits to field personnel the overall OSHA/VOSH policy framework for administering the OSHA Consultation Program and revises and clarifies processes and procedures for administering and monitoring Consultation Projects.

Specific additional VOSH requirements and procedures are listed in VOSH Program Directive 03-007, which will remain in effect, dealing with Relationship to Enforcement, Hazard Correction and Verification.

This Program Directive is an internal guideline, not a statutory or regulatory rule, and is intended to provide instructions to VOSH personnel regarding internal operation of the Virginia Occupational Safety and Health Program.

Scope This directive applies specifically to Consultation Services personnel.**Reference** OSHA Instruction CSP 02-00-005 (September 29, 2023)

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|----------------------------|---------------------------------|-------------------|
| <u>Cancellation</u> | VOSH Program Directive 03-001A, | (01 July 2003) |
| | VOSH Program Directive 03-004, | (01 July 2007) |
| | VOSH Program Directive 03-005, | (01 July 2007) |
| | VOSH Program Directive 03-006, | (01 July 2007) |
| | VOSH Program Directive 03-001B, | (01 October 2008) |
| | VOSH Program Directive 03-001C, | (01 October 2016) |
| | VOSH Program Directive 03-001D | (12 April 2021) |

Effective Date January 10, 2024 (required effective date deadline – 3/29/2024)**Expiration** Not Applicable**Action** Directors and Managers shall ensure that policies and procedures established in this Directive are uniformly enforced and field personnel understand and comply with the requirements included in this Directive.

Gary G. Pan
Commissioner

Distribution: Commissioner of Labor and Industry Director of Cooperative Programs
Assistant Commissioner VOSH Compliance & Cooperative Programs Staffs
VOSH Directors and Managers OSHA Region III & OSHA Norfolk Area Offices
VOSH Legal Support & IMIS Staffs

When the guidelines, as set forth in this Program Directive, are applied to the Commissioner of the Department of Labor and Industry and/or to Virginia employers, the following federal terms if, and where they are used, shall be considered to read as below:

| <u>Federal Terms</u> | <u>VOSH Equivalent</u> |
|---------------------------------------------|-------------------------------------------------------------|
| OSHA | VOSH |
| Federal Agency | State Agency |
| Agency | Department |
| Regional Administrator | Assistant Commissioner |
| Area Director | Regional Director |
| | VOSH Program Director |
| Regional Solicitor | Attorney General or VOSH Division of Legal Support (DLS) |
| Office of Statistics | VOSH Research and Analysis |
| 29 CFR | VOSH Standard |
| Compliance Safety and Health Officer (CSHO) | CSHO |
| OSHA Directives | VOSH Program Directives |

Link to CSP 02-00-005 (September 29, 2023):

[Consultation and Policies Procedures Manual \(osha.gov\)](#)