

Occupational Safety and Health Review Commission

Plain Writing Act Compliance Report

April 13, 2015

I. Senior Agency Official for Plain Writing:

Richard Huberman, Chief of Staff and Legal Counsel to Chairman

Plain Writing Contact:

John Cerveney, Executive Secretary

Contact Information:

plain@oshrc.gov

II. Explain what specific types of agency communications have you released by making them available in a format that is consistent with the Plain Writing guidelines.

Type of communications of document or posting. List how this is made available to the public	Who is the intended user and approximate number of potential users	What has changed by using Plain Writing
Guide to Review Commission Procedures Available on OSHRC Website	Employers who may or may not be represented by legal counsel	The documents are clearer and more self-explanatory
Guide to Simplified Procedures Available on OSHRC Website	Employers who may or may not be represented by legal counsel	
Employee Guide to Review Commission Procedures Available on OSHRC Website	Employees who wish to participate in a Commission proceeding or who are contesting a proposed abatement period	
The Freedom of Information Act Reference Guide Available on OSHRC Website	Anyone who is interested in submitting a FOIA request to the Commission	
Press Releases Available on OSHRC Website	Anyone who is interested in Commission news and events	
Proposed Information Collection on the Settlement Part program Published in the Federal Register	Anyone who is interested in commenting on the survey of Settlement Part program participants	

Type of communications of document or posting. List how this is made available to the public	Who is the intended user and approximate number of potential users	What has changed by using Plain Writing
Commission Briefing Notices Available on OSHRC Website	Anyone who is interested in the issues in cases at the Review Commission level	The documents are clearer and more self-explanatory
Request for Public Comment on a Review Level Alternative Dispute Resolution Program Published in the Federal Register	Anyone who is interested in commenting on the creation of a review level alternative dispute resolution program	
Commission Subpoenas Issued as necessary by Commission Administrative Law Judges	Anyone who is requested to testify or provide evidence at Commission hearings	

III. Inform agency staff of Plain Writing Act's requirements:

On June 24, 2011, the Senior Agency Official for Plain Writing informed all Commission personnel by e-mail of the Plain Writing Act and its requirements. The email included links to various plain writing resources, including material posted on the Commission's intranet.

IV. Training

Since the last Plain Writing Act Compliance Report was published on April 11, 2014, the Review Commission provided the following training:

Type of Training	Employees trained	Date
Webinars and online training provided by plainlanguage.gov and hosted on the Commission's intranet.	Available to all Commission employees	Ongoing
Legal Writing for Paralegals: The Good, The Bad, and the Ugly (online training)	One employee	Web-based on demand
The Value of Concise, Precise Organization in Writing: a Paralegal's Guide (online training)	One employee	Web-based on demand
Power Editing for Lawyers (online training)	One employee	Web-based on demand
Effective Writing for Lawyers Workshop	One employee	April 29, 2014
Ethics Writing for Lawyers Workshop	One employee	May 16, 2014

Type of Training	Employees trained	Date
EDIT7001D – Proofreading (Graduate School USA)	One employee	May 21-22, 2014
Drafting Final Agency Actions	One employee	August 6-8, 2014
Writing to Win	One employee	October 12, 2014

V. Ongoing compliance/sustaining change

The Commission will stay in compliance with the Act by incorporating plain language considerations in all documents that the Commission issues to the public.

VI. Agency’s plain writing website

- a. Website address: http://www.oshrc.gov/open/plain_writing.html
- b. Implementation of the Act:

The Commission will be using plain writing in any updates to documents most often read by the general public, such as our Guide to Review Commission Procedures, Guide to Simplified Proceedings, Employee Guide to Review Commission Procedures, The Freedom of Information Act Reference Guide, Commission announcements and notices.

- c. Link to Compliance reports: Compliance reports will be available on the Commission’s Plain Writing website: (http://www.oshrc.gov/open/plain_writing.html).
- d. More information on Plain Writing may be obtained at the Plain Language website (<http://www.plainlanguage.gov>).

VII. Customer Satisfaction Evaluation after Experiencing Plain Writing Communications

The Commission set up an e-mail address (plain@oshrc.gov) through which the public may contact us to let us know if they have trouble understanding our documents or the pages on our website. The Commission will monitor that e-mail address and will take appropriate action on all correspondence received.