

**Occupational Safety and Health Review Commission**  
**Plain Writing Act Compliance Report**  
**April 13, 2018**

**I. Senior Agency Official for Plain Writing:**

Donald G. Shalhoub, Chief Counsel to the Chairman

**Plain Writing Contact:**

John Cerveney, Executive Secretary

**Contact Information:**

[plain@oshrc.gov](mailto:plain@oshrc.gov)

**II. Explain what specific types of agency communications you have 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
<b>Guide to Review Commission Procedures</b>  Available on OSHRC Website	Employers who may or may not be represented by legal counsel	The documents are clearer and more self-explanatory
<b>Employee Guide to Review Commission Procedures</b>  Available on OSHRC Website	Employees who wish to participate in a Commission proceeding or who are contesting a proposed abatement period	
<b>Guide to Simplified Proceedings</b>  Available on OSHRC Website	Employers who may or may not be represented by legal counsel	
<b>The Freedom of Information Act Reference Guide</b>  Available on OSHRC Website	Anyone who is interested in submitting a FOIA request to the Commission	
<b>Press Releases</b>  Available on OSHRC Website	Anyone who is interested in Commission news and events	
<b>Commission Briefing Notices</b>  Available on OSHRC Website	Anyone who is interested in the issues in cases at the Review Commission level	
<b>Commission Subpoenas</b>  Issued as necessary by Commission Administrative Law Judges	Anyone who is requested to testify or provide evidence at Commission hearings	

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
<b>E-Filed User Guide</b> Available on OSHRC Website	Parties intending to file OSHRC case documents electronically	The documents are clearer and more self-explanatory
<b>E-filer User Guide OSHA Area Offices</b> Available on OSHRC Website	OSHA Area Offices intending to file OSHRC case documents electronically	
<b>@OSHRChairman Twitter account</b> Available at: <a href="https://twitter.com/OSHRChairman">https://twitter.com/OSHRChairman</a>	Anyone who is interested in Commission news and events	
<b>E-Alert Service</b> Available by subscription through the OSHRC Website	Anyone who is interested in Commission news and events	

### 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 network.

### IV. Training

Since the last Plain Writing Act Compliance Report was published on April 13, 2017, 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 network.	Available to all Commission employees	Ongoing
Managing the Legal Writing of Others	One employee	May 24, 2017
	Twenty employees	June 2, 2017
	One employee	July 27, 2017
How to Rate Performance and Write an Effective Narrative	One employee	June 30, 2017
	Three employees	July 7, 2017
	One employee	October 3, 2017
	One employee	January 30, 2018

Type of Training	Employees trained	Date
Ten Steps to Better Judicial Writing	One employee	August 1, 2017
	One employee	August 25, 2017
	One employee	September 30, 2017
Better Legal Memos	One employee	August 25, 2017
More Effective Writing Makes More Effective Lawyers	One employee	August 25, 2017
The Writing Process: How to be Efficient & Productive	Two employees	August 25, 2017
	One employee	September 30, 2017
Legal Writing and Editing at the Micro Level	Two employees	August 31, 2017
	Three employees	On Demand
Legal Writing and Editing at the Macro Level	Three employees	On Demand
Email and Memo Writing Techniques for Paralegals	One employee	On Demand
Business Writing Basics for Professionals	One employee	September 7, 2017
Federal Writing Boot Camp	Two employees	September 18-21, 2017
	One employee	September 25-28, 2017
Judicial Writing with Prof. Tanya Bartholomew	One employee	January 26, 2018

**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: <https://www.oshrc.gov/plain-writing/>
- 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, and Commission announcements and notices.

- c. Link to Compliance Reports: Compliance reports will be available on the Commission's Plain Writing website: (<https://www.oshrc.gov/plain-writing/>).
- 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](mailto: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.