Occupational Safety and Health Review Commission  
Plain Writing Act Compliance Report  
April 13, 2020

I. Senior Agency Official for Plain Writing:  
Amanda Wood Laihow, Chief Counsel to Chairman James J. Sullivan, Jr.  

Plain Writing Contact:  
John X. Cerveny, Executive Secretary  

Contact Information:  
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.

<table>
<thead>
<tr>
<th>Type of communications of document or posting. List how this is made available to the public</th>
<th>Who is the intended user and approximate number of potential users</th>
<th>What has changed by using Plain Writing</th>
</tr>
</thead>
</table>
| 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 |
| 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 |  |
| Guide to Simplified Proceedings  
Available on OSHRC Website | Employers who may or may not be represented by legal counsel |  |
| 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 |  |
| Commission Briefing Notices  
Available on OSHRC Website | Anyone who is interested in the issues in cases at the Review Commission level |  |

1 Report updated on April 13, 2021.  
### 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, 2019, the Review Commission provided the following training:

<table>
<thead>
<tr>
<th>Type of Training</th>
<th>Employees trained</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webinars and online training provided by plainlanguage.gov and hosted on the Commission’s network.</td>
<td>Available to all Commission employees</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Legal Writing for Paralegals: Common Mistakes to Avoid</td>
<td>One employee</td>
<td>August 29, 2019</td>
</tr>
<tr>
<td>Legal Ethics of Email and Social Media</td>
<td>One employee</td>
<td>September 11, 2019</td>
</tr>
<tr>
<td>Effective Writing Workshop</td>
<td>One employee</td>
<td>September 24 and 25, 2019</td>
</tr>
<tr>
<td>Advanced Legal Writing and Editing</td>
<td>One employee</td>
<td>September 26, 2019</td>
</tr>
</tbody>
</table>
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/](https://www.oshrc.gov/plain-writing/)

b. Implementation of the Act:


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

d. More information on Plain Writing may be obtained at the Plain Language website ([http://www.plainlanguage.gov](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.