Occupational Safety and Health Review Commission

Plain Writing Act Compliance Report

July 13, 2011

I. Senior Agency Official for Plain Writing:

Richard Huberman, Chief of Staff and Legal Counsel to Chairman

Plain Writing Contact:

John Cerveny, Deputy 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.

<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>
<tbody>
<tr>
<td>Guide to Review Commission Procedures Available on OSHRC Website</td>
<td>Employers who may or may not be represented by legal counsel</td>
<td>The documents are clearer and more self-explanatory</td>
</tr>
<tr>
<td>Guide to Simplified Procedures Available on OSHRC Website</td>
<td>Employers who may or may not be represented by legal counsel</td>
<td></td>
</tr>
<tr>
<td>Employee Guide to Review Commission Procedures Available on OSHRC Website</td>
<td>Employees who wish to participate in a Commission proceeding or who are contesting a proposed abatement period</td>
<td></td>
</tr>
<tr>
<td>The Freedom of Information Act Reference Guide Available on OSHRC Website</td>
<td>Anyone who is interested in submitting a FOIA request to the Commission</td>
<td></td>
</tr>
</tbody>
</table>
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

a. The Review Commission has provided the following training:

<table>
<thead>
<tr>
<th>Type of Training</th>
<th>Number of employees trained</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>In house live training: Advanced Legal Writing and Editing, presented by Bryan Garner</td>
<td>20 employees</td>
<td>October 27, 2009</td>
</tr>
<tr>
<td>Webinars and Online training provided by plainlanguage.gov and hosted on the Commission’s network.</td>
<td>Available to all employees</td>
<td>June 24, 2011</td>
</tr>
</tbody>
</table>

V. Ongoing compliance/sustaining change

a. Name of agency contact for compliance issues:

   Senior Agency Official for Plain Writing:

   Richard Huberman, Chief of Staff and Legal Counsel to Chairman

   Plain Writing Contact:

   John Cerveny, Deputy Executive Secretary

b. Documenting and reporting use of plain writing in agency communications:

   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
   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).

VII. Customer Satisfaction Evaluation after Experiencing Plain Writing
     Communications

The Commission has recently 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.