

**Occupational Safety and Health Review Commission**  
**Plain Writing Act Compliance Report**  
**April 13, 2021**

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

Katherine A. Tracy, Chief Counsel to Chair Cynthia L. Attwood

**Plain Writing Contact:**

John X. Cerveny, 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-File 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>@OSHRC_Chairman Twitter account</b> Available at: <a href="https://twitter.com/OSHRC_Chairman">https://twitter.com/OSHRC_Chairman</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, 2020, 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
Effective Legal Writing: Drafting for a Global Audience	One employee	May 7, 2020
Grammar and Editing Suite	One employee	May 7, 2020
Legal Usage for Virtuoso Legal Writers	Three employees	June 2, 2020; July 1, 2020; February 18, 2021
The Writing Process: How to be Efficient and Productive	One employee	June 3, 2020
Ten Steps to Better Judicial Writing	One employee	June 3, 2020

Type of Training	Employees trained	Date
Judicial Writing	Four employees	August 24 to 27, 2020; August 27 to 29, 2020
Most Effective Writing Makes More Effective Lawyers	One employee	June 16 and 19, 2020
Writing Better Business Emails	One employee	March 22, 2021
Legal Writing: Writing Sentences that Persuade	One employee	March 31, 2021

**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.