

Occupational Safety and Health Review Commission

Plain Writing Act Compliance Report

April 11, 2025

I. Senior Agency Official for Plain Writing:

Nathan Kupka, Supervisory Attorney-Advisor, Office of the General Counsel

Plain Writing Contact:

John X. Cervený, 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.

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
Preamble to Revisions of Review Commission Procedural Rules Published in the Federal Register (84 Fed. Reg. 14,554 (April 10, 2019))	Anyone who is interested in the reasons for the revision of the procedural rules	The documents are clearer and more self-explanatory
Guide to Review Commission 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	
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	

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
Commission Subpoenas Issued as necessary by Commission Administrative Law Judges	Anyone who is requested to testify or provide evidence at Commission hearings	
E-File User Guide Available on OSHRC Website	Parties intending to file OSHRC case documents electronically	
E-filer User Guide OSHA Area Offices Available on OSHRC Website	OSHA Area Offices intending to file OSHRC case documents electronically	
@OSHRC_Chairman X (formerly known as Twitter) account Available at: https://x.com/OSHRC_Chairman	Anyone who is interested in Commission news and events	
E-Alert Service 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 April 8, 2025, the Senior Agency Official for Plain Writing informed all Commission personnel by email of the Plain Writing Act and its requirements. The email included a link to material posted on the Plain Language and Information Network (PLAIN) webpage.

IV. Training

Since the last Plain Writing Act Compliance Report was published on April 12, 2024, the Review Commission approved 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
Why Bother Writing?	One employee	On demand
Mistake-Free Grammar and Proofreading	One employee	5/8/2024

Type of Training	Employees trained	Date
Judicial Writing	Two employees	9/16/2024 to 9/19/2024
Writing for Results	One employee	9/23/2024 to 9/24/2024
Advanced Legal Writing	Two employees	9/24/2024
Writing ECQ Statements	One employee	10/15/2024 to 10/16/2024

V. Ongoing compliance/sustaining change

The Commission will stay in compliance with the Act by using plain language 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 use plain writing in any updates to documents most often read by the 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 are available on the Commission's Plain Writing website: (<https://www.oshrc.gov/plain-writing/>).

d. More information on Plain Writing may be accessed at the Plain Language website (<http://www.plainlanguage.gov>).

VII. Customer Satisfaction Evaluation after Experiencing Plain Writing Communications

The Commission maintains an email 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 Senior Agency Official for Plain Writing and Plain Writing Contact monitor that email address and take appropriate action on all correspondence received.