

# 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](mailto: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.**

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>Guide to Simplified Procedures</b> Available on OSHRC Website	Employers who may or may not be represented by legal counsel	
<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>The Freedom of Information Act Reference Guide</b> Available on OSHRC Website	Anyone who is interested in submitting a FOIA request to the Commission	

**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:

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

**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](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 Procedures, Guide to Simplified Proceedings, Employee Guide to Review Commission Procedures, The Freedom of Information Act Reference Guide, 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](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](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.