

Title:	<b>HIOSH Citations</b>	
Purpose:	To establish reporting procedures for HIOSH citations received by City departments and agencies.	
Issued by:	Industrial Safety and Workers' Compensation	Date: August 1, 2019
References:	Hawaii Administrative Rules (HAR), Title 12, Chapter 51	

## I. **BACKGROUND**

Hawaii Occupational Safety and Health Division (HIOSH) compliance officers periodically inspect City facilities. Departments and agencies found violating the Hawaii Occupational Safety and Health Law will be issued a Citation and Notification of Penalty and must abate the violations referred to in the Citation by the dates listed and pay the penalties proposed, unless within 20 days of receiving the Citation, a notice of contest is sent to HIOSH.

Reporting procedures established in this policy will ensure that the Department of Human Resources (DHR) has knowledge of all HIOSH citations issued to City departments and agencies. This will enable the DHR Industrial Safety Branch to help departments and agencies in their abatement efforts or to contest violations. Further, DHR will be better able to carry out responsibilities for monitoring the effectiveness of City safety and loss prevention programs and address areas of concern.

## II. **PROCEDURES**

- A. Departments and agencies receiving a HIOSH Citation and Notification of Penalty shall forward a copy to the DHR Industrial Safety Branch within three (3) days of receipt.
- B. Actions taken or planned to abate the violation shall be included in the transmittal.
- C. Departments and agencies should note on the citation any anticipated abatement problems, proposed violations that will be contested or areas where help may be needed from the DHR Industrial Safety Branch.
- D. All copies of correspondence to HIOSH related to citations shall be forwarded to the DHR Industrial Safety Branch.
- E. Departments should request an informal conference immediately upon receiving a HIOSH citation(s) to allow time to contest the citation(s), if appropriate, within the twenty (20) day period after which all proposed penalties will be final.
- F. If abatement cannot be completed within the allotted time, departments shall submit a modification petition or request for an abatement extension to HIOSH. The petition must be postmarked or received by HIOSH no later than the close of the next business day following the date on which abatement is required.