
MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Licensing and Regulatory Affairs (LARA)

AGENCY INSTRUCTION

DOCUMENT IDENTIFIER:
MIOSHA-ADM-03-3R4

DATE:
February 13, 2018

SUBJECT: Alliance Policies and Procedures

- I. Purpose. The purpose of this instruction is to establish MIOSHA policies and provide clarification to ensure uniform consideration and establishment of formal alliances between MIOSHA and a variety of organizations.
- II. Scope. This instruction applies program-wide.
- III. References. Occupational Safety and Health Administration (OSHA) Instruction CSP 04-01-002, July 29, 2015, [OSHA Alliance Program](#).
- IV. Distribution. MIOSHA staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
- V. Cancellations. All previous versions of this agency instruction.
- VI. History. History of previous versions include:
MIOSHA-ADM-03-3R3, February 28, 2014
MIOSHA-ADM-03-3R2, March 26, 2010
MIOSHA-ADM-03-3R1, July 15, 2005
MIOSHA-ADM-03-3, December 22, 2003
- VII. Next Review Date. To be reviewed in three (3) years from date of issuance.
- VIII. Contact. [Nella Davis-Ray](#), Director, Consultation Education and Training (CET) Division; [Lawrence Hildago](#), Director, Construction Safety and Health Division; or [Adrian Rocskay](#), Director, General Industry Safety and Health Division.
- IX. Originator. Barton Pickelman, Director
- X. Background. In 2002, the federal OSHA established a new program called Alliances. On June 10, 2004, federal OSHA adopted an instruction, CSP 04-01-001, to provide guidance for alliance activities. States operating their own program for occupational safety and health were encouraged to adopt a similar program. On December 22, 2003, MIOSHA created Agency Instruction MIOSHA-ADM-03-3 Establishment of MIOSHA Alliances. This instruction provides MIOSHA policy and procedures for the development and approval of individual alliances and for the operation and management of overall alliance activity.

The primary purpose of the Alliance Program is to enable the Agency to work collaboratively with private and public sector organizations and institutions to reduce fatalities, illnesses, and injuries in the workplace. In 2015, federal OSHA revisited their Alliance Program participation criteria. The revised criteria further enabled OSHA to meet the Department of Labor's strategic goals by ensuring the workers have a voice in alliance efforts, reaching constituencies most in need of OSHA's assistance, and working to increase workers' knowledge of their rights under the Occupational Safety and Health

Act. The revised criteria also resulted in a revised annual evaluation report template.

XI. Significant Changes.

- A. Revised Annual Alliance Report.
- B. Added Alliance Diary Sheet.

XII. Definitions.

- A. **Alliances.** Alliances are formalized, voluntary, cooperative relationships between MIOSHA and companies, labor organizations, trade and professional associations, universities, community colleges, local or state agencies, or other stakeholders. Alliances may address enhancing the national or state dialogue on worksite safety and health issues, training and education on specific topics, and outreach or promoting communication. Alliances provide opportunities to exchange ideas, convey concerns, raise issues, educate and advocate efforts to eliminate serious hazards, all aimed at achieving higher levels of worker safety and health and increasing MIOSHA's participation in the statewide and nationwide dialogue on safety and health.
- B. **Alliance Annual Report.** A written report prepared by the Alliance liaison and coordinator for the purpose of documenting and evaluating each alliance's activities. The report is posted on MIOSHA's website. Information in the reports must include brief general descriptive information concerning the alliance, its goals and specific objectives; the dates signed/renewed; names of the Implementation Team members and other contributors; a list of the events, activities, products and other outcomes of the alliance in the reporting year; and measures of its reach and impact.
- C. **Alliance liaisons.** Staff that is given responsibility to review alliance agreements, aid alliance partners in establishing goals and objectives, developing action plans, and working with the partner on an annual report.
- D. **Alliance coordinator.** The alliance coordinator is the designated MIOSHA staff person responsible for receiving all incoming alliance documents. The coordinator facilitates the review process, communicates routinely with liaisons, and maintains documentation and master files for alliance agreement.
- E. **Diary Sheet.** The alliance liaison will use the diary sheet to record any communication or activities conducted with and by the alliance member. The diary will be submitted to the alliance coordinator quarterly for review. Any noteworthy alliance activities will be placed on the alliance member's webpage. The diary sheets will be maintained by the alliance coordinator.
- F. **Implementation team.** The group of representatives from MIOSHA and the alliance partner(s) who will plan and implement the actions to be undertaken by the alliance or see that they are achieved.

XIII. Eligibility. The alliance program is open to:

- A. Trade and professional associations.
- B. Labor organizations.
- C. Educational institutions.
- D. Government agencies.
- E. Businesses/employers/employees.

Some alliances will be a first-time cooperative agreement with an organization. In other instances, the alliance will build on existing relationships with MIOSHA or OSHA that have developed through other cooperative efforts.

XIV. Requesting an Alliance. Discussions about entering into an alliance may be initiated by an association, labor organization, educational institution, government agency, business, or MIOSHA. The alliance coordinator may have informational meetings or phone conversations with the alliance candidate to explain the program and the process before a proposed alliance agreement is submitted. Proposed alliance agreements must be submitted to MIOSHA in writing. The proposed agreement must follow MIOSHA's Template for Drafting a MIOSHA Alliance (see [Appendix A](#)). The proposed agreement must include all of the following information:

- A. Organization Name(s).
- B. Opening Paragraph Overall Goals.
 - 1. Raising awareness of MIOSHA's rulemaking and enforcement initiatives.
 - 2. Outreach and Communication.
 - 3. Training and Education.
 - 4. Model Objectives for Specific Goals.
- C. Signatories' Name.

XV. Evaluating Requests for an Alliance. MIOSHA will evaluate all requests to form alliances considering available agency resources, current program priorities, and similarity to existing alliances.

- A. Priority for alliances will be given to organizations that can positively impact MIOSHA's strategic plan, address emerging issues, or provide outreach in areas MIOSHA does not have in-house expertise or programs available.
- B. Alliances with a specific employer may be appropriate when the company has an exceptional program or tools that could be shared with others.
 - 1. By entering into an alliance, MIOSHA is not endorsing partner's products or services.
 - 2. MIOSHA will not enter an alliance with the purpose of promoting a partner's products or services.

3. Goals must be developed in a manner that avoids any possible appearance of preferential access given to the alliance partner.
 4. Goals may not include commitment to participate in or influence the standards-development process or any other statutory function of MIOSHA.
- C. Alliances are not designed to be implemented with vendors or private consultants.
 - D. Input from the appropriate enforcement division and the consultation division will be obtained prior to determining whether the proposed alliance promotes current MIOSHA goals, addresses an emerging issue, or an unmet need.
 - E. Proposed alliances will not be considered if the purpose is to generate revenue for the organization.
 - F. Proposed alliance agreement shall not include an enforcement component, such as focused inspections or inspection deferral.
 - G. Request to participate in a MIOSHA alliance will be evaluated and considered based on resources available and positive impact potential for reducing injuries and illnesses. The evaluation process may include revisions to the proposed written agreement that are acceptable to all parties.
 - H. If MIOSHA determines after the evaluation that the alliance request is denied because of lack of available agency resources, current program priorities, or similarity to an existing alliance, the alliance coordinator will send the alliance requester a letter (see [Appendix B](#)) indicating that their proposed alliance agreement was denied.
 - I. If MIOSHA determines after evaluation that the proposed alliance agreement is accepted, the alliance coordinator will initiate the entity check procedures in accordance with Agency policy. The accepted alliance will not be signed until all entity check issues have been resolved.
- XVI. Establishing an Alliance. MIOSHA and the participating organization will sign the finalized written agreement outlining the specific goals and objectives, which will be pursued through the alliance. Signing ceremonies are optional. The signatories may choose to simply exchange signatures by mail. MIOSHA officially recognizes alliances through press releases, postings on the MIOSHA webpage, and coverage in the agency's print and electronic publications.

In addition, MIOSHA makes available to each signatory an Alliance Program logo to recognize its relationship with MIOSHA. Alliance Program participants are authorized to appropriately use the MIOSHA Alliance logo on documents or web pages relating to the Alliance for as long as the Alliance remains in effect. The logo may not be used for fundraising or lobbying efforts or to imply that MIOSHA endorses a particular entity or its actions or products.

- A. A group or employer establishing an alliance must define, implement, and meet a set of short and long-term goals that fall into one or more of three categories:

1. Raising awareness of MIOSHA's rulemaking and enforcement initiatives.
 2. Outreach and Communication.
 3. Training and Education.
- B. An alliance may include the following objectives:
1. Provide or develop information and guidance that will help train, educate, or reduce injuries and illnesses. This may include developing products (e.g., fact sheets, videos, toolbox talks) by Alliance participants as part of the Alliance.
 2. Increase access to safety and health information and training resources.
 3. Utilize partner's mailing lists to promote and disseminate information. If possible, provide and share to MIOSHA partner's mailing list.
 4. Jointly develop issue-specific training materials and/or safe work practices.
 5. Disseminate safety and health information at conferences, events, or through electronic means. For example, requesting MIOSHA exhibits at events sponsored by the Alliance participant. An Alliance participant may send MIOSHA information, Alliance products, or other safety and health information to its stakeholders. This includes information sent by email or social media (Facebook, Twitter), and information included in newsletters and other publications.
 6. Promote programs, safety and health planning, and MIOSHA Training Institute courses.
 7. Conduct training, provide exhibits, attend meetings, seminars, conferences, or other events.
 8. Mentor others to promote development of safety and health management systems.
 9. Create learning opportunities for MIOSHA, such as participation in hands-on training or exercises, in-plant tours, etc.
 10. Share best practices and technical information. This includes best practice seminars or other training that Alliance participants may provide for MIOSHA staff.
 11. Participate in roundtable discussions with industry-specific groups to develop innovative solutions for workplace safety and health.
- C. Agreements shall not be written for more than a three-year period, and may be extended by mutual agreement of the parties.
- D. As a part of the evaluation an annual review and discussion will be done for each alliance that will include the purpose of the alliance, events, safety and health training, achievements, and outreach and communication.

- E. Agreements shall include the ability for either party to cancel the agreement after providing written notification to the other partner(s).
- XVII. Implementing an Alliance. The CET Division will provide oversight for implementation.
- A. The division will assign a MIOSHA liaison to work with the alliance partner. Other MIOSHA divisions will be involved to work with specific alliance activities or initiatives, as appropriate.
 - B. The CET liaison is responsible for working with the alliance partner to:
 - 1. Aid in the development of the agreement, as needed.
 - 2. Meet with the implementation team at least quarterly to plan strategies and develop a plan of action to achieve goals and objectives of the alliance.
 - 3. Participate in the decision-making process to determine if the goals of the alliance were accomplished and if renewal of the alliance is appropriate.
 - 4. Submit MIOSHA Messenger articles on significant alliance activities.
 - 5. Complete and submit a quarterly diary sheet (see [Appendix C](#)) concerning alliance activities.
 - 6. Continue updating alliance partner's webpage with current information provided from the diary sheet or annual report.
 - 7. Have an discussion annually with alliance partner to evaluate the purpose of the alliance, events, products of the alliance, results achieved, and upcoming milestones.
 - C. The alliance coordinator is responsible for facilitating the following tasks:
 - 1. Distributing new agreements to division directors for review.
 - 2. Ensuring that the information on the MIOSHA alliance web page is current and accurate.
 - 3. Communicating with MIOSHA communications director when an agreement is accepted for signing arrangements.
 - 4. Maintaining a file on each alliance to include the original agreement and all renewals, notes of meetings, products, reports, and any other relevant materials.
 - 5. Informing and training liaisons of their duties and responsibilities. Holding biannual meetings with liaisons to share success and outcome of alliances.
 - 6. Ensuring that the information from the alliance partner's annual report is placed on the MIOSHA alliance web page.
 - 7. Providing copies of signed agreements to OSHA Region V area director.
 - 8. Responding to requests for information about the alliance program.

9. Reviewing each alliance agreement to ensure purpose of the alliance, events, safety and health training, achievements, and outreach and communication are being met.
 10. Keeping the CET Division Director apprised of significant alliance events and issues.
- D. As part of the annual evaluation, an annual report (see [Appendix D](#)) will be prepared for each alliance by the alliance liaison and coordinator. Information in the reports must include brief general descriptive information concerning the alliance, its goals and specific objectives; the dates signed/renewed; names of the Implementation Team members and other contributors; a list of the events, activities, products and other outcomes of the alliance in the reporting year; and measures of its reach and impact. Alliance annual reports should be finalized and posted to the MIOSHA website within 60-days of the alliance anniversary.
- XVIII. Renewing an Alliance. An alliance agreement can be renewed by MIOSHA and the alliance partner(s) when the agreement is due to expire.
- A. A discussion should be held at least 60 days before the agreement's expiration date. If a request to renew is made by the alliance partner, the MIOSHA liaison will discuss any needed changes to the agreement with the alliance partner. If the agreement will not be renewed, the alliance coordinator will send the alliance partner a letter of notification announcing the end of the alliance agreement (see [Appendix E](#)).
 - B. Alliance coordinator will review and approve all changes made to the renewed agreement before signing.
 - C. If there are no changes to the agreement the document will include renewal date and be resigned by MIOSHA and alliance partner.
 - D. Alliance partners may choose to have a re-signing ceremony. The alliance coordinator will discuss with the partner to assess the partner's wishes. If a ceremony is desired, the alliance coordinator will send a request for the signing ceremony to the communications director.
- XIX. Terminating an Alliance. An alliance agreement can be terminated by MIOSHA or the alliance partner(s) at any time. If the agreement is terminated by MIOSHA, the alliance coordinator will send the alliance partner a letter announcing the termination of the alliance agreement (see [Appendix E](#)). Reasons for MIOSHA to terminate an alliance may include, but are not limited to:
- A. Failure of the alliance partner to fulfill responsibilities outlined in the action plan developed by the implementation team.
 - B. Evidence that the alliance partner does not have the resources to sustain alliance activities which may be documented by the alliance liaison in quarterly or annual reports.
 - C. A change in MIOSHA's or the alliance partner's strategic direction that results in the alliance no longer being aligned with agency priorities.

APPENDIX A



Template for Drafting a MIOSHA Alliance

AGREEMENT ESTABLISHING AN ALLIANCE

BETWEEN

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
(MIOSHA)

AND

<ORGANIZATION NAME(S)>

[The opening paragraph and overall goals may be modified to reflect the specifics of the Alliance but in general should fit this model.]

The Michigan Occupational Safety and Health Administration (MIOSHA) and <Organization Name(s)> recognize the value of establishing a collaborative relationship to foster safer and more healthful Michigan workplaces. To that end, MIOSHA and <Organization Name(s)> hereby form an Alliance to provide <Organization(s)> members and others with information, guidance, and access to training resources that will help them protect the health and safety of workers, particularly by reducing and preventing exposure to <specify> hazards <and/or> addressing <specify> issues, and understand the rights of workers and the responsibilities of employers under the Michigan Occupational Safety and Health Act (MIOSH Act). In developing this Alliance, MIOSHA and <Organization Name(s)> recognize that MIOSHA's <Specify MIOSHA Division> is an integral part of this effort.

[The goals and objectives listed below are broken out by standard goal types (raising awareness of MIOSHA's rulemaking and enforcement initiatives; training and education; and outreach and communication). In addition, they may be customized to fit the circumstances. Delete any that do not apply.]

Raising Awareness of MIOSHA's Rulemaking and Enforcement Initiatives

The participants intend to work together to achieve the following goal<s> related to raising awareness of MIOSHA's rulemaking and enforcement initiatives:

[Following are model objectives for this goal. Delete any that do not apply and to the extent possible, make specific those that do, for example, by naming standards or topics/hazards to be addressed.]

- To share information on OSHA’s National Emphasis Programs, State’s Local Emphasis Programs, Regulatory Agenda, and opportunities to participate in the rulemaking process.
- To share information on occupational safety and health laws and standards, including the rights and responsibilities of workers and employers.
- To convene or participate in forums, roundtable discussions, or stakeholder meetings on <specify topic/hazard> to help forge innovative solutions in the workplace or to provide input on safety and health issues.
- To encourage worker participation in workplace safety and health by <specify efforts to be undertaken>.

Training and Education

The participants intend to work together to achieve the following training and education goal<s>:

[Following are model objectives for this goal. Delete any that do not apply and to the extent possible, make specific those that do, for example, by naming the type of course to be developed or the course content.]

- To develop effective training and education programs for <specify audience> regarding <specify hazard(s) or issue area(s)>, and to communicate such information to constituent employers and workers.
- To develop effective training and education programs for <specify audience> to promote understanding of workers’ rights, including the use of the MIOSHA complaint process, and the responsibilities of employers and to communicate such information to workers and employers.
- To deliver or arrange for the delivery of <specify> courses.

Outreach and Communication

The participants intend to work together to achieve the following outreach and communication goal<s>:

[Following are model objectives for this goal. Delete any that do not apply and to the extent possible, make specific those that do, for example, by naming specific conferences to attend or the audience(s) to be reached.]

- To develop information on the recognition and prevention of workplace hazards, and to develop ways of communicating such information (e.g., print and electronic media, electronic assistance tools, and MIOSHA's and the <Organization's> websites) to employers and workers in the industry.
- To speak, exhibit, or appear at MIOSHA's or <Organization(s)> conferences, local meetings, or other <specify> events.
- To share information among MIOSHA personnel and industry safety and health professionals regarding <specify Organization(s)> good practices or effective approaches through training programs, workshops, seminars, and lectures (or any other applicable forum) developed by the participants.
- To work with other Alliance participants on specific issues and projects on <specify issue, industry, or audience> that are addressed and developed through the Alliance Program.
- To develop and disseminate case studies on <Insert topic/hazard> and publicize their results.

MIOSHA's Alliances provide parties an opportunity to participate in a voluntary cooperative relationship with MIOSHA for purposes such as raising awareness of MIOSHA's rulemaking and enforcement initiatives, training and education, and outreach and communication. These Alliances have proved to be valuable tools for both MIOSHA and its Alliance participants. By entering an Alliance with a party, MIOSHA is not endorsing or promoting, nor does it intend to endorse or promote, any of that party's products or services.

An implementation team made up of representatives of each organization will meet to develop a plan of action, determine working procedures, and identify the roles and responsibilities of the participants. In addition, they will meet at least three times per year to track and share information on activities and results in achieving the goals of the Alliance. MIOSHA team members will include representatives of the <list each MIOSHA Division that is a signatory to the Alliance agreement>.

The alliance agreement will remain in effect for <specify: three years/other period not to exceed three years> from the date of signing. <specify: Either/Any> signatory may terminate it for any reason at any time, provided they give 30 days written notice. This agreement may be modified at any time with the written concurrence of <specify: both/all> signatories.

Signed this <date> day of <month>, <year>.

<Name>
<Title>
Michigan Occupational Safety and
Health Administration

<Name>
<Title>
<Organization Name>

<Name>
<Title>
Michigan Occupational Safety and
Health Administration

<Name>
<Title>
<Organization Name>

<Name>
<Title>
Michigan Occupational Safety and
Health Administration

<Name>
<Title>
<Organization Name>

APPENDIX B

(Date)

(Mr./Ms. Name)
(Title)
(Organization Name)
(Address)
(City), Michigan (Zip)

Re: Letter of Alliance Declination

Dear Employer:

On _____, the Consultation Education and Training (CET) Division received an Alliance Agreement request from _____.

We reviewed your agreement for consideration for a safety and health alliance with MIOSHA. We determined after the evaluation that the alliance request is declined due to: <Insert reason, for example, the lack of available agency resources, current program priorities, and similarity to existing alliances>.

We hope that you will utilize CET services as needed to provide training and education activities and/or activities that promote dialogue within Michigan on workplace safety and health. If we can be of further assistance, please contact our office at (517) 284-7720.

Sincerely,

XXX
Alliance Coordinator

XX/xxx
cc: Division Director
Program Manager

APPENDIX D



[DATE]

I. *Alliance Background*

Date Signed

[Date]

Overview

[Brief summary of the purpose and scope of the Alliance.]

Implementation Team Members

[List members of the Implementation Team.]

Contributors

[If applicable, also list contributors or developers who are not part of the Implementation Team.]

Evaluation Period

[From the date of the signing, describe the length of time that this report covers.]

II. *Implementation Team Meetings*

[List dates, locations and types of Implementation Team meetings (conference calls or in-person meetings) that have been held during the review period.]

III. *Events and Products*

Training and Education

- Events

[List and describe each event that has occurred to meet each goal of the Alliance.]

- Products

[List and describe each product developed under the Alliance to meet this type of goal.]

Outreach and Communication

- Events

[List and describe each event that has occurred to meet each goal of the Alliance.]

- Products

[List and describe each product developed under the Alliance to meet this type of goal.]

Promoting the MIOSHA Dialogue on Workplace Safety and Health

- Events

[List and describe each event that has occurred to meet each goal of the Alliance.]

- Products

[List and describe each product developed under the Alliance to meet this type of goal.]

IV. **Results**

[Discuss the impact of the Alliance activities and products during the reporting period.]

[Using the table below, list each activity and the number of individuals reached or trained during the reporting period.]

Type of Activity (Conference, Training, Print and Electronic Distribution, etc.)	Number of Individuals Reached or Trained
TOTAL	xxx

[If applicable, discuss other issues that had a bearing on the Alliance's implementation.]

V. ***Upcoming Milestones***

[List major planned activities, products and issues that the Alliance plans to work on during the next reporting period, including plans for renewal or conclusion.]

APPENDIX E

(Date)

(Mr./Ms. Name)
(Title)
(Organization Name)
(Address)
(City), Michigan (Zip)

Re: Letter of Alliance Expiration/Termination

Dear Employer:

Thank you for allowing the Michigan Occupational Safety and Health Administration (MIOSHA), Consultation Education and Training (CET) Division, to provide services to you through the Alliance Program.

[Our records indicate that the three-year signed agreement has expired as of _____. As a result, the Alliance Agreement we signed on _____ is no longer in effect.

or

This alliance has been terminated due to the failure of the alliance partner to fulfill the responsibilities outlined in the action plan developed by the implementation team. The termination was based on the reviewed information in the alliance liaison's quarterly and annual report.]

We hope that you will continue your effort to provide training and education activities and/or activities that promote dialogue within Michigan on workplace safety and health. If we can be of further assistance, please contact our office at (517) 284-7720.

Sincerely,

XXX
Alliance Coordinator

XX/xxx
Cc: Division Director
Program Manager