

HIOSH DIRECTIVE

DIRECTIVE NO.: CSP 04-01-003	EFFECTIVE DATE: February 21, 2023
SUBJECT: HIOSH Alliance Program	

Clarification: HIOSH is adopting CSP 04-01-003, *OSHA Alliance Program*, March 4, 2020 with changes to jurisdiction, coverage, and title.

Scope: This Instruction applies HIOSH-wide.

Cancellation: CSP 04-01-002, *OSHA Alliance Program*, July 29, 2015, adopted by HIOSH on October 1, 2016.

References: HIOSH adopted directive referenced can be found at:
<https://labor.hawaii.gov/hiosh/guidelines/directives/>

The Hawaii Occupational Safety and Health Law referenced be found at:
https://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0396/

HIOSH referenced rules and standards can be found at:
<https://labor.hawaii.gov/hiosh/standards/>

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By and Under the Authority of

**Norman Ahu
HIOSH Administrator**

Executive Summary

This Instruction describes updated policies and procedures for implementing the OSHA (HIOSH) Alliance Program. It revises and replaces the July 29, 2015, Alliance Program directive.

HIOSH's adopted OSHA Alliance Program enables the agency to develop voluntary, collaborative working relationships with organizations that are committed to workplace safety and health. Alliances provide a vehicle for regular, proactive interaction between HIOSH and other organizations, including, but not limited to, trade and professional associations, companies, labor unions, educational institutions, community and faith-based groups, and government agencies. HIOSH works with Alliance participants to share information with workers and employers, and educate workers and employers about their rights and responsibilities.

Both OSHA and the other signatory organizations have seen positive results since the Alliance Program was initiated in 2002. The primary benefit to HIOSH and OSHA is that Alliance participants serve as important information intermediaries, significantly amplifying and supporting HIOSH and OSHA's outreach initiatives. As a result, more employers and workers receive information to help them comply with OSHA requirements and improve workplace safety and health in their industries. HIOSH and OSHA also benefit by accessing the practical experience of industry subject matter experts who can provide feedback on HIOSH and OSHA compliance assistance materials. Alliance participants have found that their routine interaction with OSHA through Alliances has improved their members' perception of OSHA, and their willingness to work with the agency at the local level for answers to compliance and technical issues in their workplaces.

Significant Changes

This revision:

- Reshapes the Alliance Program to provide a more flexible framework that focuses on building and maintaining stakeholder relationships and streamlines administrative requirements.
- Clarifies the circumstances under which product development and other time- and resource-intensive projects beyond information sharing and outreach will be considered. These projects will be undertaken to fill key gaps and support HIOSH and OSHA's priorities.
- Establishes a set of fundamental requirements that all Alliance participants agree to follow as a condition of their participation in the program. These requirements include providing reasonable time and resources to Alliance activities, disseminating information on HIOSH and OSHA initiatives and resources to their stakeholders, and providing HIOSH with information on their Alliance activities. The fundamental requirements also provide guidance on how to satisfy the requirement that Alliances with employer organizations have a worker participation component.
- Creates an Alliance Program Ambassador status for Alliance participants that have successfully completed an initial two-year agreement and one renewal cycle.

- Requires HIOSH to enter Alliance background information and activity into OIS.
- Eliminates the requirement for annual reports for individual Alliances, but requires the HIOSH Alliance Coordinator to do annual evaluations of Alliances to determine whether the participants are meeting the program's fundamental requirements.
- Provides updated Alliance agreement templates.

Table of Contents

I.	Purpose	3
II.	Scope	3
III.	Cancellations	3
IV.	Action Information	3
A.	Responsible Office	3
B.	Action Offices	3
C.	Information Offices	3
V.	State Program Change	4
VI.	Definitions	4
A.	Alliance	4
B.	Alliance Agreement.....	4
C.	Alliance Annual Evaluation.....	4
D.	Alliance Implementation Team	4
E.	Alliance Participant	4
F.	Alliance Products.....	5
G.	Alliance Program Ambassador.....	5
H.	Biannual Data Reporting Form	5
I.	Dissemination.....	5
J.	HIOSH Alliance Coordinator (Program Specialist – Compliance Assistant Specialist).....	5
K.	Regional Alliance Program Coordinator	5
L.	Work and Project Plans	5
VII.	Alliance Participant Types	6
A.	Government Agencies	6
B.	For-Profit Entities.....	6
C.	Whistleblower Protection Entities	6
VIII.	Alliance Establishment.....	6
A.	Stakeholder Versus Alliance Relationship	7
B.	Criteria for Evaluating Potential Alliance Participants	7
C.	Alliance Duration	7
D.	Process for Establishing HIOSH Alliances	7
E.	Fundamental Requirements for HIOSH Alliance Participants.....	9
IX.	Alliance Implementation	10
A.	Alliance Coordinators.....	10
B.	Alliance Implementation Team Members	10

C.	Alliance Implementation Team Meetings	11
D.	Alliance Activities.....	11
E.	Alliance Forums	12
F.	Alliance Data Reporting.....	12
G.	Annual Evaluations	12
H.	Program-Wide Annual Report.....	13
X.	Alliance Renewal, Promotion, or Conclusion.....	13
A.	Completion of Initial Agreement: Renewal or Conclusion	13
B.	Completion of Initial Agreement and One Renewal Period: Conclusion or Promotion to Ambassador Status	13
C.	Ambassador Status	14
D.	Concluded Alliances.....	15
XI.	Responsibilities	15
A.	Directorate of Cooperative and State Programs	15
B.	Regional Administrators.....	15
C.	Regional Alliance Program Coordinators.....	15
D.	HIOSH Alliance Coordinators (Program Specialist – Compliance Assistance Specialist).....	16
	Appendix A: Templates and Sample Documents.....	17
	Appendix B: Process Flow Chart for HIOSH Alliance.....	18

I. Purpose

OSHA created the Alliance Program in 2002 to develop voluntary, collaborative working relationships with organizations that are committed to workplace safety and health. Alliances provide a vehicle for regular, proactive interaction between OSHA and the Alliance participants. The primary benefit to HIOSH and OSHA is that Alliance participants serve as important information intermediaries, significantly amplifying OSHA's outreach and supporting key initiatives.¹

While information sharing is the primary purpose of Alliances, more complex projects, such as Alliance products and training, may be pursued when a mutual need is identified and resources are available. Alliance participants do not receive any favorable treatment related to HIOSH or OSHA's enforcement program activity. For example, Alliance participants are not exempt from HIOSH or OSHA inspections.

This Instruction describes updated policies and procedures for implementing the HIOSH Alliance Program.

II. Scope

HIOSH-wide.

III. Cancellations

This Instruction supersedes HIOSH's adopted OSHA Directive Number CSP 04-01-002 of July 29, 2015.

IV. Action Information

A. Responsible Office

The State of Hawaii, Department of Labor & Industrial Relations (DLIR) Hawaii Occupational Safety & Health Division (HIOSH).

B. Action Offices

HIOSH and HIOSH's Administration and Technical Support (ATS) Branch for approval and implementation of HIOSH Alliances must adhere to this Instruction.

C. Information Offices

Regional Administrators (RAs) will ensure that the information contained herein is transmitted to all State Plans and OSHA On-Site Consultation Programs.

¹ See Okun, Watkins, and Schulte, "Trade associations and labor organizations as intermediaries for disseminating workplace safety and health information." *Am. J. Ind. Med.* 2017 Sep. 60 (9): 766-775.

V. State Program Change

This Instruction describes the ongoing implementation of a federal program for which state adoption is not required. However, OSHA encourages the states to participate in the implementation of OSHA's Alliances and to develop their own Alliance Programs, patterned after the federal program. In addition, states are encouraged to share with OSHA their Alliance agreements, lessons learned, and other related information that may be useful in furthering the common goal of reducing occupational fatalities, injuries, and illnesses.

VI. Definitions

A. Alliance

Formal, voluntary, cooperative relationship between HIOSH and other organizations committed to workplace safety and health, and educating workers and employers about their rights and responsibilities, including whistleblower protections.

B. Alliance Agreement

A document that defines the agreement between HIOSH and the Alliance participants and describes the broad goals and specific objectives of an Alliance, including focus hazards/industry sectors, the target workforce, and specific activities.

See Appendix A for model templates for Alliance agreements.

C. Alliance Annual Evaluation

An annual check by the HIOSH Alliance Coordinator (HIOSH Program Specialist – Compliance Assistant Specialist) to ensure that Alliance participants are meeting the Alliance Program's fundamental requirements.

See Appendix A for sample annual evaluation checklists.

D. Alliance Implementation Team

The representatives from HIOSH and the Alliance participant organization(s) that meet in person or by teleconference to plan and implement the Alliance's activities.

E. Alliance Participant

Any organization that signs an Alliance agreement with HIOSH, signifying that it is committed to work collaboratively with HIOSH to achieve the goals of the Alliance agreement. See Section VII for more detail on Alliance participant types.

F. Alliance Products

Products developed by the Alliance participant through the Alliance. These products can include best practice fact sheets, hazard alerts, case studies, videos, and training courses.

For Alliance products and other projects that go beyond outreach and dissemination, Alliance participants must follow the [Guidelines for OSHA's Alliance Program Participants: Alliance Products and Other Alliance Projects](#).

G. Alliance Program Ambassador

Status of Alliance participants that have successfully completed an initial two-year agreement and one renewal cycle.

See Section X.C.

H. Biannual Data Reporting Form

The form that Alliance participants must submit twice a year with data on the Alliance's dissemination activities, events, presentations, and other activities.

I. Dissemination

Sharing information with Alliance participant members and/or stakeholders on HIOSH & OSHA rulemakings, enforcement initiatives, compliance assistance resources, training opportunities, and outreach campaigns and initiatives. Methods that Alliance participants use to share this information include email blasts, websites, blog entries, newsletters, and social media.

J. HIOSH Alliance Coordinator (Program Specialist – Compliance Assistant Specialist)

The HIOSH staff person who serves as the primary contact for an Alliance.

K. Regional Alliance Program Coordinator

The person designated by the Regional Administrator to track and facilitate Alliance activity in the Region.

L. Work and Project Plans

A work plan is a written document developed by the Alliance Implementation Team that describes the specific activities that the Alliance will complete. A work plan should include milestones and target dates, and assigns responsible parties. A work plan is recommended, but not required, for new Alliances with multiple projects beyond dissemination. Individual activities specified in the work plan may be

further defined in project plans. Project plans are recommended, but not required, when it would be helpful to provide more detailed milestones and target dates for specific Alliance activities identified in the work plan.

See Appendix A for sample templates for Alliance work plans.

VII. Alliance Participant Types

HIOSH may sign Alliances with a variety of organizations, including trade and professional associations; companies; labor unions and other labor groups; educational institutions; community- and faith-based organizations; and local, and state government agencies. State Plans and On-Site Consultation programs may sign or otherwise participate in OSHA Alliances.

The following are Alliance participant types that have specific issues or approval procedures that may differ from other Alliances.

A. Government Agencies

HIOSH may sign Alliances with local or state agencies. For state agencies, there may be situations where a Memorandum of Agreement or Understanding may be more appropriate than an Alliance.

B. For-Profit Entities

HIOSH may enter into Alliances with for-profit entities if the Alliance significantly amplifies HIOSH and OSHA's outreach and supports HIOSH and OSHA's strategic priorities. HIOSH should not enter into Alliances with for-profit entities if those entities would financially benefit from the Alliance, or if there is a perception that the for-profit entity is using the Alliance primarily to gain clients or obtain a business advantage. HIOSH should highlight the fact that the proposed Alliance signatory is a for-profit entity and outline how the proposed Alliance meets the criteria described in this paragraph.

If HIOSH enters into an Alliance with a for-profit entity, HIOSH should give the same consideration to any requests for Alliances from competitors. HIOSH is not required to offer Alliances to competitors, but must treat all requests equally.

C. Whistleblower Protection Entities

HIOSH enforces the whistleblower provisions of statutes that protect employees who report violations of various workplace safety and health. HIOSH may enter into Alliances with organizations to promote awareness of the anti-retaliation provisions of these statutes and HIOSH's role in enforcing whistleblower protections.

VIII. Alliance Establishment

A. Stakeholder Versus Alliance Relationship

HIOSH does not necessarily need to enter into a formal Alliance to work with an organization on outreach and dissemination. HIOSH and an organization may decide to work together informally on outreach activities, or may do so for a period of time before entering into an Alliance. HIOSH may pursue an Alliance if an organization demonstrates the commitment and capability necessary to work cooperatively with the agency to meet specific goals. HIOSH will begin the process of forming an Alliance if it determines that an Alliance would be an effective mechanism to achieve specific goals that are mutually agreeable, and would further the operational and strategic priorities of the agency.

B. Criteria for Evaluating Potential Alliance Participants

When evaluating potential Alliance participants, HIOSH will consider factors such as:

- The alignment of the safety and health issues addressed by the potential participant with HIOSH and OSHA's strategic priorities.
- Whether the potential participant can help HIOSH address an emerging workplace safety and health issue.
- Whether the potential participant has demonstrated the commitment and capability to work cooperatively with HIOSH.
- The potential reach of the potential participant, such as the percentage of an industry represented by an association or the number of people reached through its dissemination channels.

HIOSH may use agency and other data to identify industry sectors and representative organizations with which to pursue Alliances.

C. Alliance Duration

Initial Alliance agreements have a duration of two years. Renewals are typically for five years, but can range from two to five years at the discretion of the originating office. Alliances cannot be renewed automatically.

If an Alliance agreement has expired, and the parties are actively pursuing a renewal, HIOSH and the Alliance participant may continue to work together until the agreement is renewed. An Alliance does not automatically conclude during this interim period. The renewal date for the Alliance becomes the date that the renewal agreement is signed.

D. Process for Establishing HIOSH Alliances

1. A prospective Alliance participant may approach HIOSH about forming an Alliance. HIOSH may also reach out to organizations about entering into an Alliance.

2. HIOSH will determine whether to pursue a HIOSH Alliance or to refer the prospective Alliance participant to OSHA's Alliance Program.
3. If HIOSH decides to pursue an Alliance, HIOSH will provide the prospective Alliance participant with background on the Alliance Program, including the [Alliance Program webpage](#) and this Instruction. It will inform the prospective participant of the expectations for Alliance participants, including the *Fundamental Requirements for OSHA Alliance Program Participants*. See Section VIII.E.
4. Prospective Alliance participants will provide HIOSH with background on their organization, proposed Alliance objectives, specific hazards/issues to be addressed, resources/expertise that the organization could devote to the Alliance, and how the organization would provide worker participation in Alliance activities.
5. HIOSH will evaluate the proposal for alignment with HIOSH and OSHA's strategic priorities, Regional priorities, and this Instruction.
6. If HIOSH determines that the proposed Alliance would be beneficial to the agency, then HIOSH will work with the prospective Alliance participant(s) to develop a draft Alliance agreement using the agreement template. See Appendix A. For prospective new Alliances with multiple projects beyond dissemination, the parties may, but are not required to, prepare a work plan for the Alliance's first year and subsequent years as necessary.
7. Once HIOSH decides to initiate the drafting of a HIOSH Alliance agreement, it will notify the Administrator of the primary groups involved, the Alliance's general purpose, and a target signing date. The Administrator will notify the Hawaii OSHA Area Office of the proposed Alliance and will promptly inform the Administration and Technical Support (ATS) Manager of any issues raised by OSHA.
8. ATS will clear the draft agreement with the HIOSH Administrator.
9. The Program Specialist – Compliance Assistant Specialist will submit the draft agreement to the ATS Manager.
10. The ATS Manager will review the draft agreement to determine if it is consistent with Alliance Program requirements. The ATS Manager will submit draft HIOSH agreements to the Administrator for clearance. HIOSH must receive approval from the DLIR Director before signing HIOSH Alliance agreements having state implications.
11. HIOSH must submit draft renewals of HIOSH Alliances to the DLIR Director only if revisions to the Alliance agreement result in the Alliance

having state implications.

12. HIOSH will submit signed HIOSH Alliance agreements and renewals to the Administrator within 30 days of signing for posting on the HIOSH public website.

See the Process Flow Chart in Appendix B for a summary of the steps for approval of a HIOSH Alliance.

E. Fundamental Requirements for HIOSH Alliance Participants

Alliance participants agree to the following fundamental requirements as a condition of their participation in the program:

1. **Commitment of time and resources:** Alliance participants must commit reasonable time and resources to achieve outreach and communication goals and objectives and complete any other mutually agreed-upon projects.
2. **Communication with HIOSH staff:** Alliance participants must assign a point of contact to HIOSH who will:
 - a. Respond promptly to email inquiries/telephone calls from HIOSH staff.
 - b. Participate in Alliance meetings, as scheduled.
 - c. Keep HIOSH staff informed of any significant communication/outreach or collaboration with any HIOSH - affiliated entity or staff (e.g., other State of Hawaii agencies and any OSHA Offices.)
3. **Outreach and Dissemination:** Alliance participants must disseminate information to their members and/or stakeholders, including employers and workers in their industry (e.g., through email blasts, websites, blog entries, newsletters, case studies, and social media) regarding HIOSH and OSHA rulemakings, enforcement initiatives, compliance assistance resources, and outreach campaigns and initiatives.
4. **Alliance Projects:** For Alliance activities beyond outreach and dissemination, Alliance participants must follow the [*Guidelines for OSHA's Alliance Program Participants: Alliance Products and Other Alliance Projects.*](#)
5. **Worker Representation:** When Alliance participants are employers and/or employer groups (e.g., trade associations), they must make a reasonable effort to secure meaningful worker participation in the Alliance. ATS should contact the Administrator if they have any difficulties in fulfilling this requirement. Worker representation may be accomplished by several means, including but not limited to:
 - a. Having a union signatory to the Alliance (e.g., from a union with a presence and/or experience in the industry);
 - b. Having union participation or other worker involvement in Alliance development and implementation;

- c. Having participation in the Alliance of community-based labor groups or similar organizations knowledgeable and involved in the issued addressed by the Alliance;
 - d. Inviting union representatives or community-based labor groups to implementation meetings;
 - e. Requesting union or community-based labor group representatives to review products in development;
 - f. Surveying the target audience (e.g., students, workers, union representatives) to identify gaps in existing training or educational resources that could be addressed by the Alliance, and/or to ascertain the effectiveness of the Alliances activities (e.g., outreach campaigns, trainings, products); or
 - g. Including HIOSH compliance assistance staff in Alliance Implementation Team meetings.
6. **Potential Conflicts of Interest:** Alliance participants must not use the Alliance or relationship with HIOSH to promote or to imply the agency’s endorsement of their policies, products, or services. Alliance participants must also acknowledge that they will not receive any preferential treatment related to any statutory function of the agency.
7. **Logo Use:** Alliance participants must abide by all terms and conditions for the use of the Alliance Program logo as specified in OSHA’s [Guidelines for Use of the Alliance Logo](#). In addition, Alliance participants may not use the HIOSH or OSHA logo on Alliance products or any other materials, as SOH and DOL policy only allows its use on HIOSH, OSHA and Departmental materials. Unauthorized use may be an infringement of the Department’s federally protected trademark rights and will be reported to OSHA’s Office of Communications (OOC). See the agency’s [July 25, 2005 Letter of Interpretation](#).

IX. Alliance Implementation

A. Alliance Coordinators

Upon signing an Alliance, HIOSH assigns an Alliance Coordinator to serve as HIOSH’s point of contact for the Alliance participants. The Alliance participants also designate a representative to be the lead point of contact. HIOSH and the Alliance participants may also designate additional representatives to serve on the Alliance Implementation Team.

B. Alliance Implementation Team Members

For HIOSH Alliances, the Implementation Team includes the HIOSH Alliance Coordinator, representatives from the Alliance participant(s), and subject matter experts from HIOSH or OSHA’s Regional or Area Offices.

For HIOSH Alliances, representatives from HIOSH, HIOSH’s Consultation

program, unions, other agencies, and/or other organizations that are relevant stakeholders but not signatory organizations may also participate.

C. Alliance Implementation Team Meetings

1. The HIOSH Alliance Coordinator should convene a kick-off meeting of the Implementation Team within 30 days of the Alliance signing to review the Alliance's planned activities for the upcoming year and work plan (if applicable).
2. The HIOSH Alliance Coordinator will convene at least one Implementation Team meeting per year through teleconference or in person to ensure the Alliance remains on track and the Alliance activities are being successfully implemented. Additional Alliance meetings may be held as needed to address specific Alliance projects.

D. Alliance Activities

As specified in the *Fundamental Requirements* (Section VIII.E), all Alliance participants must conduct outreach and communication activities in support of HIOSH and OSHA's initiatives and resources.

HIOSH will support this outreach and communication by providing timely information on HIOSH and its activities to Alliance participants. HIOSH will also connect Alliance participants with appropriate HIOSH compliance assistance and technical staff who can support exhibits, and participate in meetings and other events to present information about the agency and its initiatives.

Alliance participants may conduct projects beyond outreach and dissemination. Priority is given to projects that fill gaps and support agency initiatives. Examples of these projects include:

1. Developing Alliance products. Alliance products should add value to existing HIOSH, OSHA or other workplace safety and health materials, fill gaps where such materials do not exist, or address an emerging issue. See [Guidelines for OSHA's Alliance Program Participants: Alliance Products and Other Alliance Projects](#).
2. Reviewing HIOSH and OSHA compliance assistance materials. This could include a subject matter expert from an Alliance participant providing technical review and feedback to ensure better reflection of real-world practices and conditions.
3. Planning and conducting stand-downs, training sessions, or other outreach events in support of key HIOSH and OSHA initiatives.
4. Providing technical briefings on industry operations and best practices for HIOSH staff. Note: Alliance participants may become involved in litigation against HIOSH. There is no blanket prohibition against having Alliance participants involved in active litigation brief HIOSH staff. However, HIOSH

ould review planned briefings on a case-by-case basis and consult with SOH – Dept. of Attorney General.

For Alliance products and other projects that go beyond outreach and dissemination, Alliance participants must follow the [Guidelines for OSHA’s Alliance Program Participants: Alliance Products and Other Alliance Projects](#).

For certain complex projects, Alliance participants may prepare project plans that outline the project’s scope and goals, and identify milestones, timelines, and responsible parties, as outlined in the [Guidelines for OSHA’s Alliance Program Participants: Alliance Products and Other Alliance Projects](#).

E. Alliance Forums

HIOSH may hold Alliance Forums to bring Alliance participants together to hear HIOSH and OSHA updates, discuss safety and health topics and best practices, share Alliance successes, and identify opportunities for collaboration. For example, OSHA holds the following annual events: an Alliance Program Forum for all national Alliance participants and a Construction Roundtable for construction-related national Alliances.

F. Alliance Data Reporting

1. HIOSH Office Alliances

HIOSH enter Alliance background information (e.g., Alliance name, signatory organizations, signing/renewal dates) into the Alliance OIS module.

HIOSH and the Alliance participants work together to collect information and data on Alliance dissemination efforts, events, speeches/presentations, and other activities, as appropriate. HIOSH must also enter Alliance activities into both the Alliance and Compliance Assistance OIS modules. Alliance activities in which a HIOSH staff person participates are entered in the Compliance Assistance OIS module and associated with an Alliance. Alliance activities conducted by the participant without a HIOSH staff person are entered in the Alliance OIS module as Participant Activities.

G. Annual Evaluations

HIOSH Alliance Coordinators must conduct an annual evaluation to determine if Alliance participants are meeting the program’s fundamental requirements listed in Section VIII.E. See Appendix A for sample annual evaluation checklists. Annual evaluations, which replace annual reports, should be done on a fiscal year basis.

If the participants are not meeting their fundamental requirements, HIOSH will generally conclude the Alliance. At their discretion, Alliance Coordinators may

allow Alliance participants that are making good faith efforts to meet the fundamental requirements additional time to do so. Critical in this decision is consideration for the Alliance participant's commitment of time and resources, communication with HIOSH staff, outreach and dissemination efforts, and worker representation. When it becomes clear that a participant is not able to fulfill these aspects of the fundamental requirements due to a change in priorities or circumstances, an Alliance should be concluded.

Annual evaluations for HIOSH Alliances are not required to be submitted to the DLIR Director. The originating offices must maintain copies of annual evaluations for active Alliances and submit copies to the HIOSH Administrator.

H. Program-Wide Annual Report

ATS will develop a program-wide report on the Alliance Program using the activity data entered into OIS by HIOSH. The report will be developed at the end of each fiscal year and made available on the HIOSH public website in the second quarter of the following fiscal year. HIOSH will share the report with the Administrator for review before posting it on the HIOSH public website.

X. Alliance Renewal, Promotion, or Conclusion

A. Completion of Initial Agreement: Renewal or Conclusion

As an Alliance approaches completion of its initial two-year agreement, HIOSH will use the following criteria to determine whether to renew or conclude the Alliance:

1. Is the Alliance meeting the *Fundamental Requirements* (Section VIII.E)?
2. Is the Alliance meeting the Alliance agreement's goals?
3. Is the Alliance making sufficient progress on the projects in the work plan, if applicable?
4. Does the Alliance continue to be aligned with HIOSH and OSHA's strategic priorities?

Alliances that meet these criteria are eligible for renewal, which is for two to five years. Alliance renewals will follow a process similar to that in Section VIII, using the Alliance Renewal Agreement template in Appendix A.

HIOSH will conclude Alliances that do not meet these criteria. HIOSH may also conclude an Alliance at any time based on its evaluation of these factors, if it gives 30 days' written notice. An Alliance participant may also terminate its participation in an Alliance at any time if it gives 30 days' written notice.

B. Completion of Initial Agreement and One Renewal Period: Conclusion or Promotion to Ambassador Status

Alliances that have completed an initial two-year agreement and one renewal period

will generally be concluded or promoted to the status of Alliance Program Ambassador. HIOSH will use the following criteria to make this determination:

1. Did the Alliance meet the *Fundamental Requirements* (Section VIII.E)?
2. Did the Alliance meet the Alliance agreement's goals?
3. Did the Alliance make sufficient progress on the projects in the work plan, if applicable?

HIOSH has the discretion on whether to adopt the Ambassador Program option. HIOSH may continue to renew successful Alliances that have completed their initial two-year agreement and one renewal period.

C. Ambassador Status

Ambassador status reflects HIOSH's recognition that participants have built and will continue to maintain a productive cooperative relationship with the agency. Alliance participants that are promoted to Alliance Program Ambassador sign a standard document with HIOSH to establish the Ambassador relationship. See Appendix A for the Ambassador document template.

By promoting long-term, successful Alliance participants to Ambassador status, HIOSH will have greater flexibility to enter into formal Alliances with more organizations. This will enable HIOSH to enter into Alliances with organizations that may address industries or hazards not covered by the program, while continuing relationships with organizations that have demonstrated their commitment to sharing workplace safety and health information with their stakeholders.

HIOSH expects that Alliance Program Ambassadors will continue to share timely and relevant safety and health information with members, and work collaboratively on issues that emerge among its membership. Alliance Program Ambassadors must also comply with the [Guidelines for OSHA's Alliance Program Participants: Alliance Products and Other Alliance Projects](#). (For purposes of these guidelines, Alliance Program Ambassadors are considered active Alliances.) However, HIOSH and the Ambassador participants do not have the data reporting and other requirements that come with a formal Alliance. HIOSH should continue to associate outreach activities entered into the OIS Compliance Assistance module with the Alliance Ambassador.

Ambassador relationships remain in effect for the duration of an ongoing cooperative relationship and a good faith effort by both parties to meet the intent of the arrangement. Either party may terminate the Ambassador relationship at any time with a 30 days' written notice.

HIOSH may consider previously concluded Alliances for promotion to Alliance Program Ambassador if they met the goals of their agreements and have maintained a robust, ongoing relationship with the agency, as evidenced by activities similar to

Section VIII.E.

D. Concluded Alliances

HIOSH may continue to maintain a relationship with organizations from concluded Alliances. For example, HIOSH will continue to include concluded Alliance participants in its stakeholder lists and send routine communication unless instructed otherwise by the former Alliance participant.

Organizations from concluded Alliances:

1. Should not represent on their webpages or other materials that they have an active Alliance or Ambassador status with HIOSH.
2. Should, if they developed Alliance products, follow the [Guidelines for OSHA's Alliance Program Participants: Alliance Products and Other Alliance Projects](#) as they relate to products from concluded Alliances.

XI. Responsibilities

A. Directorate of Cooperative and State Programs

DCSP is responsible for implementing the overall OSHA Alliance Program, coordinating the development of Alliance policy, implementing individual national Alliances, helping to coordinate and track Regional and Area Office Alliance activities, and advising the Assistant Secretary concerning Alliance issues. DCSP–OOSA manages the Alliance Program.

DCSP is responsible for:

1. Notifying the affected RA and State Plan of any Alliance-related activity that will take place in their Regions or State Plans.
2. Maintaining the OSHA Alliance Program Instruction and developing needed policy documents, tools, and resources, in coordination with the Regions and Directorates, to effectively implement the program.

B. Regional Administrators

RAs or their designees are responsible for:

1. Disseminating Alliance information to Area Offices, State Plans, and Consultation programs, as appropriate.

C. Regional Alliance Program Coordinators

Regional Alliance Program Coordinators are responsible for:

1. Encouraging and supporting appropriate State Plan and Consultation Program participation in Region-wide and Area Office Alliances.

D. HIOSH Alliance Coordinators (Program Specialist – Compliance Assistance Specialist)

HIOSH Alliance Coordinators are responsible for:

1. Developing draft HIOSH Alliance agreements and work plans (if applicable).
2. Implementing HIOSH Alliances, including holding implementation team meetings as necessary, conducting and monitoring activities.
3. Entering Alliance activity and background information in OIS.
4. Maintaining adequate documentation, including the original agreement and renewal agreements, annual Alliance evaluations, and other relevant materials.
5. Obtaining necessary signatures and approvals for HIOSH Alliance creation as required in this Instruction.

Appendix A: Templates and Sample Documents

Templates for Alliance agreements and renewals, Alliance annual evaluation checklists, and a sample Alliance work plans are available on the OSHA website at www.osha.gov/alliances/templates.

Appendix B: Process Flow Chart for HIOSH Alliance

