

CORONAVIRUS DISEASE 2019 (COVID-19)

Occupational Safety and Health Administration (OSHA) Communications
Including Notification and Response to Complaints



Audience: Gatekeepers, Workers' Compensation Coordinators, Safety Officers, Risk Managers, Legal Services, Human Resources, Leadership

Revision Date: 11/3/2021

Version: 2

Response Team Owner: Planning

Date Last Reviewed: 2/21/22

In an effort to ensure all communications with OSHA (including federal OSHA and state OSHA plans) have a timely, consistent response that is in alignment with their request, all OSHA communications need to be directed initially to Trinity Health System Office Legal Services and Insurance and Risk Management Services. This was originally focused on COVID-19 OSHA communications, but is applicable to all OSHA communications (whether or not related to COVID-19).

Communications include (but are not limited to):

- Inspections (announced and unannounced)
- Investigations
- Rapid Response Investigations (likely to occur as a result of a reported work-related hospitalization, fatality, amputations, or loss of an eye)
- Complaint Responses

The contacts are:

Legal Services:

Donelle Buratto
Associate Counsel, Employment
Donelle.Buratto@trinity-health.org

Insurance and Risk Management Services:

Renée Patterson
Director, Non-Clinical Loss Control
Renee.Patterson@trinity-health.org

This team will coordinate responses with individual ministry legal counsel and ministry representatives, and will provide guidance to ministry representatives in responding to communications from OSHA, including all notifications of complaint of alleged unsafe work practices.

Responses to OSHA will be prioritized based on receipt of communication from OSHA in conjunction with the required response date identified in the communication.