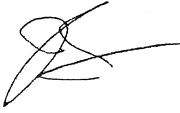


# Memorandum

**Date:** July 18, 2014  
**To:** District Managers  
**Cc:** Christine Baker, William Estakhri, Aston Ling, Cora Gherga, Amy Martin, Janice Yapdiangco, Regional Managers  
**From:** Juliann Sum, Acting Chief  
Cal/OSHA   
**Subject:** Supporting District Managers and Staff

---

I want to thank you for managing the day-by-day operations of your district offices, and for guiding and supervising your inspectors and office staff. Enforcing occupational safety and health laws and regulations to prevent future injuries and illnesses is our primary responsibility, and we could not carry out this responsibility without your ongoing dedication and hard work.

With the infusion of \$5.7 million in additional funding provided to DOSH in the 2014-15 Governor's budget, we are in high gear to recruit and hire additional staff as well as provide the training and tools that help us all fulfill our mission.

Having learned over the past several weeks about the rewards and challenges in your jobs, I am committed to supporting you in the following areas:

1. Reporting: Reducing, consolidating, and streamlining your requirements to notify your Regional Managers, DOSH headquarters, and DIR about important incidents and cases
2. Approvals: Clarifying and expediting the steps to obtain technical or legal review and approval of proposed citations from DOSH headquarters
3. Forms: Standardizing forms and uploading to a shared drive the forms that are not already stored in IMIS/OIS
4. P&Ps: Updating and redesigning the enforcement policies and procedures to increase accessibility of the content
5. IT: Upgrading information technology with new mobile phones and tablets
6. Training: Offering essential training to help you do your jobs

Currently, my highest priority projects are listed in items #1 and #2 above. With regard to your reporting requirements, I know that instructions you received on May 27 to report on certain cases prior to issuance of a 1BY or citation were burdensome. We quickly responded to the feedback received by canceling the instructions on June 13. Please understand that when we in DOSH headquarters review and approve certain cases, we are evaluating technical and legal factors only.

If you have additional ideas or feedback, please do not hesitate to send them to me.