

OSHA 510 Standards Course for the Construction Industry

USF OTI Education Center

Day 1



**University of South Florida OSHA Training Institute
Education Center**

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University of South Florida

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This publication is distributed as part of classroom materials for our students only.



**Attention
Please!**

**INTRODUCTION/
ANNOUNCEMENTS**





ANNOUNCEMENTS



- **Instructor Information**
- **Attendance Requirements**
- **Emergency Information**
- **Personal Expectations**





ANNOUNCEMENTS

The image shows a Zoom meeting toolbar with several features highlighted by red boxes and arrows:

- Classroom Chat**: Points to the Chat icon.
- Raise Your Hand**: Points to the Raise icon.
- Classroom Settings**: Points to the More icon.
- Camera On**: Points to the Camera icon.
- Exit Classroom**: Points to the Leave button.
- Show Participants**: Points to the People icon.
- Audio Settings**: Points to the Audio settings option in the More menu.
- Mic Muted**: Points to the Mic icon.

The toolbar includes the following icons from left to right: Take control, Pop out, Chat, People (4), Raise, React, View, Rooms, Copilot, Apps, More, Camera, Mic, Share, and Leave.



ANNOUNCEMENTS

- Avoid the use of tobacco products in the classroom.
- Avoid lying in the bed.
- Dress appropriately.





USF Copyright and Attendance

USF OTIEC Copyright and Attendance (2024)

Due No due date	Points 2	Questions 2	Time Limit None	Allowed Attempts Unlimited
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Instructions

Please read and take quiz acknowledge that you understand the Copyrighting of this material and Attendance Requirements

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NOTE

- **It is required that students attending a course be at a fixed site. Students are not allowed to be in a vehicle, driving and/or on a phone while attending class. Instructors and facilitators reserve the right to notify the USF OTIEC office. If a student cannot comply, the student will be dropped from the Teams meeting and if they are unable to return and attend the class at a fixed location, they will be dropped from the class and forfeit tuition funds.**



Student Data Form

Complete Student Data Form

Due Jul 15 by 8am Points 2

Read all instructions before starting this assignment:

This must be complete and correct if you want to receive CEUs and a Certificate of completion at the end of this course!

This information is also used in a case of an emergency for you in this class so we can contact someone for you if need be!

After you Submit the Student Data Form please note it is not immediately checked as completed in grades until administrative staff has reviewed the validity of the information!

1. Complete the Student Data Form (below these instructions)

Note there are at least 21 questions

2. Select  button

3. Select Next

USF OTIEC Student Data form
(2024)



USF OTIEC Student Data form (2024)



CANVAS

Template 1

Student Materials

The following materials are required for students to use throughout this course. They can be referenced during lessons but **ARE NOT PERMITTED** during the final course examination.

📖 Topic Presentations

The modules for each day will contain a PDF file housing all the topic presentations for that day respectively. These materials will be located on the below pages. Click the links below to go to that day's module.

- [Day 1 Materials & Activities](#) ↓
- [Day 2 Materials & Activities](#) ↓
- [Day 3 Materials & Activities](#) ↓
- [Day 4 Materials & Activities](#) ↓

Open Course Materials with a PDF reader:

- [Adobe Acrobat Reader DC Free](#)

Template 2

Start Here:

- [USF OTIEC Copyright and Attendance \(2024\)](#)
- [Complete Student Data Form](#)

Download Student Materials

Due	No Due Date	Points	0
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Click link below and Select Download (remember where it is downloaded to on your computer)

- [511 Student Manual.pdf](#) ↓

Open Student Manual with a PDF reader

- [eCFR.gov](#) ↗
- [OSHA.gov](#) ↗
- [Adobe Acrobat Reader DC Free](#) ↗



ANNOUNCEMENTS

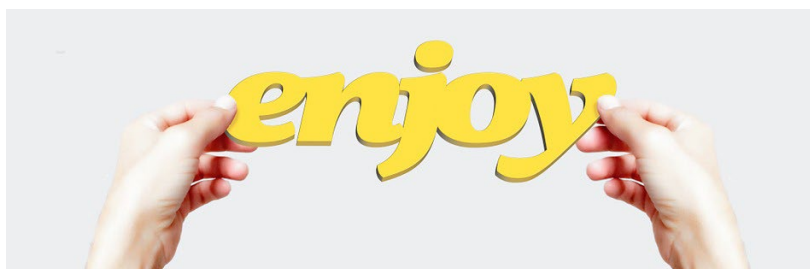
- Sign in morning and afternoon
- Correct email address





ANNOUNCEMENTS

- No recording or recording devices are allowed
- Participation is strongly encouraged
- Be respectful of others
- Enjoy the class!





WEBCAM Must be on at all times!
Webcam must be centered on your face!
You must Respond when instructor calls on you!

If facilitators see you are having technical issues with webcam, audio, chat or not responding to instructor, you will receive an email and possible log you out which resets most issues, just log back in!

For Technical Support call

Technology & Systems Analyst
Robert Lewis
RobLewis@usf.edu
813-974-5215



QUESTIONS



University of South Florida OSHA Training Institute Education Center

Classroom Rules and Regulations

To maximize each student's learning experience, we have prepared a few "ground rules" for this class. We need your individual cooperation for the class to be a success for everyone.

1. **Daily Attendance** and returning on time for classes will assist the Education Center in providing a quality course. Attendance will be taken at the beginning and at the end of the day throughout the length of the course.
2. **Absentees:** Course participants must have prior approval of their respective office and the course instructor's approval prior to their taking leave from the Education Center class. This includes departure prior to the course completion time.
3. **Medical Services:** If you become ill and cannot attend the class, please contact your instructor and report your situation. Individuals who feel they need medical attention should inform the instructor or the course monitor who will assist them.
4. **Recorders, video, pictures, and all other types of recording devices** shall not be used in classrooms by course participants.
5. **CELL PHONES AND PAGERS** must be turned off or put on vibrate mode during class.
6. **Informal Business Attire** is suitable for the class. Courses that include field visits require appropriate dress. This may include the wearing of closed toe shoes. Casual business attire is appropriate for class attendance.
7. **Alcoholic Beverages** are not permitted in the classrooms. Individuals appearing in class "under the influence" will be asked to leave.
8. **Smoking, vaping, and use of smokeless tobacco products** are not permitted in the classrooms.
9. **Breaks** are scheduled at regular intervals in all courses. Non-alcoholic beverages are permitted in the classrooms.
10. **Exits:** The course chairperson will tell each class about the location of emergency exits.
11. **Standard of Conduct:** It is our policy to accord individuals the highest professional respect and maintain an environment which allows students to perform their work free from all types of discrimination and harassment. Should you become aware of inappropriate conduct, please bring it to the attention of the course chairperson or one of the class instructors or class monitor.

OSHA 510 Day 1			
Beginning Time	Ending Time	Cumulative Minutes	Topic
8:00 AM	9:00 AM	60 minutes	Course Opening, Data Forms, Objectives, Introductions
9:00 AM	10:15 AM	75 minutes	Why Safety, Intro to OSHA; Intro to OSHA Activity
10:15 AM	10:30 AM	15 minutes	Break
10:30 AM	11:10 AM	40 minutes	Intro to OSHA Standards
11:10 AM	12:00 PM	50 minutes	Inspections and Multiemployer Workplace & Activity;
12:00 PM	1:00 PM	60 minutes	Lunch
1:00 PM	1:20 PM	20 minutes	Inspections and Multiemployer Workplace & Activity; CONT
1:20 PM	1:40 PM	20 minutes	MFC Construction
1:40 PM	2:30 PM	50 minutes	Recordkeeping
2:30 PM	2:45 PM	15 minutes	Break
2:45 PM	3:00 PM	15 Minutes	Recordkeeping Activity
3:00 PM	4:00 PM	60 minutes	General Requirements & Safety and Health Management Programs (SHMP)
4:00 PM	4:30 PM	30 minutes	1926 Workshop PT I (10 Questions)

All bolded items indicate an activity that is featured on Canvas.

OSHA 510 Day 3			
Beginning Time	Ending Time	Cumulative Minutes	Topic
8:00 AM	9:00 AM	60 minutes	Scaffolding
9:00 AM	10:00 AM	60 minutes	Excavations and Trenching
10:00 AM	10:15 AM	15 minutes	Break
10:15 AM	11:00 AM	45 Minutes	Concrete and Masonry
11:00 AM	12:00 PM	60 minutes	Steel Erection
12:00 PM	1:00 PM	60 minutes	Lunch
1:00 PM	2:00 PM	60 minutes	Demolition
2:00 PM	3:00 PM	60 minutes	Stairways and Ladders
3:00 PM	3:15 PM	15 minutes	Break
3:15 PM	4:30 PM	75 minutes	Cranes and Derricks

OSHA 510 Day 2			
Beginning Time	Ending Time	Cumulative Minutes	Topic
8:00 AM	8:45 AM	45 Minutes	Occupational Health & Environmental Controls / Hazard Communication
8:45 AM	9:30 AM	45 Minutes	Fire Prevention
9:30 AM	10:00 AM	30 Minutes	Hand and Power Tools
10:00 AM	10:15 AM	15 minutes	Break
10:15 AM	10:45 AM	30 Minutes	Hand and Power Tools
10:45 AM	12:00 PM	75 Minutes	Fall Protection
12:00 PM	1:00 PM	60 minutes	Lunch
1:00 PM	1:30 PM	30 Minutes	Signs, Signals, and Barricades
1:30 PM	2:15 PM	45 minutes	Welding
2:15 PM	2:30 PM	15 minutes	Break
2:30 PM	3:45 PM	75 Minutes	Electrical and Power Transmission
3:45 PM	4:30 PM	45 Minutes	1926 Workshop PT II (10 Questions)

OSHA 510 Day 4			
Beginning Time	Ending Time	Cumulative Minutes	Topic
8:00 AM	9:00 AM	60 minutes	Vehicle and Rollover Protection
9:00 AM	10:00 AM	60 minutes	Materials Handling
10:00 AM	10:15 AM	10 minutes	Break
10:15 AM	11:15 AM	60 minutes	Toxic and Hazardous Substances
11:15 AM	12:00 PM	45 Minutes	PPE
12:00 PM	1:00 PM	60 minutes	Lunch
1:00 PM	2:15 PM	75 minutes	75 Minutes Exam & Course Evaluation.
2:15 PM	3:30 PM		OPTIONAL- 75 Minutes RETEST & Course Evaluation.

#510 Occupational Safety and Health Standards For Construction Industry

Course Goal: Given current Occupational Safety and Health Administration (OSHA) standards, participants will be able to describe specific 29 Code of Federal Regulations (CFR) 1926 standards requirements that protect workers from common hazards associated with construction industry workplaces.

TO 1: Describe the effects of workplace injuries/illnesses

EO 1.1: Discuss prevalence, including frequent causes, of fatalities/injuries in general industry

EO 1.2: Describe important injury reduction reasons

TO 2: Explain the mission, focusing on the importance, of the Occupational Safety and Health Administration (OSHA)

EO 2.1: Explain major sections of the Occupational Safety and Health Act of 1970, Public Law - 91-596 (OSH Act)

EO 2.2: Explain OSHA functions

EO 2.3: Describe the positive impact of OSHA on worker safety and health

EO 2.4: Describe worker rights/responsibilities

EO 2.5: Describe employer rights/responsibilities

TO 3: Describe the organization of OSHA standards

EO 3.1: Describe the system of organization for the Code of Federal Regulations (CFR)

EO 3.2: Identify major parts within Title 29 Labor

EO 3.3: Discuss the origin of OSHA standards

EO 3.4: Explain the codification system for general industry standards

EO 3.5: Identify tasks for which general industry standards apply

EO 3.6: Identify tasks for which construction standards apply

EO 3.7: Describe criteria for legally binding standards

EO 3.8: Explain the regulation's preamble importance

EO 3.9: Describe the purpose of information found in OSHA Directives

EO 3.10: Describe the purpose of information found in letters of interpretation

TO 4: Describe OSHA enforcement activities

EO 4.1: Describe legal aspects of the OSH Act

EO 4.2: Describe Part 1903 major sections

EO 4.3: Describe OSHA's inspection process

EO 4.4: Describe OSHA's inspection priorities

EO 4.5: Describe various OSHA violation types

EO 4.6: Describe OSHA's post-inspection process

EO 4.7: Identify construction industry most frequently cited standards

EO 4.8: Identify consensus standards commonly cited under section 5(a)(1) for construction

EO 4.9: Describe OSHA's Focused Inspection initiative

#510 Occupational Safety and Health Standards For Construction Industry

EO 4.10: Explain each type of employer on a multi-employer workplace, including responsibilities/liabilities

TO 5: Explain OSHA's injuries and illnesses recordkeeping requirements

EO 5.1: Discuss recordkeeping requirements

EO 5.2: Explain the use of OSHA recordkeeping forms

EO 5.3: Discuss the criteria for recordability of illnesses or injuries

EO 5.4: Calculate illness and injury rates

TO 6: Describe criteria that protect construction workers

EO 6.1: Explain 1926.20 (General safety and health provisions) requirements

EO 6.2: Explain 1926.21 (Safety training and education) requirements

EO 6.3: Describe the importance of safety programs

EO 6.4: Explain safety and health program guidelines

EO 6.5: Describe effective safety program major elements

EO 6.6: Explain OSHA cooperative programs (eg, alliances, strategic partnerships, voluntary protection programs)

TO 7: Describe specific physical safety hazard protection standards

EO 7.1: Describe general worksite hazard protection requirements

EO 7.2: Describe common fire hazard protection requirements

EO 7.3: Describe common hand and power tool hazard protection requirements

EO 7.4: Describe common fall protection hazard requirements

EO 7.5: Describe requirements pertaining to signs, signals and barricades

EO 7.6: Describe common welding hazard protection requirements

TO 8: Describe specific electrical safety hazard protection standards

EO 8.1: Describe common electrical hazard protection requirements

EO 8.2: Describe common power transmission and distribution hazard protection requirements

TO 9: Describe specific structural safety hazards protection standards

EO 9.1: Describe scaffold hazard protection requirements

EO 9.2: Describe excavation hazard protection requirements

EO 9.3: Describe concrete hazard protection requirements

EO 9.4: Describe steel erection hazards protection requirements

EO 9.5: Describe demolition hazard protection requirements

EO 9.6: Describe stairway and ladder hazard prevention requirements

TO 10: Describe specific mechanical safety hazard protection standards

EO 10.1: Describe motor vehicle hazard protection requirements

EO 10.2: Describe crane hazard protection requirements

EO 10.3: Describe material handling hazard prevention requirements

#510 Occupational Safety and Health Standards For Construction Industry

EO 10.4: Describe rollover protective structures hazard prevention requirements

TO 11: Describe specific occupational health related hazard prevention standards

EO 11.1: Describe health, environmental controls hazard prevention requirements

EO 11.2: Describe personal protective equipment (PPE) hazard prevention requirements

EO 11.3: Describe toxic and hazardous substances hazard prevention requirements

APPENDIX C: Student Exam Rules

OTI Education Center Examination Rules

INSTRUCTOR/TRAINER: Read the following examination rules and distribute a copy of the Examination Rules to the students prior to any tests conducted.

STUDENTS: Agree to abide by the Examination Rules as read and presented.

TEST TYPE and SCORING for Outreach Training Program trainer courses	Performance Test
	<ul style="list-style-type: none"> • 25 specific items the student must demonstrate during the presentation of their training session. • 75 points are possible. • Passing score is 50.
STUDENT BEHAVIOR	Knowledge Test
	<ul style="list-style-type: none"> • Multiple choice questions each worth one full point. • Passing score is __ out of __ points. (See Appendix D for passing score) • Alternative version (randomized questions/answers) used for any retest. • This is a “closed book” test, use of any student materials such as notes, manual, or CFR is prohibited, or This is an “open book” test, you may use the following reference(s) to answer test questions: ____ (See Appendix D for list of authorized reference(s)).
ELECTRONIC DEVICES	Students must agree to the following:
	<ul style="list-style-type: none"> • All test documents and answer sheets are the property of the OTI Education Center delivering the course. If the student does not return the test or answer sheet they will not be eligible to earn a passing score. • No student will be allowed to leave the room during testing. • Students are allowed to have on their desks: the test and answer sheet, a writing instrument, and authorized references (if applicable). • Students will not be permitted to display any of the following items during the tests: notes, books, electronic communication devices, recording devices (visual or audio), calculators (including multifunctional watches), cellular phones, personal computers, or any other items deemed unauthorized by the Test Administrator. • During the performance test, students not presenting shall respect the student efforts by quietly participating in the presentation and completing the Peer Critique Sheet. • During the knowledge test, only use the answer sheet to record your answers. • Do not behave in any manner that would be deemed as cheating or attempting to cheat.
EMERGENCY	Use of electronic devices (cell phone, pager, computer laptop, iPod, etc.) is not allowed at any time during either examination. No electronic devices and cellular phones may be displayed on the exam tables/desks. Students in violation of this rule will be removed from the test.
	Emergency situations, follow the facilities established Emergency Procedures for the specific location.

[illegible]



Objectives

TO 1: Describe the effects of workplace injuries/illnesses

EO 1.1: Discuss prevalence, including frequent causes, of fatalities/injuries in general industry

EO 1.2: Describe important injury reduction reasons

TO 2: Explain the mission, focusing on the importance, of the Occupational Safety and Health Administration (OSHA)

- EO 2.1: Explain major sections of the Occupational Safety and Health Act of 1970, Public Law - 91-596 (OSH Act)
- EO 2.2: Explain OSHA functions
- EO 2.3: Describe the positive impact of OSHA on worker safety and health
- EO 2.4: Describe worker rights/responsibilities
- EO 2.5: Describe employer rights/responsibilities



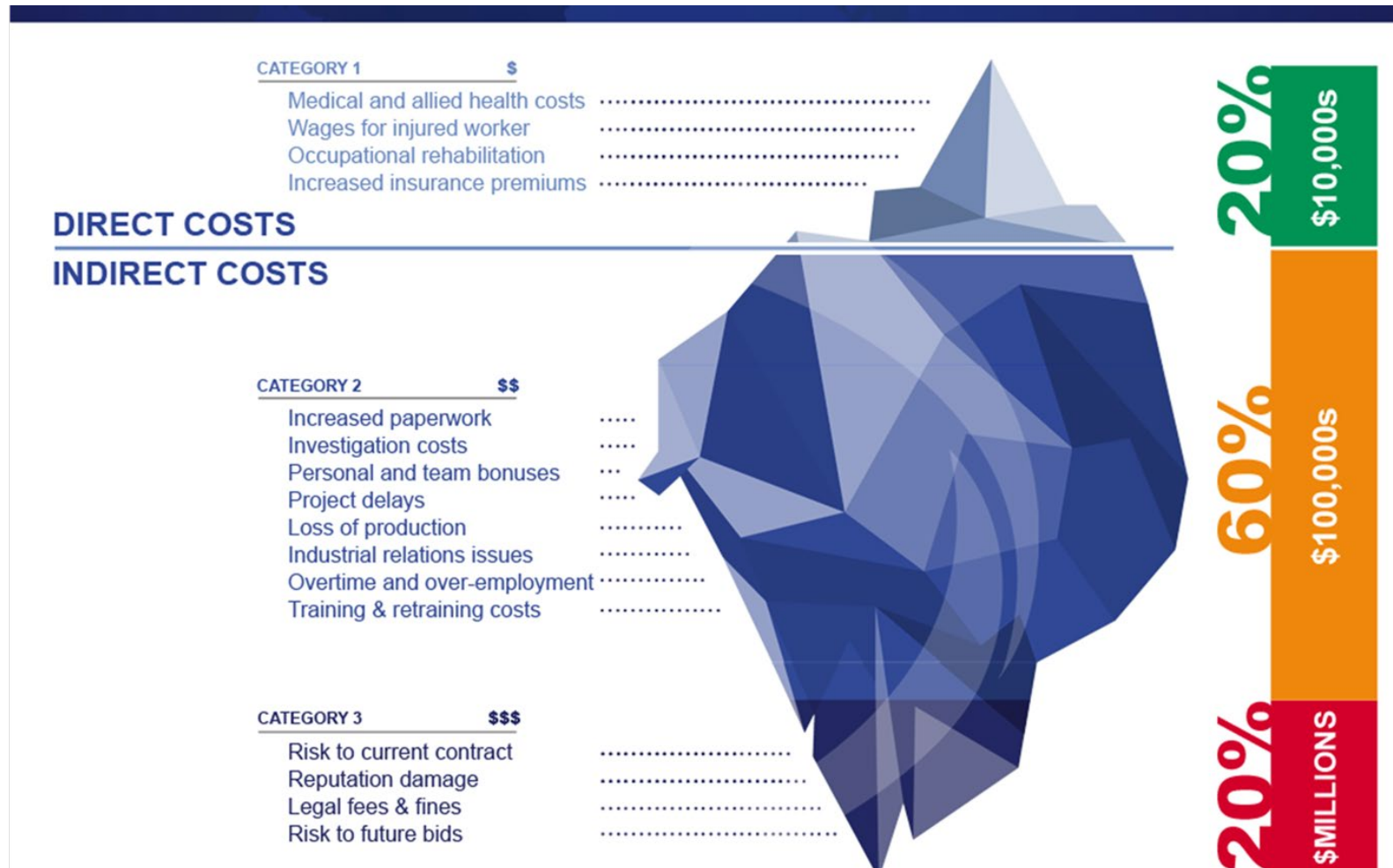
Health and Safety Adds Value

➤ To your business, workplace, and life.

Your Business	Your Workplace	Your Life
<ul style="list-style-type: none">• Saves money• Improves productivity• Safety and Health programs have shown to reduce injury and illness cost by 20-40%	<ul style="list-style-type: none">• Fewer injuries• Often rated “better places to work”• Have satisfied, more productive employees	<ul style="list-style-type: none">• Since 1970, more than 75,000 lives have been saved and millions of injuries and illnesses have been prevented through effective occupational safety and health management systems.



Why Safety?





Introduction to OSHA



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Training Topics

1. OSHA's Mission
2. OSHA Standards
3. Employer Responsibilities
4. Worker Rights/ Responsibilities
5. Enforcing Standards
6. Reporting Safety Hazards
7. Whistleblower Protections
8. Worker Resources



Topic 1

OSHA's Mission





Discussion

- Why was OSHA created?
- What is OSHA's mission?



The Need for Legislation

- Workplace injuries and illnesses increasing throughout the 1960's
- Need for more comprehensive and uniform protection of nation's workers is evident
- Size of national workforce increasing, more than 90 million Americans spending their days on the job
- **In 1970, Congress considered these figures:**
 - **14,000 worker deaths**
 - **2.5 million workers disabled**
 - **300,000 new occupational disease cases**

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OSHA's Mission

- OSHA's mission is to assure America's workers have safe and healthful working conditions free from unlawful retaliation. OSHA carries out its mission by setting and enforcing standards; enforcing anti-retaliation provisions of the OSH Act and other federal whistleblower laws; providing and supporting training, outreach, education, and assistance; and ensuring state OSHA programs are at least as effective as federal OSHA, furthering a national system of worker safety and health protections.





Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Have you seen this poster at your place of work?



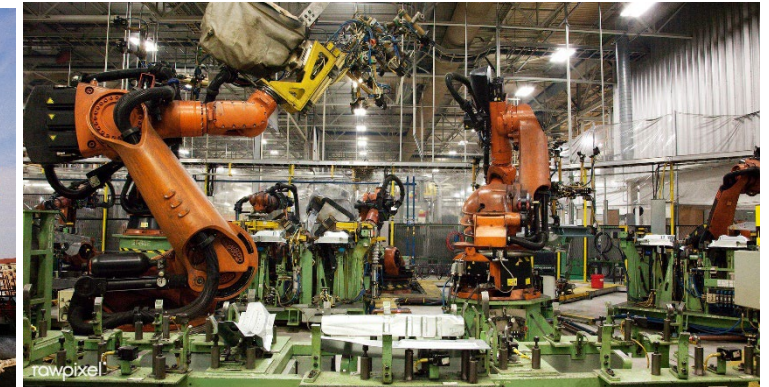
Topic 2

OSHA Standards



The Act's Industry Coverage

- Manufacturing
- Construction
- Longshoring
- Agriculture





OSHA Standards

Code of Federal Regulations (CFR) 29 is the book assigned to the Department of Labor

Part:

- 1910 is assigned to General Industry
- 1926 is assigned to Construction
- 1915, 1917, 1918, 1919 is assigned to Maritime
- 1904 Recordkeeping
- 1928 is assigned to Agriculture
- General Duty Clause, Section 5(a)(1)



Not Covered

- Self-employed persons (i.e. : homeowners);
- Farms on which only immediate members of the farm employer's family are employed;
- Working conditions regulated by other federal agencies under other federal statutes. *

** If they have safety and health rules and execute authority over their rules*

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Topic 3

Employer Responsibilities

**SAFETY
IS EVERYBODY'S
RESPONSIBILITY!**



Employers Must Provide and Pay for PPE



HANDOUT #1 Employers Must Provide and Pay for PPE



Personal Protective Equipment (PPE)

The Occupational Safety and Health Administration (OSHA) requires that employers protect you from workplace hazards that can cause injury or illness. Controlling a hazard at its source is the best way to protect workers. However, when engineering, work practice and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment (PPE) to you and ensure its use.

PPE is equipment worn to minimize exposure to a variety of hazards. Examples include items such as gloves, foot and eye protection, protective hearing protection (earplugs, muffs), hard hats and respirators.

Employer Obligations	Workers should:
<ul style="list-style-type: none">✓ Performing a "hazard assessment" of the workplace to identify and control physical and health hazards✓ Identifying and providing appropriate PPE for employees✓ Training employees in the use and care of the PPE✓ Maintaining PPE, including replacing worn or damaged PPE✓ Periodically reviewing, updating and evaluating the effectiveness of the PPE program.	<ul style="list-style-type: none">✓ Properly wear PPE✓ Attend training sessions on PPE✓ Care for, clean and maintain PPE, and inform a supervisor of the need to repair or replace PPE.

Employers Must Pay for Personal Protective Equipment (PPE)

On May 15, 2008, a new OSHA rule about employer payment for PPE went into effect. With few exceptions, OSHA now requires employers to pay for personal protective equipment used to comply with OSHA standards. The final rule does not create new requirements regarding what PPE employers must provide.

The standard makes clear that employers cannot require workers to provide their own PPE and the worker's use of PPE they already own must be completely voluntary. Even when a worker provides his or her own PPE, the employer must ensure that the equipment is adequate to protect the worker from hazards at the workplace.



Examples of PPE that Employers Must Pay for Include:

- Metatarsal foot protection
- Rubber boots with steel toes
- Non-prescription eye protection
- Prescription eyewear insert/inserts for full face respirators
- Goggles and face shields
- Fire fighting PPE (helmet, gloves, boots, proximity suits, full gear)
- Hard hats
- Hearing protection
- Welding PPE



HANDOUT #2 Employers Must Provide and Pay for PPE



Payment Exceptions under the OSHA Rule

Employers are not required to pay for some PPE in certain circumstances:

- Non-specialty safety-toe protective footwear (including steel-toe shoes or boots) and non-specialty prescription safety eyewear provided that the employer permits such items to be worn off the job site. (OSHA based this decision on the fact that this type of equipment is very personal, is often used outside the workplace, and that it is taken by workers from jobsite to jobsite and employer to employer.)
- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots.
- Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.
- Items such as hair nets and gloves worn by food workers for consumer safety.
- Lifting belts because their value in protecting the back is questionable.
- When the employee has lost or intentionally damaged the PPE and it must be replaced.

OSHA Standards that Apply

OSHA General Industry PPE Standards

- 1910.132: General requirements and payment
- 1910.133: Eye and face protection
- 1910.134: Respiratory protection
- 1910.135: Head protection
- 1910.136: Foot protection
- 1910.137: Electrical protective devices
- 1910.138: Hand protection

OSHA Construction PPE Standards

- 1926.28: Personal protective equipment
- 1926.95: Criteria for personal protective equipment
- 1926.96: Occupational foot protection
- 1926.100: Head protection
- 1926.101: Hearing protection
- 1926.102: Eye and face protection
- 1926.103: Respiratory protection

There are also PPE requirements in shipyards and marine terminals and many standards on specific hazards, such as 1910.1030: Bloodborne pathogens and 1910.146: Permit required confined spaces.

OSHA standards are online at www.osha-slc.gov.

Sources:

- Employers Must Provide and Pay for PPE, New Jersey Work Environment Council (NJWEC) Fact Sheet
- OSHA Standards, 1910.132(h) and 1926.95(d)
- Employer Payment for Personal Protective Equipment Final Rule, Federal Register, November 15, 2007 (Volume 72, Number 222)



Topic 4

Workers Rights/Responsibilities



Workers Rights

OSHA Provides Workers the Right to:	
WORKERS RIGHTS	A safe and healthful workplace
	Know about hazardous conditions
	Information about injuries and illnesses in your workplace
	Complain or request hazard correction from employer
	Training as provided in the OSHA standards
	Hazard exposure and medical records
	File a complaint with OSHA
	Participate in an OSHA inspection
	Be free from retaliation for exercising safety and health rights

“Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.”



Workers Responsibilities

- Workers should know that OSHA holds employers responsible for the safety and health conditions in the workplace and does not cite workers for violations. However,
- Section 5(b) of the OSH Act states that each employee shall comply with occupational safety and health standards and all applicable rules, regulations and orders.



Topic 5

Enforcing Standards





Purpose

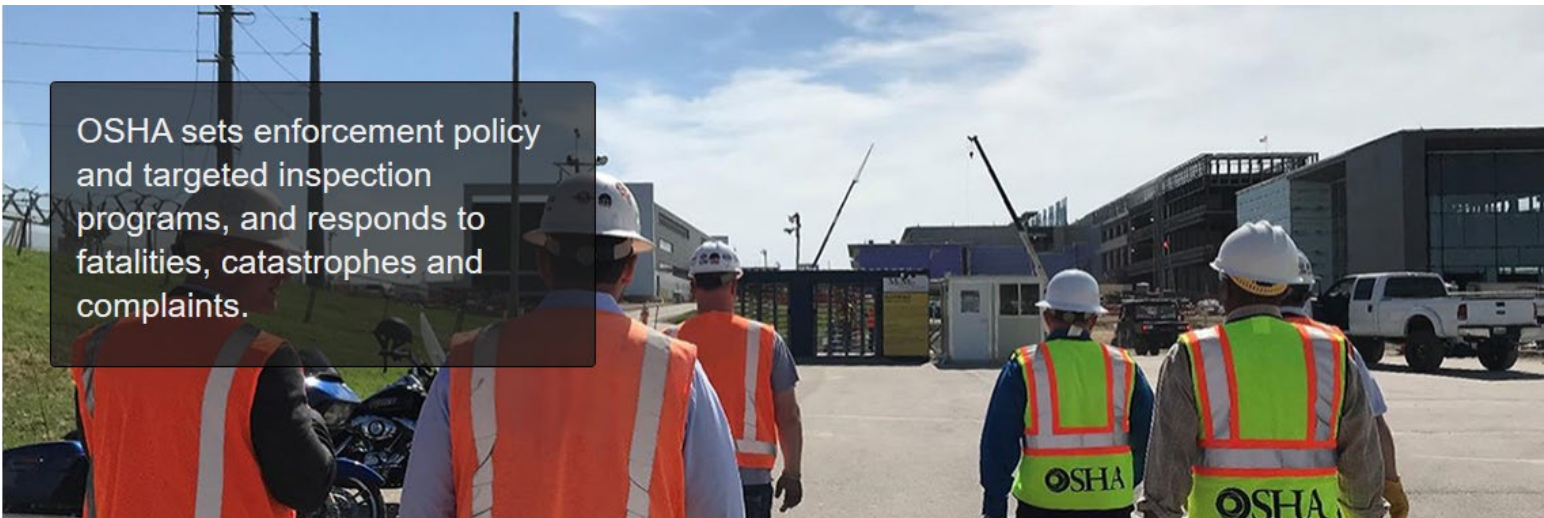
OSHA enforces standards through inspections. The current budget is small —all together nationwide (with our State partners), there are only 2,400 inspectors for over 7 million workplaces. At this rate, it would take about 100 years for us to inspect every workplace once. Therefore, OSHA targets the most dangerous workplaces: industries with fatalities and serious injuries (e.g., grain handling in Colorado) and construction (i.e., falls).





OSHA Enforcement

- Inspections
- Small Budget
- Small Staff
- Does not inspect all workplaces





Inspection Process

The OSHA inspection process consists of

- Opening conference
- A walkthrough
- A closing conference
- Provide results (can take up to 6 months)
- May issue citations
- May include fines
- Will include dates by which hazards must be abated





- Workers have the right to have a worker representative accompany the inspector on the inspection.
- Workers can talk to the inspector privately.
- May point out hazards, describe injuries, illnesses or near misses
- Can find out about inspection results and abatement measures and get involved in any meetings or hearings.
- Workers may also object to the date set for the violation to be corrected and be notified if the employer files a contest.



Worker Participation






Topic 6

Reporting Safety Hazards



Ways to Report Workplace Hazards

Ways to Report Workplace Hazards	
Contact 	Contact your team leader, supervisor, manager, safety committee, etc.
Phone 	Call the Regional or local office or 1-800-321-OSHA. [Provide your local office number.]
Fax or Mail 	Obtain the complaint form online at www.osha.gov or from the local OSHA office.
In Person 	Visit the local OSHA Office. [A current list is of OSHA offices is at www.osha.gov]
Online 	File complaints online at the OSHA website at www.osha.gov

https://www.osha.gov/workers/file_complaint.html



How OSHA Responds

How OSHA Responds to a Complaint	
<i>If the Complaint is...</i>	<i>Then OSHA will...</i>
Filed over the phone, is not signed, or is not a serious hazard	Contact the employer by phone, fax, or email
About a serious hazard	Conduct an inspection at the worksite
Written, signed and submitted to the OSHA area or State Plan office	Most likely, conduct an onsite inspection
Submitted online	Handle most complaints using the OSHA phone/fax system, which means they may even be resolved by phone





RETALIATION AGAINST WORKERS IS ILLEGAL

Section 11(c) of the *Occupational Safety and Health Act of 1970* prohibits employers from retaliating against employees for exercising a variety of rights guaranteed under the OSH Act, such as filing a safety and health complaint with OSHA, raising a health and safety concern with their employers, participating in an OSHA inspection, or reporting a work-related injury or illness. OSHA vigorously enforces the anti-retaliation protections provided under 11(c) of the OSH Act and other federal statutes. For more information, see <http://www.whistleblowers.gov>.

Topic 7

Whistleblower Protection



Whistleblower

OSHA® FactSheet

Your Rights as a Whistleblower

You may file a complaint with OSHA if your employer retaliates against you by taking unfavorable personnel action because you engaged in protected activity relating to workplace safety or health, asbestos in schools, cargo containers, airline, commercial motor carrier, consumer product, environmental, financial reform, food safety, health insurance reform, motor vehicle safety, nuclear, pipeline, public transportation agency, railroad, maritime, motor vehicle safety, and securities laws.

Whistleblower Laws Enforced by OSHA

Each law requires that complaints be filed within a certain number of days after the alleged retaliation.

- *Asbestos Hazard Emergency Response Act* (90 days)
- *Clean Air Act* (30 days)
- *Comprehensive Environmental Response, Compensation and Liability Act* (30 days)
- *Consumer Financial Protection Act of 2010* (180 days)
- *Consumer Product Safety Improvement Act* (180 days)
- *Energy Reorganization Act* (180 days)
- *Federal Railroad Safety Act* (180 days)
- *Federal Water Pollution Control Act* (30 days)
- *International Safe Container Act* (80 days)
- *Moving Ahead for Progress in the 21st Century Act* (motor vehicle safety) (180 days)
- *National Transit Systems Security Act* (180 days)
- *Occupational Safety and Health Act* (30 days)
- *Pipeline Safety Improvement Act* (180 days)
- *Safe Drinking Water Act* (30 days)
- *Seaman's Protection Act* (180 days)
- *Seaman's Protection Act* (180 days)
- *Section 402 of the FDA Food Safety Modernization Act* (180 days)
- *Section 1558 of the Affordable Care Act* (180 days)
- *Solid Waste Disposal Act* (30 days)
- *Surface Transportation Assistance Act* (180 days)
- *Toxic Substances Control Act* (30 days)
- *Wendell H. Ford Aviation Investment and Reform Act for the 21st Century* (90 days)

Unfavorable Personnel Actions

Your employer may be found to have retaliated against you if your protected activity was a

contributing or motivating factor in its decision to take unfavorable personnel action against you. Such actions may include:

- Applying or issuing a policy which provides for an unfavorable personnel action due to activity protected by a whistleblower law enforced by OSHA
- Blacklisting
- Demoting
- Denying overtime or promotion
- Disciplining
- Denying benefits
- Failing to hire or rehire
- Firing or laying off
- Intimidation
- Making threats
- Reassignment to a less desirable position, including one adversely affecting prospects for promotion
- Reducing pay or hours
- Suspension

Filing a Complaint

If you believe that your employer retaliated against you because you exercised your legal rights as an employee, contact OSHA as soon as possible because you must file your complaint within the legal time limits.

An employee can file a complaint with OSHA by visiting or calling the local OSHA office or sending a written complaint to the closest OSHA regional or area office. Written complaints may be filed by facsimile, electronic communication, hand delivery during business hours, U.S. mail (confirmation services recommended), or other third party commercial carrier. The date of the postmark, facsimile, electronic communication, telephone call, hand delivery, delivery to a third-party commercial carrier, or in-person filing at an OSHA

It is recommended that you announce and/or post:

If you have been punished or discriminated against for using your rights, you must file a complaint with OSHA within 30 days of the alleged reprisal for most complaints. No form is required, but you must send a letter or call the OSHA Area Office nearest you to report the discrimination within 30 days of the alleged discrimination.



Topic 8

Worker Resources



2,000,000 workers protected



Worker Internal Resources



- Employer or supervisor
- Co-workers and union representatives
- Safety Data Sheet (SDS)
- Labels and warning signs
- Employee orientation manuals or other training materials



Worker Resources External



- OSHA online at: www.osha.gov such as, OSHA Compliance Assistance Specialists in the area offices. *
- NIOSH
- Health care providers can be a resource on the health effects of toxic substances, proper medical and first aid treatment, and other health-related issues.



We Are OSHA We Can Help

Handout #4

Find this online at: <http://www.osha.gov/Publications/3334we-can-help-on.pdf>

Employee responsibilities

Employees have the responsibility to provide each workplace (employer/MSF) people that employees with a workplace that does not have without hazards and follow all relevant OSHA safety and health standards. Employees must first understand safety and health problems. OSHA will require employers to try to eliminate or reduce hazards that are making changes in working conditions rather than just relying on masks, gloves, goggles or other types of personal protective equipment. Following is a list of duties employees are responsible to do:

- Listen to employer about potential hazards through training, alerts, signs, color-coded systems, chemical information sheets and other methods.
- Keep records of work-related hazards and illnesses.
- Perform work in the workplace, such as all sampling, required by some OSHA standards.
- Provide working status in other medical tests required by OSHA standards.
- Participate in OSHA training, safety and health drills, and the OSHA guide in the workplace where workers will use them.
- Health OSHA will be used in a workplace situation in which there is a hazard or when there is more workers go to workplace and not otherwise a release agent workers for using their rights under the law.

You cannot be punished or discriminated against for using your OSHA rights

The OSHA Act protects workers who complain to their employers, OSHA or other government agencies about unsafe or unhealthy working conditions in the workplace in reasonable problems. You cannot be discriminated, denied a raise, have your hours reduced, or fired, or participate in any other way because you used any right given to you under the OSHA Act. Major violations from OSHA for whole powers.

If you have been punished or discriminated against for using your rights, you must file a complaint with OSHA within 30 days of the alleged reprisal for most companies. For firms that are required, but you must send a letter of complaint to OSHA or file a complaint with the OSHA Act. Major violations from OSHA for whole powers.

You have the right to a safe workplace

The Occupational Safety and Health Act of 1970 (OSHA Act) was passed to protect workers from being killed or seriously harmed at work. The law requires that employers provide their employees with working conditions that are free of known dangers. The Act created the Occupational Safety and Health Administration (OSHA), which sets and enforces protective workplace safety and health standards. OSHA also provides information, training and assistance to workers and employers. Workers may file a complaint if they believe that their employer is not following OSHA standards or that they are in danger.

Contact us if you have questions or want to file a complaint. We will keep your information confidential. We are here to help you. Call our toll-free number at 1-800-321-OSHA (6742) or go to www.osha.gov.

We Are OSHA We Can Help

Workers are entitled to working conditions that do not pose a risk of serious harm. To help ensure a safe and healthy workplace, OSHA also provides workers with the right to:

- Ask OSHA to inspect their workplace.
- Use their rights under the law without retaliation or discrimination.
- Receive information and training about hazards, methods to prevent harm, and the OSHA standards that apply to their workplace. The training must be in a language you can understand.
- Get copies of test results done in their workplace.
- Review records of work-related injuries and illnesses.
- Get copies of their medical records.

OSHA is the U.S. Department of Labor's agency for occupational safety and health. OSHA is part of the U.S. Department of Labor.

We OSHA users

Most workers in the nation work under OSHA protection. OSHA covers private sector employers and employees in all 50 states, the District of Columbia, and other U.S. jurisdictions. OSHA also covers federal government employees. OSHA also covers federal government employees. OSHA also covers federal government employees. OSHA also covers federal government employees.

OSHA standards

OSHA standards are rules that protect the health and safety of workers. They are based on the best available science and engineering. OSHA standards are designed to protect workers from hazards. They are based on the best available science and engineering. OSHA standards are designed to protect workers from hazards. They are based on the best available science and engineering.

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Workplace Stress

Workplace Stress

SAFE WORKPLACE GOOD HEADSPACE

WORKPLACE STRESS

Make Work Better – Mental Health Matters

Overview

- Understanding the Problem
- Guidance & Tips for Employers

Statistics

- Nearly one in five US adults live with a mental illness².
- Workplace stress has been reported to cause 120,000 deaths in the US each year³.

To access OSHA's Webpage for Workplace Stress, [Click Here](#)

Click here to access complete publication. This is also found in the “Intro to OSHA Resources bookmark of your manual.

Workplace Mental Health

U.S. DEPARTMENT OF LABOR
UNITED STATES OF AMERICA

OSHA
Occupational Safety
and Health Administration

Mental health is an important component of overall well-being and is equally as vital as physical health for all employees. Mental health concerns due to work have the potential to adversely impact an employee's social interactions, productivity, performance, and absenteeism.



Directions

- Go to Canvas and complete the “Intro to OSHA” quiz.





Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

Contact OSHA. We can help.





HANDOUT #2 Employers Must Provide and Pay for PPE



Personal Protective Equipment (PPE)

The Occupational Safety and Health Administration (OSHA) requires that employers protect you from workplace hazards that can cause injury or illness. Controlling a hazard at its source is the best way to protect workers. However, when engineering, work practice and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment (PPE) to you and ensure its use.

PPE is equipment worn to minimize exposure to a variety of hazards. Examples include items such as gloves, foot and eye protection, protective hearing protection (earplugs, muffs), hard hats and respirators.

Employer Obligations	Workers should:
<ul style="list-style-type: none">✓ Performing a "hazard assessment" of the workplace to identify and control physical and health hazards.✓ Identifying and providing appropriate PPE for employees.✓ Training employees in the use and care of the PPE.✓ Maintaining PPE, including replacing worn or damaged PPE.✓ Periodically reviewing, updating and evaluating the effectiveness of the PPE program.	<ul style="list-style-type: none">✓ Properly wear PPE✓ Attend training sessions on PPE✓ Care for, clean and maintain PPE, and✓ Inform a supervisor of the need to repair or replace PPE.

Employers Must Pay for Personal Protective Equipment (PPE)

On May 15, 2008, a new OSHA rule about employer payment for PPE went into effect. With few exceptions, OSHA now requires employers to pay for personal protective equipment used to comply with OSHA standards. The final rule does not create new requirements regarding what PPE employers must provide.

The standard makes clear that employers cannot require workers to provide their own PPE and the worker's use of PPE they already own must be completely voluntary. Even when a worker provides his or her own PPE, the employer must ensure that the equipment is adequate to protect the worker from hazards at the workplace.



Examples of PPE that Employers Must Pay for Include:

- Metatarsal foot protection
- Rubber boots with steel toes
- Non-prescription eye protection
- Prescription eyewear inserts/lenses for full face respirators
- Goggles and face shields
- Fire fighting PPE (helmet, gloves, boots, proximity suits, full gear)
- Hard hats
- Hearing protection
- Welding PPE



HANDOUT #2 Employers Must Provide and Pay for PPE



Payment Exceptions under the OSHA Rule

Employers are not required to pay for some PPE in certain circumstances:

- Non-specialty safety-toe protective footwear (including steel-toe shoes or boots) and non-specialty prescription safety eyewear provided that the employer permits such items to be worn off the job site. (OSHA based this decision on the fact that this type of equipment is very personal, is often used outside the workplace, and that it is taken by workers from jobsite to jobsite and employer to employer.)
- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots.
- Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen
- Items such as hair nets and gloves worn by food workers for consumer safety.
- Lifting belts because their value in protecting the back is questionable.
- When the employee has lost or intentionally damaged the PPE and it must be replaced.

OSHA Standards that Apply

OSHA General Industry PPE Standards

- 1910.132: General requirements and payment
- 1910.133: Eye and face protection
- 1910.134: Respiratory protection
- 1910.135: Head protection
- 1910.136: Foot protection
- 1910.137: Electrical protective devices
- 1910.138: Hand protection

OSHA Construction PPE Standards

- 1926.28: Personal protective equipment
- 1926.95: Criteria for personal protective equipment
- 1926.96: Occupational foot protection
- 1926.100: Head protection
- 1926.101: Hearing protection
- 1926.102: Eye and face protection
- 1926.103: Respiratory protection

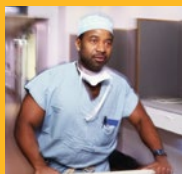
There are also PPE requirements in shipyards and marine terminals and many standards on specific hazards, such as 1910.1030: Bloodborne pathogens and 1910.146: Permit-required confined spaces.

OSHA standards are online at www.osha.gov.

Sources:

- *Employers Must Provide and Pay for PPE*, New Jersey Work Environment Council (WEC) Fact Sheet
- *OSHA Standards, 1910.132(h) and 1926.95(d)*
- *Employer Payment for Personal Protective Equipment Final Rule, Federal Register: November 15, 2007 (Volume 72, Number 220)*

We Are OSHA



We Can Help

Workers' rights under the OSH Act

Workers are entitled to working conditions that do not pose a risk of serious harm. To help assure a safe and healthful workplace, OSHA also provides workers with the right to:

- **Ask OSHA to inspect their workplace;**
- **Use their rights under the law without retaliation;**
- **Receive information and training about hazards, methods to prevent harm, and the OSHA standards that apply to their workplace. The training must be in a language you can understand;**
- **Get copies of test results done to find hazards in the workplace;**
- **Review records of work-related injuries and illnesses; and**
- **Get copies of their medical records.**



Occupational Safety and Health Administration
U.S. Department of Labor

Who OSHA covers

Private sector workers

Most employees in the nation come under OSHA's jurisdiction. OSHA covers private sector employers and employees in all 50 states, the District of Columbia, and other



U.S. jurisdictions either directly through Federal OSHA or through an OSHA-approved state program. State-run health and safety programs must be at least as effective as the Federal OSHA program. To find the contact information for the OSHA Federal or State Program office nearest you, call 1-800-321-OSHA (6742) or go to www.osha.gov.

State and local government workers

Employees who work for state and local governments are not covered by Federal OSHA, but have OSH Act protections if they work in those states that have an OSHA-approved state program. The following 22 states or territories have OSHA-approved programs:

Alaska	Arizona	California
Hawaii	Indiana	Iowa
Kentucky	Maryland	Michigan
Minnesota	Nevada	New Mexico
North Carolina	Oregon	South Carolina
Tennessee	Utah	Vermont
Virginia	Washington	Wyoming
Puerto Rico		

Five additional states and one U.S. territory have OSHA-approved plans that cover public sector workers only:

Connecticut	Illinois	Maine
New Jersey	New York	Virgin Islands

Private sector workers in these five states and the Virgin Islands are covered by Federal OSHA.

Federal government workers

Federal agencies must have a safety and health program that meets the same standards as private employers. Although OSHA does not fine federal agencies, it does monitor federal agencies and responds to workers' complaints. The United States Postal Service (USPS) is covered by OSHA.



Not covered under the OSH Act:

- Self-employed;
- Immediate family members of farm employers who do not employ outside employees;
- Workplace hazards regulated by another federal agency (for example, the Mine Safety and Health Administration, the Department of Energy, or Coast Guard).

OSHA standards: Protection on the job



OSHA standards are rules that describe the methods that employers must use to protect their employees from hazards. There are OSHA standards for Construction work, Agriculture, Maritime operations, and General Industry, which are the standards that apply to most worksites. These standards limit the amount of hazardous chemicals workers can be exposed to, require the use of certain safe practices and equipment, and require employers to monitor hazards and keep records of workplace injuries and illnesses.

Examples of OSHA standards include requirements to provide fall protection, prevent trenching cave-ins, prevent some infectious diseases, assure that workers



safely enter confined spaces, prevent exposure to harmful substances like asbestos, put guards on machines, provide respirators or other safety equipment, and provide training for certain dangerous jobs.

Employers must also comply with the General Duty Clause of the OSH Act, which *requires employers to keep their workplace free of serious recognized hazards*. This clause is generally cited when no OSHA standard applies to the hazard.

Workers can ask OSHA to inspect their workplace

Workers, or their representatives, may file a complaint and ask OSHA to inspect their workplace if they believe there is a serious hazard or that their employer is not following OSHA standards. A worker can tell OSHA not to let their employer know who filed the complaint. **It is a violation of the OSH Act for an employer to fire, demote, transfer or retaliate in any way against a worker for filing a complaint or using other OSHA rights.**

Written complaints that are signed by a worker or their representative and submitted to the closest OSHA office are more likely to result in an on-site OSHA inspection. You can call 1-800-321-OSHA (6742) to request a complaint form from your local OSHA office or visit www.osha.gov/pls/osha7/eComplaintForm.html to submit

the form online. Completed forms can also be faxed or mailed to the local OSHA office. Most complaints sent in online may be resolved informally over the phone with your employer.

When the OSHA inspector arrives, workers and their representatives have the right to:

- Go along on the inspection;
- Talk privately with the OSHA inspector; and
- Take part in meetings with the inspector and the employer before and after the inspection is conducted.

Where there is no union or employee representative, the OSHA inspector must talk confidentially with a reasonable number of workers during the course of the investigation.



When an inspector finds violations of OSHA standards or serious hazards, OSHA may issue citations and fines. A citation includes the methods an employer may use to fix a problem and the date by when the corrective actions must be completed. Workers only have the right to challenge the deadline for when a problem must be resolved. Employers, on the other hand, have the right to contest whether there is a violation or any other part of the citation. Workers or their representatives must notify OSHA that they want to be involved in the appeals process if the employer challenges a citation.

If you send in a complaint requesting an OSHA inspection, you have the right to find out the results of the OSHA inspection and request a review if OSHA does not issue citations.

Employer responsibilities

Employers have the responsibility to provide a safe workplace. **Employers MUST provide their employees with a workplace that does not have serious hazards and must follow all OSHA safety and health standards.**

Employers must find and correct safety and health problems. OSHA further requires employers to try to eliminate or reduce hazards first by making changes in working conditions rather than just relying on masks, gloves, earplugs or other types of personal protective equipment. Switching to safer chemicals, implementing processes to trap harmful fumes, or using ventilation systems to clean the air are examples of effective ways to get rid of or minimize risks.

Employers **MUST** also:

- Prominently display the official OSHA *Job Safety and Health – It's the Law* poster that describes rights and responsibilities under the OSH Act. **This poster is free and can be downloaded from www.osha.gov.**
- Inform workers about chemical hazards through training, labels, alarms, color-coded systems, chemical information sheets and other methods.
- Provide safety training to workers in a language and vocabulary they can understand.
- Keep accurate records of work-related injuries and illnesses.
- Perform tests in the workplace, such as air sampling, required by some OSHA standards.
- Provide required personal protective equipment at no cost to workers.*
- Provide hearing exams or other medical tests required by OSHA standards.



- Post OSHA citations and injury and illness data where workers can see them.
 - Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation or loss of an eye (1-800-321-OSHA [6742]).
 - Not retaliate against workers for using their rights under the law, including their right to report a work-related injury or illness.
- * Employers must pay for most types of required personal protective equipment.

The law protects workers from retaliation when using their OSHA rights

The OSH Act protects workers who complain to their employer, OSHA or other government agencies about unsafe or unhealthful working conditions in the workplace or environmental problems. You cannot be transferred, denied a raise, have your hours reduced, be fired, or punished in any other way because you used any right given to you under the OSH Act. Help is available from OSHA for whistleblowers.

If you have been punished or retaliated against for using your rights, you must file a complaint with OSHA **within 30 days** from the date the retaliatory decision was both made and communicated to you. No form is needed, but you must call OSHA within 30 days of the alleged retaliation at 1-800-321-OSHA (6742) and ask to speak to the OSHA area office nearest you to report the retaliation.

You have the right to a safe workplace

The *Occupational Safety and Health Act of 1970* (OSH Act) was passed to prevent workers from being killed or seriously harmed at work. The law requires that employers provide their employees with working conditions that are free of known dangers. The Act created the Occupational Safety and Health Administration (OSHA), which sets and enforces protective workplace safety and health standards. OSHA also provides information, training and assistance to workers and employers. Workers may file a complaint to have OSHA inspect their workplace if they believe that their employer is not following OSHA standards or there are serious hazards.

Contact us if you have questions or want to file a complaint. We will keep your information confidential. We are here to help you. Call our toll-free number at 1-800-321-OSHA (6742) or go to www.osha.gov.



U.S. Department of Labor

**1-800-321-OSHA (6742) TTY 1-877-889-5627
www.osha.gov**

Occupational Safety and Health Administration (OSHA) Inspections

OSHA is committed to strong, fair, and effective enforcement of safety and health requirements in the workplace. OSHA inspectors, called compliance safety and health officers, are experienced, well-trained industrial hygienists and safety professionals whose goal is to assure compliance with OSHA requirements and help employers and workers reduce on-the-job hazards and prevent injuries, illnesses, and deaths in the workplace. Normally, OSHA conducts inspections without advance notice. Employers have the right to require compliance officers to obtain an inspection warrant before entering the worksite.

Inspection Priorities

OSHA has jurisdiction over approximately 7 million worksites. The agency seeks to focus its inspection resources on the most hazardous workplaces in the following order of priority:

1. Imminent danger situations—hazards that could cause death or serious physical harm receive top priority. Compliance officers will ask employers to correct these hazards immediately or remove endangered employees.

2. Severe injuries and illnesses—employers must report:

- All work-related fatalities within 8 hours.
- All work-related inpatient hospitalizations, amputations, or losses of an eye within 24 hours.

3. Worker Complaints—allegations of hazards or violations also receive a high priority. Employees may request anonymity when they file complaints.

4. Referrals of hazards from other federal, state or local agencies, individuals, organizations or the media receive consideration for inspection.

5. Targeted inspections—inspections aimed at specific high-hazard industries or individual workplaces that have experienced high rates of injuries and illnesses also receive priority.

6. Follow-up inspections—checks for abatement of violations cited during previous inspections are also conducted by the agency in certain circumstances.

Phone/Fax Investigations

OSHA carefully prioritizes all complaints it receives based on their severity. For lower-priority hazards, with permission of a complainant, OSHA may telephone the employer to describe safety and health concerns, following up with a fax providing

details on alleged safety and health hazards. The employer must respond in writing within five working days, identifying any problems found and noting corrective actions taken or planned. If the response is adequate and the complainant is satisfied with the response, OSHA generally will not conduct an on-site inspection.

On-Site Inspections

Preparation—Before conducting an inspection, OSHA compliance officers research the inspection history of a worksite using various data sources, review the operations and processes in use and the standards most likely to apply. They gather appropriate personal protective equipment and testing instruments to measure potential hazards.

Presentation of credentials—The on-site inspection begins with the presentation of the compliance officer's credentials, which include both a photograph and a serial number.

Opening Conference—The compliance officer will explain why OSHA selected the workplace for inspection and describe the scope of the inspection, walkaround procedures, employee representation and employee interviews. The employer then selects a representative to accompany the compliance officer during the inspection. An authorized representative of the employees, if any, also has the right to accompany an inspector. The compliance officer will consult privately with a reasonable number of employees during the inspection.

Walkaround—Following the opening conference, the compliance officer and the representatives will walk through the portions of the workplace covered by the inspection, inspecting for hazards that could lead to employee injury or illness. The compliance officer will also review worksite injury and illness records and the posting of the official OSHA poster.

During the walkaround, compliance officers may point out some apparent violations that can be corrected immediately. While the law requires that these hazards must still be cited, prompt correction is a sign of good faith on the part of the employer. Compliance officers try to minimize work interruptions during the inspection and will keep confidential any trade secrets observed.

Closing Conference—After the walkaround, the compliance officer holds a closing conference with the employer and the employee representatives to discuss the findings. The compliance officer discusses possible courses of action an employer may take following an inspection, which could include an informal conference with OSHA or contesting citations and proposed penalties. The compliance officer also discusses consultation services and employee rights.

Results

When an inspector finds violations of OSHA standards or serious hazards, OSHA may issue citations and fines. OSHA must issue a citation and proposed penalty within six months of the violation's occurrence. Citations describe OSHA requirements allegedly violated, list any proposed penalties, and give a deadline for correcting the alleged hazards. Violations are categorized as willful, serious, other-than-serious, *de minimis*, failure to abate, and repeated. In settling a penalty, OSHA has a policy of reducing penalties for small employers and those acting in good faith. For serious violations, OSHA may also reduce the proposed penalty based on the gravity of the alleged violation. No good faith adjustment will be made for alleged willful violations. For information on penalty ranges, see www.osha.gov/penalties.

Appeals

When OSHA issues a citation to an employer, it also offers the employer an opportunity for an informal conference with the OSHA Area Director to discuss citations, penalties, abatement dates, or any other information pertinent to the inspection. The agency and the employer may work out a settlement agreement to resolve the matter and to eliminate the hazard. OSHA's primary goal is correcting hazards and maintaining compliance rather than issuing citations or collecting penalties.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

Alternatively, employers have 15 working days after receipt of citations and proposed penalties to formally contest the alleged violations and/or penalties by sending a written notice to the Area Director. OSHA forwards the contest to the Occupational Safety and Health Review Commission for independent review. Alternatively, citations, penalties, and abatement dates that are not challenged by the employer or settled become a final order of the Occupational Safety and Health Review Commission.

Workers' Rights

Workers have the right to:

- Working conditions that do not pose a risk of serious harm.
- Receive information and training (in a language and vocabulary the worker understands) about workplace hazards, methods to prevent them, and the OSHA standards that apply to their workplace.
- Review records of work-related injuries and illnesses.
- File a complaint asking OSHA to inspect their workplace if they believe there is a serious hazard or that their employer is not following OSHA's rules. OSHA will keep all identities confidential.
- Exercise their rights under the law without retaliation, including reporting an injury or raising health and safety concerns with their employer or OSHA. If a worker has been retaliated against for using their rights, they must file a complaint with OSHA as soon as possible, but no later than 30 days.

For additional information, see [OSHA's Workers' page \(www.osha.gov/workers\)](http://www.osha.gov/workers).

How to Contact OSHA

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to help ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit www.osha.gov or call OSHA at 1-800-321-OSHA (6742), TTY 1-877-889-5627.



U.S. Department of Labor



**Occupational
Safety and Health
Administration**

OSHA's Whistleblower Protection Program

OSHA's Whistleblower Protection Program enforces the provisions of more than 20 federal laws protecting employees from retaliation for, among other things, raising or reporting concerns about hazards or violations of various workplace safety and health, aviation safety, commercial motor carrier, consumer product, environmental, financial reform, food safety, health insurance reform, motor vehicle safety, nuclear, pipeline, public transportation agency, railroad, maritime, securities, tax, antitrust, and anti-money laundering laws. Employees who believe that they have experienced retaliation in violation of one of these laws may file a complaint with OSHA.

Whistleblower Laws Enforced by OSHA

Following is a list of statutes which OSHA enforces. Each statute has a different time frame in which a complaint can be filed.

- *Anti-Money Laundering Act (90 days)*
- *Asbestos Hazard Emergency Response Act (90 days)*
- *Clean Air Act (30 days)*
- *Comprehensive Environmental Response, Compensation and Liability Act (30 days)*
- *Consumer Financial Protection Act of 2010 (180 days)*
- *Consumer Product Safety Improvement Act (180 days)*
- *Criminal Antitrust Anti-Retaliation Act (180 days)*
- *Energy Reorganization Act (180 days)*
- *Federal Railroad Safety Act (180 days)*
- *Federal Water Pollution Control Act (30 days)*
- *International Safe Container Act (60 days)*
- *Moving Ahead for Progress in the 21st Century Act (motor vehicle safety) (180 days)*
- *National Transit Systems Security Act (180 days)*
- *Occupational Safety and Health Act (OSH Act) (30 days)*
- *Pipeline Safety Improvement Act (180 days)*
- *Safe Drinking Water Act (30 days)*
- *Sarbanes-Oxley Act (180 days)*
- *Seaman's Protection Act (180 days)*
- *Section 402 of the FDA Food Safety Modernization Act (180 days)*
- *Section 1558 of the Affordable Care Act (180 days)*
- *Solid Waste Disposal Act (30 days)*
- *Surface Transportation Assistance Act (180 days)*
- *Taxpayer First Act (180 days)*
- *Toxic Substances Control Act (30 days)*
- *Wendell H. Ford Aviation Investment and Reform Act for the 21st Century (90 days)*

What Is Retaliation?

Retaliation is an adverse action against an employee because of activity protected by one of these whistleblower laws. Retaliation can involve several types of actions, such as:

- Firing or laying off
- Demoting
- Denying overtime or promotion
- Disciplining
- Denying benefits
- Failing to hire or rehire
- Intimidation or harassment
- Making threats
- Reassignment to a less desirable position or affecting promotion prospects
- Reducing pay or hours
- More subtle actions, such as isolating, ostracizing, mocking, or falsely accusing the employee of poor performance
- Blacklisting (intentionally interfering with an employee's ability to obtain future employment)
- Constructive discharge (quitting when an employer makes working conditions intolerable due to the employee's protected activity)
- Reporting the employee to the police or immigration authorities

Filing a Complaint

Employees who believe that their employers retaliated against them because they engaged in protected activity should contact OSHA as soon as possible because they must file any complaint within the legal time limits.

An employee can file a complaint with OSHA by visiting or calling their local OSHA office, sending a written complaint to the closest OSHA office, or filing a complaint online. No particular form is required and complaints may be submitted in any language.

Written complaints may be filed by fax, electronic communication, hand delivery during business hours, U.S. mail (confirmation services recommended), or other third-party commercial carrier.

The date of the postmark, fax, electronic communication, telephone call, hand delivery, delivery to a third-party commercial carrier, or in-person filing at an OSHA office is considered the date filed.

To file a complaint electronically, please visit: www.osha.gov/whistleblower/WBComplaint.

To contact an OSHA area office, employees should call 1-800-321-OSHA (6742) to be connected to the closest area office or visit www.osha.gov/contactus/bystate to find local OSHA office address and contact information.

When OSHA receives a complaint, OSHA will first review it to determine whether certain basic requirements are met, such as whether the complaint was filed on time. If so, the complaint will be investigated in order to determine whether the employer retaliated against the employee for engaging in activity protected under one of OSHA's whistleblower laws. OSHA may also attempt to assist the employer and employee in reaching a settlement of the case.

Private-sector employees throughout the United States and its territories and employees of the United States Postal Service (USPS) who suffer retaliation because of occupational safety or health activity are covered by section 11(c) of the OSH Act. In addition, private-sector employees are also covered by laws in States which operate their own comprehensive occupational safety and health programs approved by Federal OSHA ("State Plans"). For information on the whistleblower provisions of the 22 State Plan States which cover private-sector employees, visit www.osha.gov/stateplans.

With the exception of employees of the USPS, public-sector employees (those employed as municipal, county, state, territorial, or federal workers) are not covered by the OSH Act. State and local government employees are covered by the whistleblower provisions of all the States with State Plans, including six States which cover only State and local government employees.

A federal employee who is not a USPS employee who wishes to file a complaint alleging retaliation due to disclosure of a substantial and specific danger to public health or safety or involving a violation of an occupational safety or health standard or regulation should contact the Office of Special Counsel (www.osc.gov). Such federal employees are also covered by their own agency's procedures for remedying such retaliation.

Public-sector employees who are unsure whether they are covered under a whistleblower law should call 1-800-321-OSHA (6742) for assistance, or visit www.whistleblowers.gov.

Results of the Investigation

If OSHA determines that retaliation in violation of the OSH Act, *Asbestos Hazard Emergency Response Act*, or the *International Safe Container Act* has occurred, the Secretary of Labor may sue in federal district court to obtain relief. If OSHA determines that no retaliation has occurred, it will dismiss the complaint.

Under the other whistleblower laws, if the evidence supports an employee's complaint of retaliation, OSHA will issue an order requiring the employer, as appropriate, to put the employee back to work, pay lost wages, and provide other possible relief. If the evidence does not support the employee's complaint, OSHA will dismiss the complaint. After OSHA issues a decision, the employer and/or the employee may request a full hearing before an administrative law judge of the Department of Labor. The administrative law judge's decision may be appealed to the Department's Administrative Review Board (ARB); in significant cases the Secretary of Labor may review the ARB decision. Aggrieved parties may seek review of final DOL decisions by the courts of appeals.

Under some of the laws, an employee may file the retaliation complaint in federal district court if the Department has not issued a final decision within a specified number of days (180, 210 or 365 depending on the law).

To Get Further Information

To obtain more information on whistleblower laws, go to www.whistleblowers.gov.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.



**Occupational
Safety and Health
Administration**



HANDOUT #2 Employers Must Provide and Pay for PPE



Personal Protective Equipment (PPE)

The Occupational Safety and Health Administration (OSHA) requires that employers protect you from workplace hazards that can cause injury or illness. Controlling a hazard at its source is the best way to protect workers. However, when engineering, work practice and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment (PPE) to you and ensure its use.

PPE is equipment worn to minimize exposure to a variety of hazards. Examples include items such as gloves, foot and eye protection, protective hearing protection (earplugs, muffs), hard hats and respirators.

Employer Obligations	Workers should:
<ul style="list-style-type: none">✓ Performing a "hazard assessment" of the workplace to identify and control physical and health hazards.✓ Identifying and providing appropriate PPE for employees.✓ Training employees in the use and care of the PPE.✓ Maintaining PPE, including replacing worn or damaged PPE.✓ Periodically reviewing, updating and evaluating the effectiveness of the PPE program.	<ul style="list-style-type: none">✓ Properly wear PPE✓ Attend training sessions on PPE✓ Care for, clean and maintain PPE, and✓ Inform a supervisor of the need to repair or replace PPE.

Employers Must Pay for Personal Protective Equipment (PPE)

On May 15, 2008, a new OSHA rule about employer payment for PPE went into effect. With few exceptions, OSHA now requires employers to pay for personal protective equipment used to comply with OSHA standards. The final rule does not create new requirements regarding what PPE employers must provide.

The standard makes clear that employers cannot require workers to provide their own PPE and the worker's use of PPE they already own must be completely voluntary. Even when a worker provides his or her own PPE, the employer must ensure that the equipment is adequate to protect the worker from hazards at the workplace.



Examples of PPE that Employers Must Pay for Include:

- Metatarsal foot protection
- Rubber boots with steel toes
- Non-prescription eye protection
- Prescription eyewear inserts/lenses for full face respirators
- Goggles and face shields
- Fire fighting PPE (helmet, gloves, boots, proximity suits, full gear)
- Hard hats
- Hearing protection
- Welding PPE



HANDOUT #2 Employers Must Provide and Pay for PPE



Payment Exceptions under the OSHA Rule

Employers are not required to pay for some PPE in certain circumstances:

- Non-specialty safety-toe protective footwear (including steel-toe shoes or boots) and non-specialty prescription safety eyewear provided that the employer permits such items to be worn off the job site. (OSHA based this decision on the fact that this type of equipment is very personal, is often used outside the workplace, and that it is taken by workers from jobsite to jobsite and employer to employer.)
- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots.
- Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen
- Items such as hair nets and gloves worn by food workers for consumer safety.
- Lifting belts because their value in protecting the back is questionable.
- When the employee has lost or intentionally damaged the PPE and it must be replaced.

OSHA Standards that Apply

OSHA General Industry PPE Standards

- 1910.132: General requirements and payment
- 1910.133: Eye and face protection
- 1910.134: Respiratory protection
- 1910.135: Head protection
- 1910.136: Foot protection
- 1910.137: Electrical protective devices
- 1910.138: Hand protection

OSHA Construction PPE Standards

- 1926.28: Personal protective equipment
- 1926.95: Criteria for personal protective equipment
- 1926.96: Occupational foot protection
- 1926.100: Head protection
- 1926.101: Hearing protection
- 1926.102: Eye and face protection
- 1926.103: Respiratory protection

There are also PPE requirements in shipyards and marine terminals and many standards on specific hazards, such as 1910.1030: Bloodborne pathogens and 1910.146: Permit-required confined spaces.

OSHA standards are online at www.osha.gov.

Sources:

- *Employers Must Provide and Pay for PPE*, New Jersey Work Environment Council (WEC) Fact Sheet
- *OSHA Standards, 1910.132(h) and 1926.95(d)*
- *Employer Payment for Personal Protective Equipment Final Rule, Federal Register: November 15, 2007 (Volume 72, Number 220)*

THE OSHA® RULEMAKING PROCESS



Workplace Mental Health



Mental health is an important component of overall well-being and is equally as vital as physical health for all employees. Mental health concerns due to work have the potential to adversely impact an employee's social interactions, productivity, performance, and absenteeism.

Stress affects people in a variety of ways such as muscle tension, headaches, stomach discomfort, high blood pressure, and heart disease. Ignoring workplace stress can have lasting harmful effects on individuals, families, co-workers, and communities.

Traumatic Events

Sometimes a shocking, scary, or dangerous experience can be so intense that it can have an emotional, cognitive, behavioral, and physical impact on a person. Some examples of traumatic events that can happen in workplaces are:

- Explosions or chemical releases
- Building, crane, or other equipment collapses
- Co-workers being injured or dying on the job
- Abuse or assault of a co-worker or client

It is normal to feel terrified during and after a traumatic event. This is part of the body's "fight or flight" response to possible danger.

Traumatic events can happen to workers in all industries.

After experiencing a traumatic event people may:

- Feel anxious, sad, or angry
- Have terrifying thoughts or flashbacks
- Have recurring nightmares

- Be confused or unable to think clearly
- Have a hard time falling and staying asleep
- Frighten easily



If these symptoms continue long after the event or affect day-to-day life, they can be signs of acute stress disorder, or post-traumatic stress disorder. Both require professional help to address.

Substance Use Disorder

Substance use disorder is a persistent desire for substances even in the face of negative consequences. Some people come to rely on opioids, stimulants, alcohol, or other substances even when the substances cause harm. People may develop a dependence on drugs, including prescription medications, and alcohol for many reasons, including the presence of other mental health conditions, chronic pain, or injuries. Regardless of the underlying reason, substance use disorder can be treated and controlled.



MAY

Mental Health
Awareness Month

JUNE

Post Traumatic Stress
Disorder Awareness Month

SEPTEMBER

National Suicide Prevention Month
National Recovery Month

Suicide

Suicide can touch anyone, anywhere, at any time. But it is not inevitable. Help is available.

According to the CDC^{1,2}

- More than 12 million adults seriously think about suicide each year.
- More than 3 million adults make a plan to commit suicide each year.
- More than 1 million adults attempt suicide each year.
- More than 48,000 people die by suicide in the United States each year.

People of any age, gender, and background can have thoughts of suicide. Untreated mental health conditions can lead to these thoughts and even suicidal actions. That is why it is important to provide resources and encourage people to get help when they are having mental health concerns, experiencing traumatic events, or battling substance use disorders.



Certain factors may increase an individual's risk of developing suicidal thoughts and attempting suicide such as:

- Mental health conditions like depression, bipolar disorder, schizophrenia, anxiety disorders, and substance use disorders
- Traumatic events
- Health issues like chronic pain or illness
- Prolonged stress
- Recent tragedy or loss
- Criminal or legal problems
- Job loss or financial problems
- Substance use disorder
- Childhood trauma
- Domestic violence

References

1. [Centers for Disease Control and Prevention \(2021\)](#)
2. [Centers for Disease Control and Prevention Statistics \(2021\)](#)

Resources

Employers can help change the stigma of mental health by prioritizing it as part of their workplace culture, having conversations about it, and knowing how to support those workers who say they need assistance. Workplace Stress - Overview | Occupational Safety and Health Administration ([osha.gov](https://www.osha.gov))

- OSHA Suicide Prevention in Construction
- [OSHA Workplace Stress](#)
- [Call or text 988](#) for free, confidential crisis counseling anytime, 24/7
- [Text a counselor at 838255](#) for Veterans Crisis Line
- [Text Talk to 741741](#) for English
- [Text Ayuda to 741741](#) for Spanish

Get Help





Introduction to OSHA Standards



Objectives

Upon the successful completion of this module, participants will be able to:

TO 3: Describe the organization of OSHA standards

- EO 3.1: Describe the system of organization for the Code of Federal Regulations (CFR)
- EO 3.2: Identify major parts within Title 29 Labor
- EO 3.3: Discuss the origin of OSHA standards
- EO 3.4: Explain the codification system for general industry standards
- EO 3.5: Identify tasks for which general industry standards apply
- EO 3.6: Identify tasks for which construction standards apply
- EO 3.7: Describe criteria for legally binding standards
- EO 3.8: Explain the regulation's preamble importance
- EO 3.9: Describe the purpose of information found in OSHA Directives
- EO 3.10: Describe the purpose of information found in letters of interpretation



Code of Federal Regulations (CFR)



Code of Federal Regulations

- A system of organization for the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government
- The CFR is divided into 50 titles which cover broad areas subject to Federal regulation



Code of Federal Regulations



Code of Federal Regulations

- Federal laws passed by different branches of government
- Regulations are first published or revised in the ***Federal Register***
- The Code of Federal Regulations is updated annually to incorporate revisions and new regulations
- OSHA (including General Industry) regulations are updated each July 1st



Code of Federal Regulations (CFR)



Code of Federal Regulations

- Some examples of the different titles and what they cover:
 - Title 3 The President
 - Title 10 Energy
 - Title 21 Food and Drugs
 - Title 23 Highways
 - Title 26 Internal Revenue
 - **Title 29 Labor***
 - Title 34 Education
 - Title 39 Postal Service Department
 - Title 40 Protection of Environment
 - Title 49 Transportation



Code of Federal Regulations (CFR)

- **Title 29** is reserved for **Labor**
- Titles are divided into **chapters** which bear the name of the issuing agency
- The Occupational Safety and Health Administration is designated Title 29-Labor, Chapter XVII
- Each chapter is subdivided into parts covering specific regulatory areas





Code of Federal Regulations (CFR)

Some parts within Title 29 that we should know include:

- Part 1903 INSPECTIONS, CITATIONS AND PROPOSED PENALTIES
- Part 1904 RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES
- Part 1910 OSHA GENERAL INDUSTRY REGULATIONS
- **Part 1926 OSHA Construction Regulations**
- Part 1915 OSHA Maritime Regulations



Origin of OSHA Standards

Many OSHA standards were originally developed from three sources:

- **Consensus standards**
- **Proprietary standards**
- **Federal laws already in effect**



Consensus Standards

- Developed by industry-wide standard developing organizations:
 - American National Standards Institute (ANSI)
 - National Fire Protection Association (NFPA)
- Discussed and substantially agreed upon through member consensus
- Consensus standards are national in scope
- Developed by a committee of experts within a particular field
- ANSI rules provide for the development of standards through subject subcommittees





Example of Proprietary Standards

- Examples of other associations
 - American Industrial Hygiene Association
 - American Conference of Governmental Industrial Hygienists (ACGIH)



HEALTHIER WORKPLACES | A HEALTHIER WORLD





Pre-Existing Federal Law

Some preexisting federal laws were enforced prior to OSHA including:

- Federal Supply Contracts Act (Walsh-Healey)
- Federal Service Contracts Act (McNamara-O'Hara)

EMPLOYEE RIGHTS ON GOVERNMENT CONTRACTS

THIS ESTABLISHMENT IS PERFORMING GOVERNMENT CONTRACT WORK SUBJECT TO:
(CHECK ONE)

☐ **SERVICE CONTRACT ACT (SCA)**
☐ **PUBLIC CONTRACTS ACT (PCA)**

MINIMUM WAGES	Your rate must be no less than the federal minimum wage established by the Fair Labor Standards Act (FLSA). A higher rate may be required for SCA contracts if a wage determination applies. Such wage determination will be posted as an attachment to this notice.
FRINGE BENEFITS	SCA wage determinations may require fringe benefit payments (or a cash equivalent). PCA contracts do not require fringe benefits.
OVERTIME PAY	You must be paid 1.5 times your basic rate of pay for all hours worked over 40 in a week. There are some exceptions.
CHILD LABOR	No person under 16 years of age may be employed on a PCA contract.
SAFETY & HEALTH	Work must be performed under conditions that are sanitary, and not hazardous or dangerous to employees' health and safety.
ENFORCEMENT	Specific DOL agencies are responsible for the administration of these laws. To file a complaint or obtain information, contact the Wage and Hour Division (WHD) by calling its toll-free help line at 1-866-4-OSHA (1-866-487-6243), or visit www.dol.gov/whd . Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-OSHA (1-800-321-6742), or visit www.osha.gov .



Standards Development

- OSHA can begin standards-setting procedures on its own initiative, or in response to petitions from other parties, including:
- **Secretary of Health and Human Services (HHS);**
- **National Institute for Occupational Safety and Health (NIOSH);**
- **U.S. Environmental Protection Agency (EPA);**





Standards Development

- Additionally:
 - State and local governments;
 - Standards-producing organization;
 - Employer or labor representatives, or;
 - Any other interested person.





Horizontal and Vertical Standards

- Some standards are horizontal meaning “general”, or “across the board”
- Horizontal standards could apply to ***any employer in any industry***
- Examples of horizontal standards include the Hazard Communication Standard which cover the safe use of hazardous chemicals by workers who use them in the workplace



Horizontal and Vertical Standards

- Vertical standards are specific only to a particular industry:
 - Welding and Cutting (1926.350)
- Standards that apply to the special industries covered in Subpart R of 1910 are examples of vertical standards, these include:
 - Pulp, paper, and paperboard mills (1910.261)
 - Textiles (1910.262)
 - Sawmills (1910.265)
 - Logging operations (1910.266)

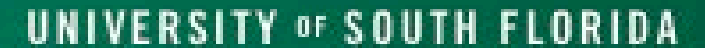




Title 29 Chapter XVII

- Title 29, Chapter XVII is set aside for OSHA
- The regulations are broken down into Parts
- **Part 1926, contains the “Construction Industry” Regulations**
- Each Part is then broken into major Subparts
 - There are 28 subparts of the 1926 regulations.

ECFR CONTENT	
▼ Title 29 Labor	Part / Section 100 – 4999
▼ Subtitle B Regulations Relating to Labor	1900 – 1999
▼ Chapter XVII Occupational Safety and Health Administration, Department of Labor	1900 – 1999
▼ Part 1926 Safety and Health Regulations for Construction	1926.1 – 1926.1443
▶ Subpart A General	1926.1 – 1926.6
▶ Subpart B General Interpretations	1926.10 – 1926.16
▶ Subpart C General Safety and Health Provisions	1926.20 – 1926.35
▶ Subpart D Occupational Health and Environmental Controls	1926.50 – 1926.66
▶ Subpart E Personal Protective and Life Saving Equipment	1926.95 – 1926.107
▶ Subpart F Fire Protection and Prevention	1926.150 – 1926.155
▶ Subpart G Signs, Signals, and Barricades	1926.200 – 1926.201
▶ Subpart H Materials Handling, Storage, Use, and Disposal	1926.250 – 1926.252
▶ Subpart I Tools - Hand and Power	1926.300 – 1926.307
▶ Subpart J Welding and Cutting	1926.350 – 1926.354
▶ Subpart K Electrical	1926.400 – 1926.449
▶ Subpart L Scaffolds	1926.450 – 1926.454
▶ Subpart M Fall Protection	1926.500 – 1926.503
▶ Subpart N Helicopters, Hoists, Elevators, and Conveyors	1926.550 – 1926.555
▶ Subpart O Motor Vehicles, Mechanized Equipment, and Marine Operations	1926.600 – 1926.606
▶ Subpart P Excavations	1926.650 – 1926.652
▶ Subpart Q Concrete and Masonry Construction	1926.700 – 1926.706
▶ Subpart R Steel Erection	1926.750 – 1926.761
▶ Subpart S Underground Construction, Caissons, Cofferdams and Compressed Air	1926.800 – 1926.804
▶ Subpart T Demolition	1926.850 – 1926.860
▶ Subpart U Blasting and the Use of Explosives	1926.900 – 1926.914
▶ Subpart V Electric Power Transmission and Distribution	1926.950 – 1926.968
▶ Subpart W Rollover Protective Structures; Overhead Protection	1926.1000 – 1926.1003
▶ Subpart X Stairways and Ladders	1926.1050 – 1926.1060
▶ Subpart Y Diving	1926.1071 – 1926.1091
▶ Subpart Z Toxic and Hazardous Substances	1926.1100 – 1926.1153
▶ Subpart AA Confined Spaces in Construction	1926.1200 – 1926.1213
Subpart BB [Reserved]	
▶ Subpart CC Cranes and Derricks in Construction	1926.1400 – 1926.1443
Appendix A to Part 1926	
Designations for General Industry Standards Incorporated Into Body of Construction Standards	



- When OSHA plans to propose, amend, or revoke a standard, it publishes its intentions in the **Federal Register**
 - Notice of Proposed Rulemaking
 - Request for Information
- Provides time for the public to respond
- Sets up public hearings





Standards Adoption

- An "Advance Notice" or a "Request for Information" is used, when necessary, to solicit information that can be used in drafting a proposed standard
- Usually provide 60 days or more for the public to respond
- Public hearings are then scheduled.



Notice required
(60 days)



Standards Adoption

After the close of the comment period and public hearing, if one is held, OSHA must publish in the *Federal Register*:

- The full, final text of any standard amended or adopted and
- The date it becomes effective,
- An explanation of the standard and the reasons for implementing it.



Appealing a Standard

- May file a petition (within 60 days of the rule's promulgation) for judicial review of the standard with the U.S. Court of Appeals for the circuit in which the objector lives or has his or her principal place of business.
- Filing an appeals petition will not delay the enforcement of a standard, unless the Court of Appeals specifically orders it.



Advisory Committees

- If OSHA determines that a specific standard is needed, any of several advisory committees may be called upon to develop specific recommendations.
- There are two standing committees
- All advisory committees must have members representing management, labor and state agencies.
- H&S professions and the general public also may be represented.



Part 1926 Major Subparts

▶ Subpart A	General	1926.1 – 1926.6
▶ Subpart B	General Interpretations	1926.10 – 1926.16
▶ Subpart C	General Safety and Health Provisions	1926.20 – 1926.35
▶ Subpart D	Occupational Health and Environmental Controls	1926.50 – 1926.66
▶ Subpart E	Personal Protective and Life Saving Equipment	1926.95 – 1926.107
▶ Subpart F	Fire Protection and Prevention	1926.150 – 1926.155
▶ Subpart G	Signs, Signals, and Barricades	1926.200 – 1926.201



Part 1926 Major Standards

▶ Subpart H	Materials Handling, Storage, Use, and Disposal	1926.250 – 1926.252
▶ Subpart I	Tools - Hand and Power	1926.300 – 1926.307
▶ Subpart J	Welding and Cutting	1926.350 – 1926.354
▶ Subpart K	Electrical	1926.400 – 1926.449
▶ Subpart L	Scaffolds	1926.450 – 1926.454
▶ Subpart M	Fall Protection	1926.500 – 1926.503
▶ Subpart N	Helicopters, Hoists, Elevators, and Conveyors	1926.550 – 1926.555
▶ Subpart O	Motor Vehicles, Mechanized Equipment, and Marine Operations	1926.600 – 1926.606



Part 1926 Major Subparts

▶ Subpart P	Excavations	1926.650 – 1926.652
▶ Subpart Q	Concrete and Masonry Construction	1926.700 – 1926.706
▶ Subpart R	Steel Erection	1926.750 – 1926.761
▶ Subpart S	Underground Construction, Caissons, Cofferdams and Compressed Air	1926.800 – 1926.804
▶ Subpart T	Demolition	1926.850 – 1926.860
▶ Subpart U	Blasting and the Use of Explosives	1926.900 – 1926.914
▶ Subpart V	Electric Power Transmission and Distribution	1926.950 – 1926.968



Part 1926 Major Subparts

► Subpart W	Rollover Protective Structures; Overhead Protection	1926.1000 – 1926.1003
► Subpart X	Stairways and Ladders	1926.1050 – 1926.1060
► Subpart Y	Diving	1926.1071 – 1926.1091
► Subpart Z	Toxic and Hazardous Substances	1926.1100 – 1926.1153
► Subpart AA	Confined Spaces in Construction	1926.1200 – 1926.1213
	<i>Subpart BB [Reserved]</i>	
► Subpart CC	Cranes and Derricks in Construction	1926.1400 – 1926.1443

Appendix A to Part 1926

Designations for General Industry Standards Incorporated Into
Body of Construction Standards



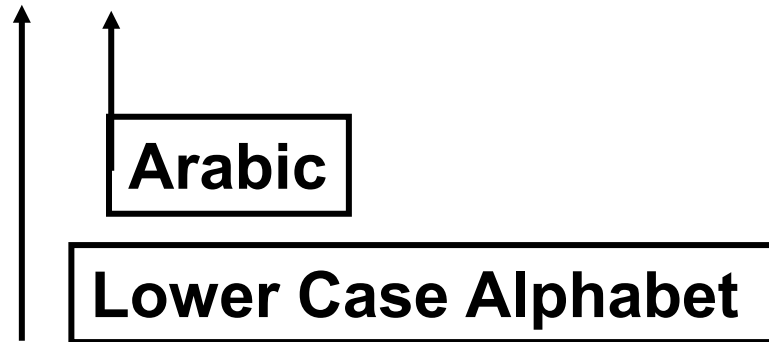
Reading Standards

- **29 CFR 1926.150(c)(1)(vii)**
 - **29** United States Code Title
 - **CFR** Code of Federal Regulations
 - **1910** Part - Part 1926 covers Construction Industry
 - **150** Section Number
{Section 150 falls under Subpart F; Fire protection}



Reading Standards

- 29 CFR 1910.120(e)(2)(vii)



- Following the Section number are Major Topic Paragraphs, they are denoted with parentheses and a lower-case alphabet
- **(c)** Major Topic Paragraph; “Portable Firefighting Equipment”
- **(1)** Paragraph Subsection; “Fire Extinguishers and small hose lines.”



Reading Standards

- **29 CFR 1910.120(e)(2)(vii)**

Lower Case Roman



- The next subdivision uses lower case roman numeral
- If this section continued the fourth set of parentheses would use a capital letter
 - Example 1910.120(e)(2)(vii)(A)



Standard Interpretations

These letters provide guidance to clarify the application of an established OSHA standard, policy, or procedure, but they may not, in themselves, establish or revise OSHA policy or procedure or interpret the OSH Act. They must specifically cite the source policy or procedure document they interpret.

OSHA requirements are set by statute, standards and regulations. Our interpretation letters explain these requirements and how they apply to particular circumstances, but they cannot create additional employer obligations. This letter constitutes OSHA's interpretation of the requirements discussed. Note that our enforcement guidance may be affected by changes to OSHA rules. Also, from time to time we update our guidance in response to new information. To keep apprised of such developments, you can consult OSHA's website at <https://www.osha.gov>.

U.S. Department of Labor

Assistant Secretary for
Occupational Safety and Health
Washington, D.C. 20210



June 25, 2015

MEMORANDUM FOR: REGIONAL ADMINISTRATORS
STATE DESIGNEES
FROM: DOROTHY DOUGHERTY
Deputy Assistant Secretary
SUBJECT: Inspection Guidance for Inpatient Healthcare Settings

This memorandum establishes guidance for inspections conducted in inpatient healthcare settings, North American Industry Classification System (NAICS) Major Groups 622 (hospitals) and 623 (nursing and residential care facilities). All such inspections, programmed and unprogrammed, will cover the focus hazards included in the recently-concluded National Emphasis Program - Nursing and Residential Care Facilities, CPL 03-00-016 (NH-NEP):

- Musculoskeletal disorders (MSDs) relating to patient or resident handling,
- Workplace violence (WPV),
- Bloodborne pathogens (BBP),
- Tuberculosis (TB), and
- Slips, trips and falls (STFs).

These focus hazards will be addressed in addition to other hazards that may be the subject of the inspection or brought to the attention of the compliance officer during the inspection. The goal of this policy is to significantly reduce overexposures to these hazards through a combination of enforcement, compliance assistance, and outreach.

Background: The U.S. Department of Labor's Bureau of Labor Statistics (BLS) and OSHA's inspection history with the NH NEP have shown that



OSHA NOTICE

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: STD 01-01-006**EFFECTIVE DATE:** March 25, 2022**SUBJECT:** Cancellation of STD 01-01-006, October 30, 1978.

ABSTRACT

Purpose: This Notice cancels OSHA STD 01-01-006, Clearance of Handrails and Railings -- General Industry, dated October 30, 1978 due to the issuance of the final rule for Walking-Working Surfaces, published on November 18, 2016.

Scope: OSHA-wide.

References: OSHA STD 01-01-006, Clearance of Handrails and Railings -- General Industry, dated October 30, 1978.

Walking-Working Surfaces Standard, [81 FR 82981](#), November 18, 2016.

Cancellations: OSHA STD 01-01-006, Clearance of Handrails and Railings -- General Industry, dated October 30, 1978.

Compliance Directives

OSHA Compliance Directives (CPLs) are written instructions providing compliance policies and enforcement procedures on certain subjects, such as compliance with and enforcement of specific OSHA standards, or procedures to implement specific emphasis programs to target particular hazards. These policies are intended to ensure uniform/consistent enforcement by OSHA's field offices.



Questions for Review

1. When do horizontal standards apply?
2. What are vertical standards?
3. What are OSHA directives and what are their purpose?



OSHA Inspections, Citations, & Multi-Employer Worksites



Lesson Objectives

Explain the application of the Occupational Safety and Health (OSH) Act, including OSHA's process/policy for inspections in the construction industry.

- EO 6.1: Discuss OSHA background information including its purpose, coverage, and provisions (i.e., Introduction to OSHA).
- EO 6.2: Explain the OSHA inspection process, including the priorities for inspection and penalties.
- EO 6.3: Describe the meaning of the General Duty Clause.
- EO 6.4: Recognize current OSHA citation trends in construction workplaces.
- EO 6.5: Discuss OSHA multi-employer inspection and citation policy.
- EO 6.6: Describe the Focused Inspection Initiative.
- EO 6.7: Locate additional resources (e.g., directives, letters of interpretations, safety and health topic pages, eTools) regarding application of OSHA regulations.
- EO 6.8: Discuss the methods and visual aids used to teach this module.



OSHA's Mission

- The mission of OSHA is to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.



What Rights Do You Have Under OSHA?

- You have the right to:
 - A safe and healthful workplace
 - Know about hazardous chemicals
 - Report injury to employer
 - Complain or request hazard correction from employer
 - Training
 - Hazard exposure and medical records
 - File a complaint with OSHA
 - Participate in an OSHA inspection
 - Be free from retaliation for exercising safety and health rights



Background 1903.1

- OSH Act Part 1903-
 - Rules about general policies for enforcement of inspection, citation, and proposed penalty provisions of the Act.



General Info

Employers must post notice about employee rights and how to contact Department of Labor. Posting must be clean, and in a general place.



Job Safety and Health
IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

Contact OSHA. We can help.





Authority for Inspection

- Authority granted by Section 8 of The Act
- CSHO's can enter workplaces and conduct inspections where employees are working
- Inspect and investigate conditions equipment, structures, machines and materials
- To question owners, employees or representatives
- To review records required by the act or directly pertinent to the inspection



OSHA Inspections





Inspections - OSHA's Rights

8(a); OSHA representatives are authorized to:

- (1) enter without delay, at reasonable times, &
- (2) inspect during regular working hours and at reasonable times and;
- (3) To question privately employers and employees



1903.6 Advance Notice of Inspections

- Advance notice of inspections is not given except:
 - Imminent danger
 - Off-hour inspections
 - To assure the presence of necessary personnel
 - Special circumstances determined by the Area Director



Penalty for unauthorized notice, up to \$ 1,000, six months, or both



Inspection Process





Inspection Process-

Pre-Inspection

- Compliance officer (CO) becomes familiar with facility
- History
- Nature of business
- Relevant standards
- IH equipment selection



Inspector's Credentials

- Inspection begins when C.O. arrives at facility
- Displays credentials
- Employers should always ask to see ID
- USDOL with photo and serial number
- Employer should verify by phoning OSHA



Inspection Process

- After credentials are presented there are three steps of the inspection process:
 - Opening Conference
 - Walk Around Inspections
 - Closing Conference.



Opening Conference



- CSHO explains why facility was selected
- Explains purpose of visit, inspection scope and applicable standards
- Complaint copies distributed
- Employee representative may be summoned



Walk Around Inspection/ Inspection Tour

- Route and duration determined by CSHO
- Consults with employees
- Photos
- Instrument readings
- Examine records



Walk Around Inspection/ Inspection Tour

- CHSO will point out unsafe conditions observed & possible corrective action if employer requests
- Apparent violations can be corrected immediately
- May still result in citation



Closing Conference

- Discussion of problems, questions and answers
- Discussion of recommended citations
- Time needed for abatement
- Only Area Director issues citations and assess \$\$\$ amounts



Focused Inspections





Introduction

- The Focused Inspections Initiative became effective October 1, 1994.
- Recognizes the efforts of responsible contractors.



Focused Inspections

- Allows compliance officers to spend less time with companies that have strong safety programs, and more time with companies that do not.
- You must have a written safety program, implemented by a competent person, to qualify.
- Results in shortened inspection process.



Introduction

- The CSHO will conduct comprehensive inspections only on those projects where there is inadequate contractor commitment to safety and health.



Focused Inspection Guidelines

- CSHO determines whether or not there is project coordination by the general contractor & prime contractor
- Conducts a brief review of the project's safety and health program / plan to determine whether or not the project qualifies for a Focused Inspection.



Focusing Inspections

- Additional information about Focused Inspections can be found at <https://www.osha.gov/laws-regs/standardinterpretations/1994-08-22-0>



1903.14 Citations

- Area Director reviews CSHO's inspection report
- Six-month limit to issue citation following occurrence of alleged violation
- Citations will describe violation of The Act, standards, etc..



Multi-Employer Worksite

Under the Multi-Employer Citation Policy, CPL 2-0.124¹ (the Multi-Employer Policy), "more than one employer may be citable for a hazardous condition that violates an OSHA standard." Any employer that exposes one of its employees to the hazards created by an unsafe condition may be subject to an OSHA citation. In situations where an employer's own employees are not exposed to a hazard, that employer may still be subject to OSHA coverage if the employer qualifies as a "creating," "correcting," or "controlling" employer.



Employer Types

The Creating Employer

- The employer who creates the hazard.



The Exposing Employer

- An employer whose own employees are exposed to the hazard.





The Correcting Employer

- An employer who is engaged in a common undertaking, on the same worksite, as the exposing employer and is responsible for correcting a hazard.

The Controlling Employer

- The employer who is responsible, by contract or through actual practice, for safety and health conditions on the worksite; i.e., the employer who has the authority for ensuring that the hazardous condition is corrected.



Exposing Employer Legitimate Defense

- The employer did not create the hazard.
- The employer did not have the responsibility or the authority to have the hazard corrected.
- The employer did not have the ability to correct or remove the hazard.
- The employer can demonstrate that the creating, the controlling and/or the correcting employers, as appropriate, have been specifically notified as the hazard to which his/her employees are exposed.



Exposing Employer Legitimate Defense

- The employer has instructed his/her employees to recognize the hazard and
- Where feasible, an exposing employer must have taken appropriate alternative means of protecting employees from the hazard.
- When extreme circumstances justify it, the exposing employer shall remove his/her employees from the job to avoid citation.



Exposing Employer Legitimate Defense

- Contractors and subcontractors can make their own arrangements regarding who will do things such as; installing guardrails or providing drinking water, however:
- Under no circumstance is the Prime Contractor relieved of overall responsibility for safety (1926.16).



Who Receives Citations?

- Employer's responsibility to provide a safe and healthful workplace
- Multi-employer worksites
 - Creating employer
 - Exposing employer
 - Correcting employer
 - Controlling employer





Follow-up Inspections

- Determines whether previously cited violations have been corrected.
- “Notification of Failure to Abate”



Appeals Process - Employees

- Employees may request informal review
- Employees can contest abatement time-frame
- Employees may request informal conference to discuss inspections, citations, employer notice of intent to contest



Appeals Process - Employers

- Employers can request informal conference
- Area Director authorized to enter into settlement agreements that revise citations





The Appeal Process

- Submit Notice of Intent to Contest
 - Within 15 working days after receipt of citation and notification of penalty
 - Clearly state what is being contested
- Case in litigation





Petition for Modification of Abatement

- Employers written petition to extent abatement time for conditions beyond their control
- Includes steps taken, how much additional time, temporary steps



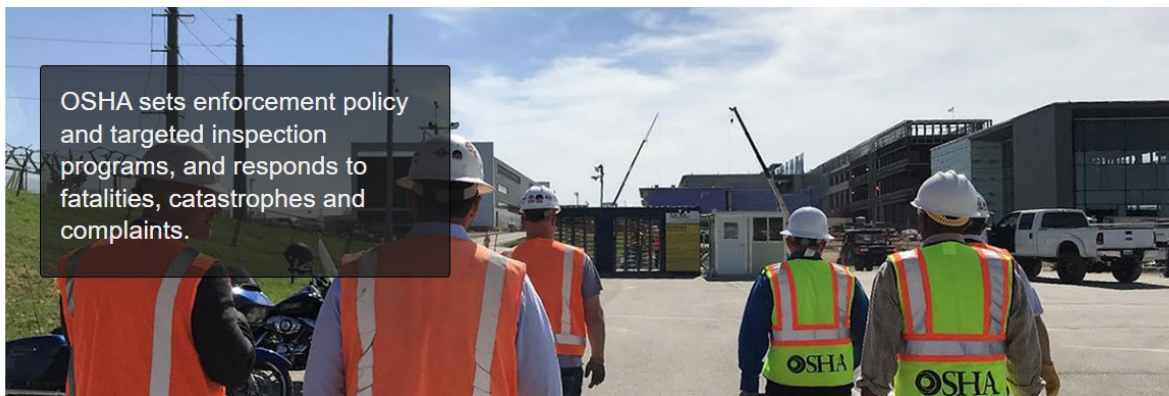


Notice of Contest

- 15 days to notify Area Director in writing
- Copy given to employee representative
- Or posted in prominent location



Additional information about the inspection process can be found on the Enforcement Page



Inspections and Penalties

- About Inspections
 - Inspections Fact Sheet

Policy and Guidance

- Enforcement Memos
- Compliance Directives

Compliance Assistance

- Industry Resources
- Employer Help



Inspection Priorities

- *Imminent Danger*, given top priority
- Employees notify employer of imminent danger
- If no action taken, notify OSHA



Inspection Priorities

- *Catastrophes and Fatal Accidents,*
given second
priority





Inspection Priorities

- *Employee Complaints*, Third priority
- Referrals from employees & outside agencies of unsafe or unhealthful conditions
- Informal review available for decisions not to inspect
- Confidentiality is maintained on request



Inspection Priorities

- *Programmed High-Hazard Inspections*, given fourth priority
- Aimed at high hazard industries, occupations, or health substances
- Selection criteria examples:
 - Death
 - LWII rates
 - Exposure to toxic substances



Types of Violations

Other Than Serious Violation

- Normally would not cause death or serious injury
- The penalty for an **other-than-serious** violation under section 17(c) of the Act, 29 U.S.C. 666(c), shall not exceed \$16,550 (CY 2025) per violation.
- Factors:
 - Good faith
 - History of violations
 - Size of business



Types of Violations

Serious Violation

- High probability of death or serious harm
- The penalty for **a serious violation** under section 17(b) of the Act, 29 U.S.C. 666(b), shall not exceed \$16,550 (CY 2025)
- Adjusted downward:
 - Good faith
 - Gravity of alleged violation
 - Violation history
 - Size of business



Types of Violations

Willful Violation

- Employer knowingly commits with plain indifference to the law
- Either knows action is a violation, or is aware of hazardous condition with no effort to eliminate
- The penalty per willful violation under section 17(a) of the Act, 29 U.S.C. 666(a), shall not be less than \$10,360 per violation and not exceed \$165,514 (CY 2025) per violation.



Types of Violations

Willful Violation

- If convicted of WV that resulted in death: fined up to \$165,514 or jailed up to six months, or both;

FINED





Types of Violations

Repeat Violation

- The penalty per **repeated violation** under section 17(a) of the Act, 29 U.S.C. 666(a), shall not exceed \$165,514 per violation (CY 2025).

Failure to correct violation (abate)

- The penalty for a failure to correct a violation under section 17(d) of the Act, 29 U.S.C. 666(d), shall not exceed \$16,550 (CY 2025) per day beyond abatement date (limited to 30 days max.)



Additional Violations

Violations of posting requirements

- The penalty for a posting requirement violation under section 17(i) of the Act, 29 U.S.C. 666(i), shall not exceed \$16,550 (CY 2025)



Section 5(a)(1) of OSHA Act of 1970

General Duty Clause

- Employers are required to provide their employees with a place of employment that is “free from recognized hazards that are causing or are likely to cause death or serious physical harm”



Training and Education

Keeping the Employee Informed

- *Job Safety and Health Protection* (workplace poster, OSHA 3165) informing employees of their rights and responsibilities under the OSHA Act;
- Copies of OSHA citations for violations of standards. These must remain posted at or near the location of the alleged violations for three days or until each violation is abated, whichever is longer.





Exit Ticket

- Discuss the methods and visual aids used to teach this module.



Most Frequently Cited Serious Violations

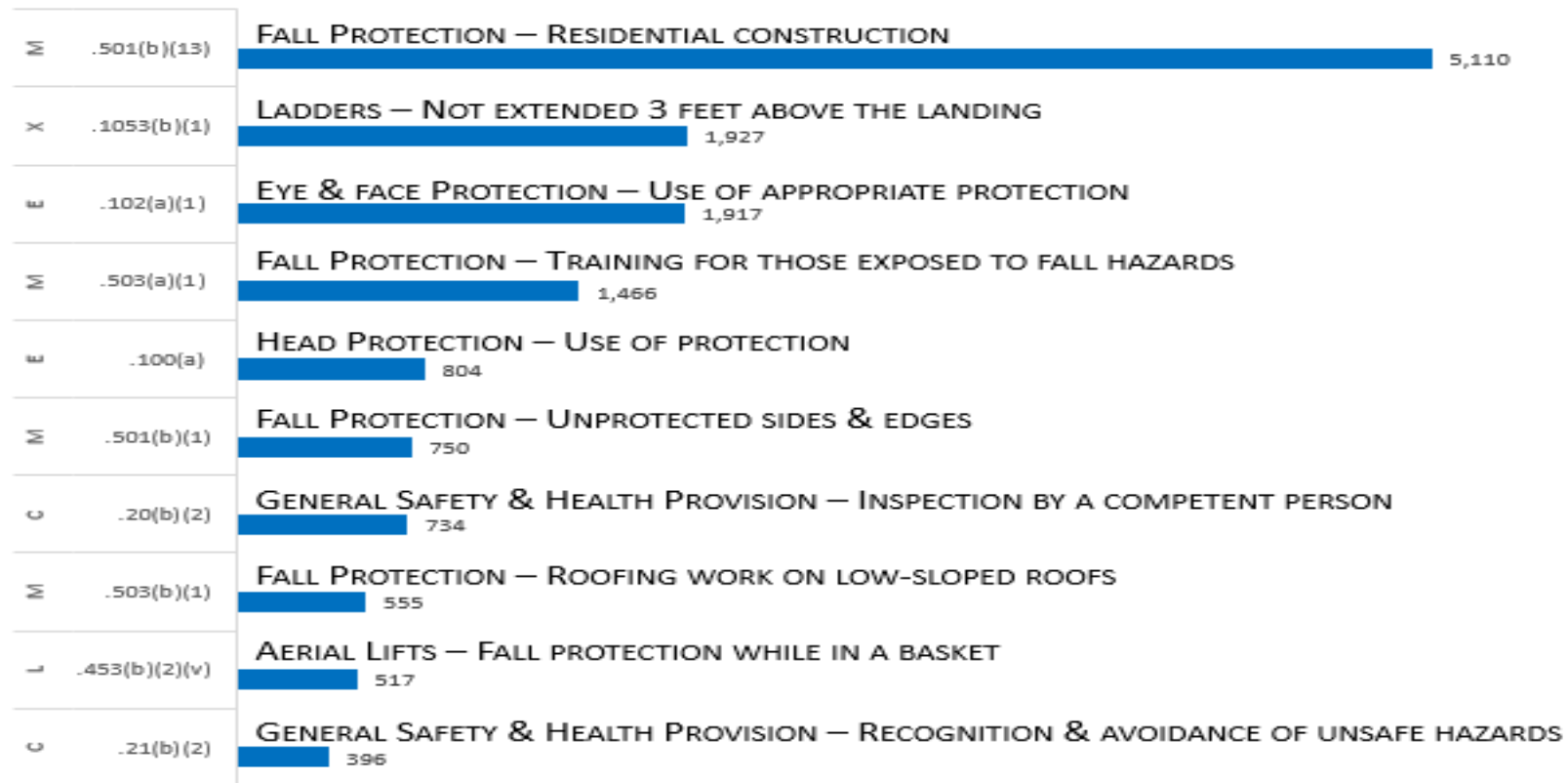
Construction Industry FY2024

OSHA Federal Standards
October 1, 2023 – September 30, 2024



Most Frequently Cited Serious Violations in Construction FY 2024

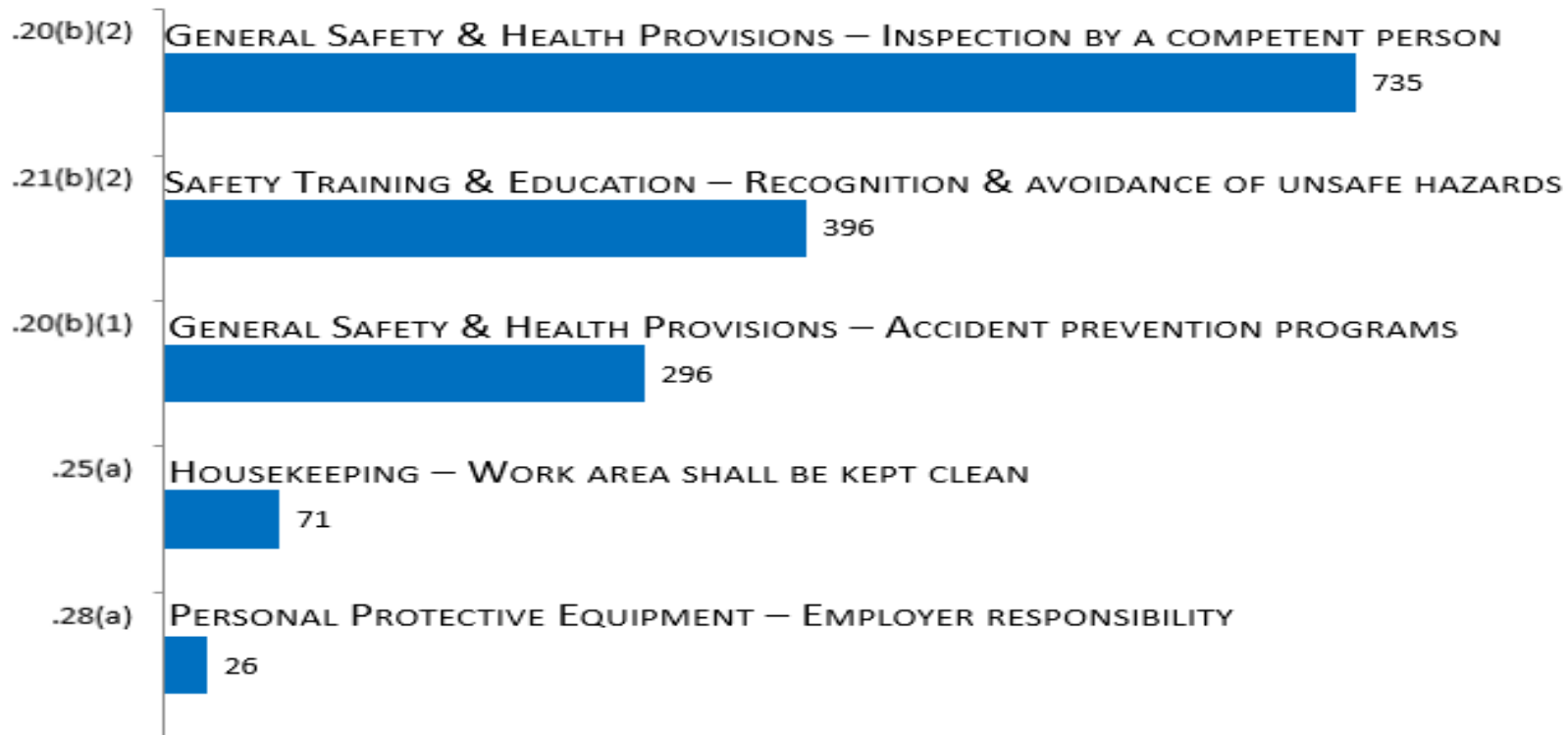
29 CFR 1926.



1926 Overall MFC

General Safety & Health Provisions [1926.20 – .35]

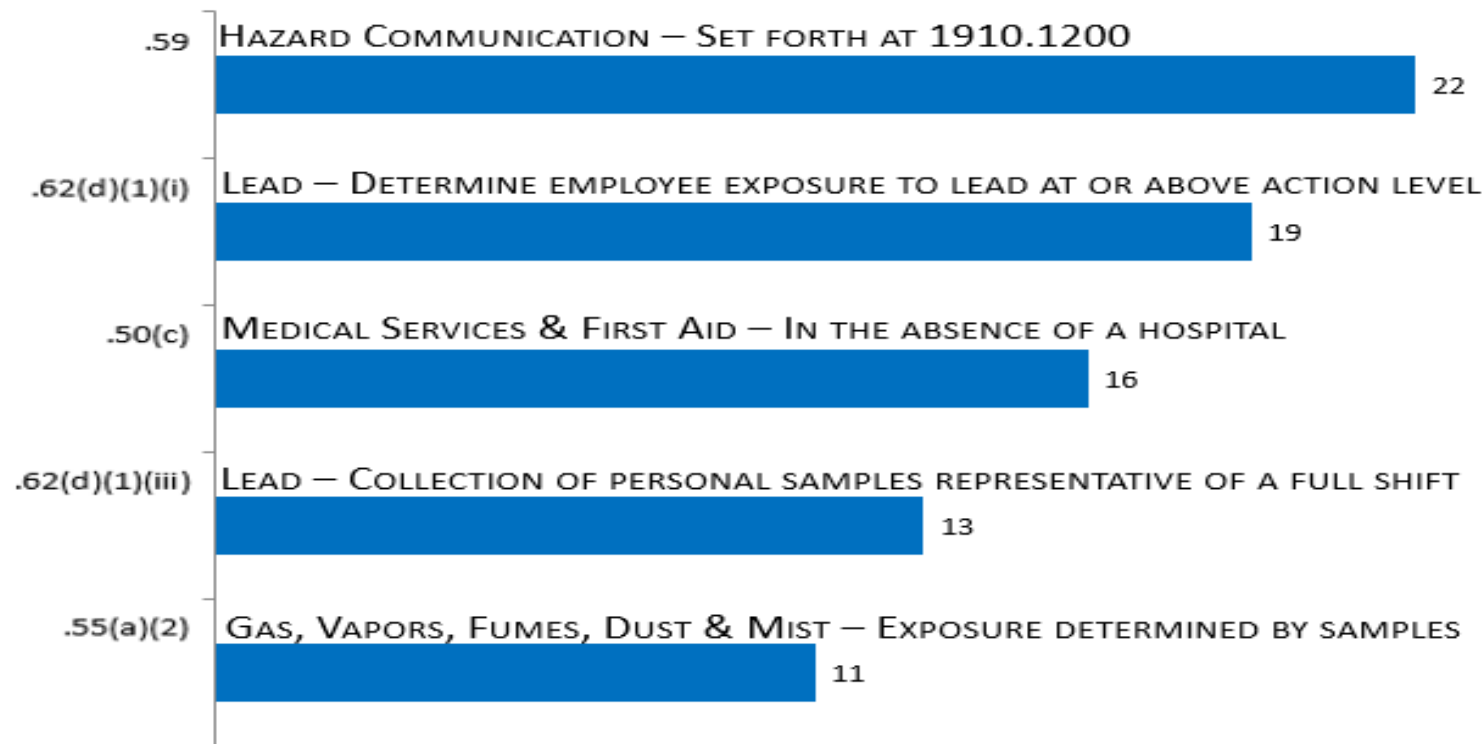
29 CFR 1926.



Subpart C

Occupational Health & Environmental Controls [1926.50 – .66]

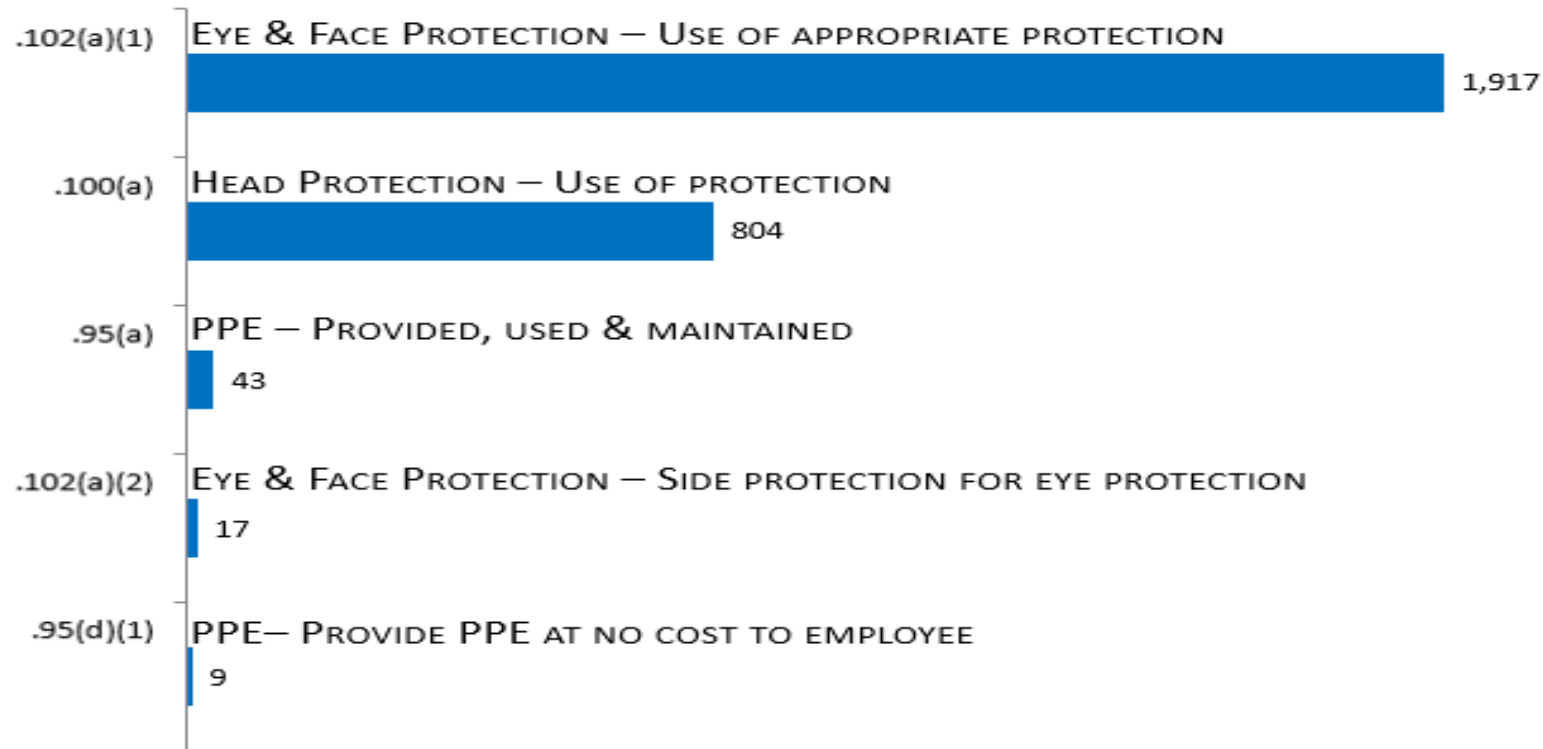
29 CFR 1926.



Subpart D

Personal Protective & Life Saving Equipment [1926.95 – .107]

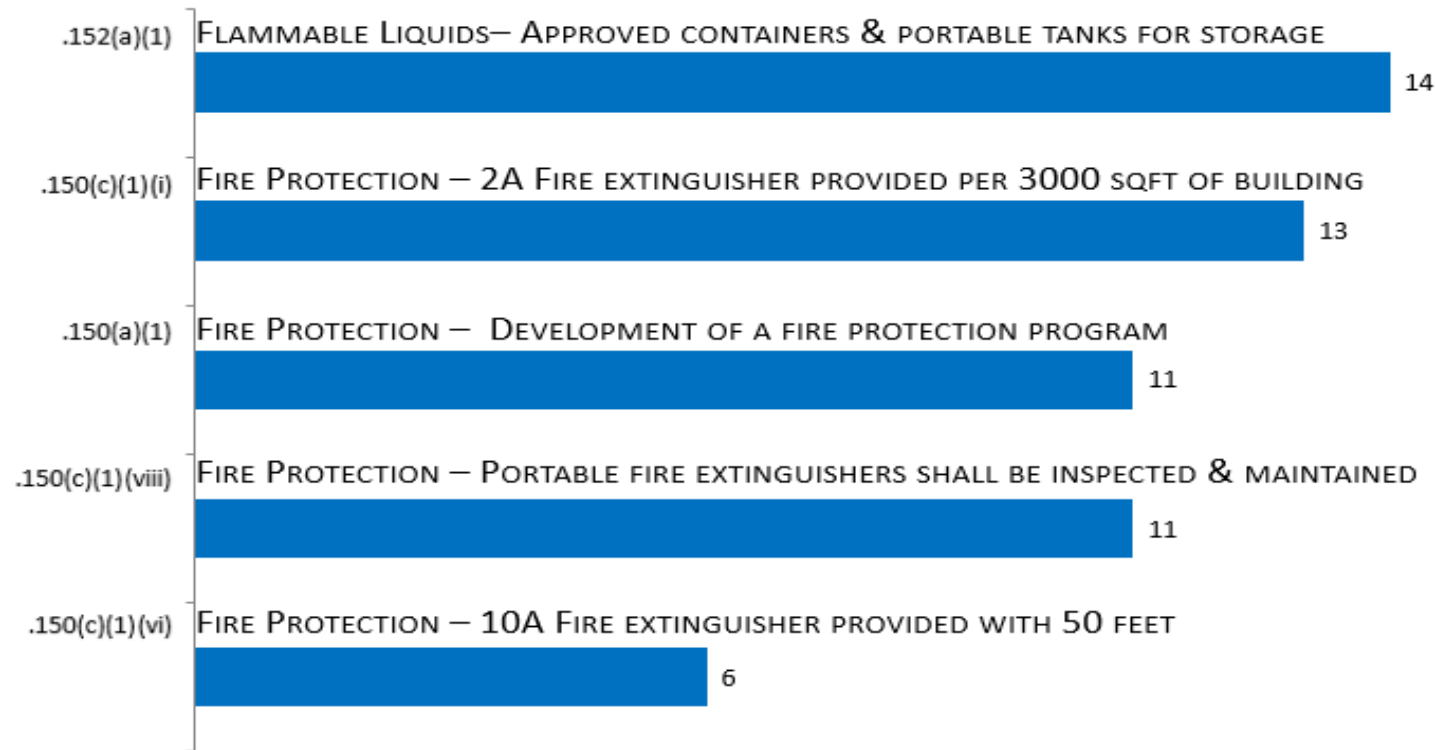
29 CFR 1926.



Subpart E

Fire Protection & Prevention [1926.150 – .159]

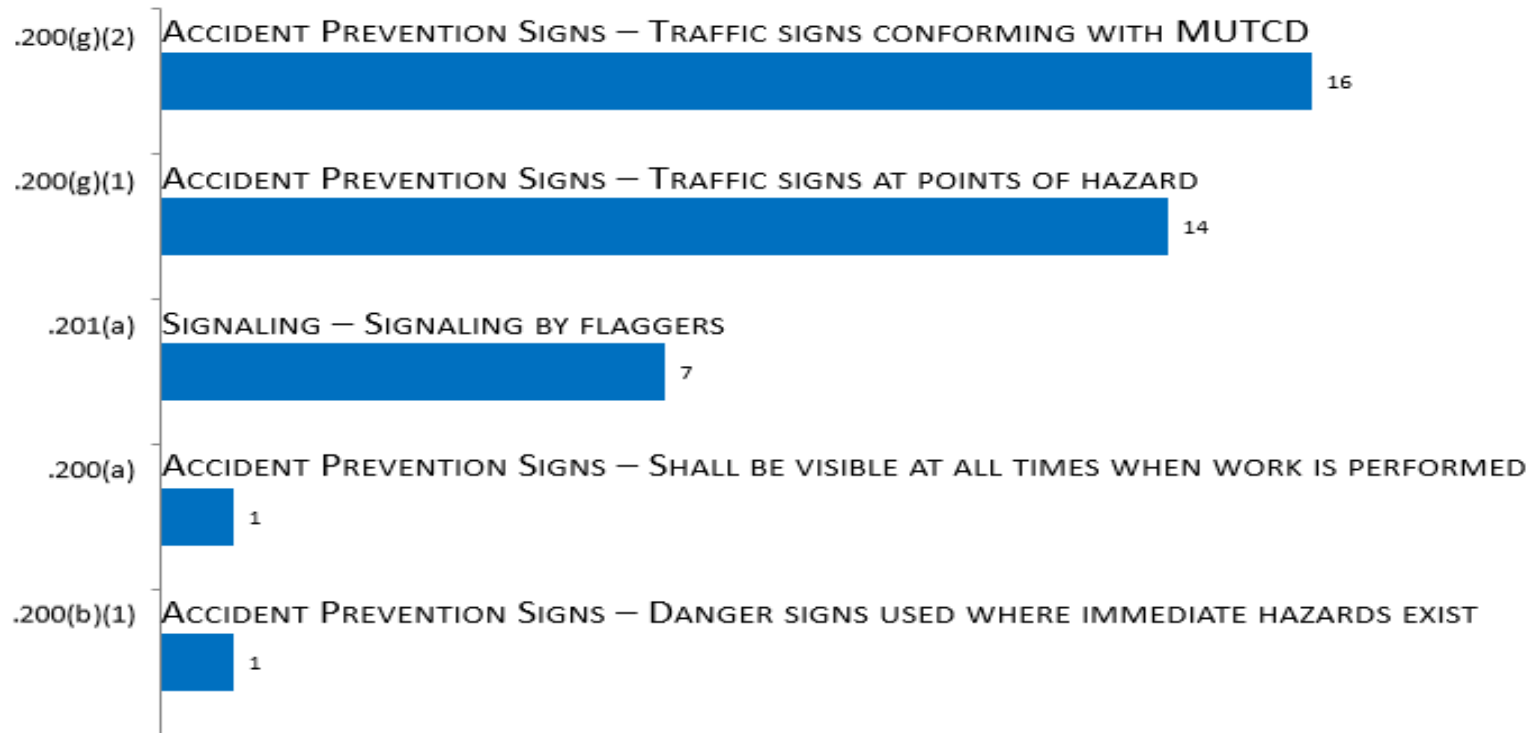
29 CFR 1926.



Subpart F

Signs, Signals & Barricades [1926.200 – .203]

29 CFR 1926.

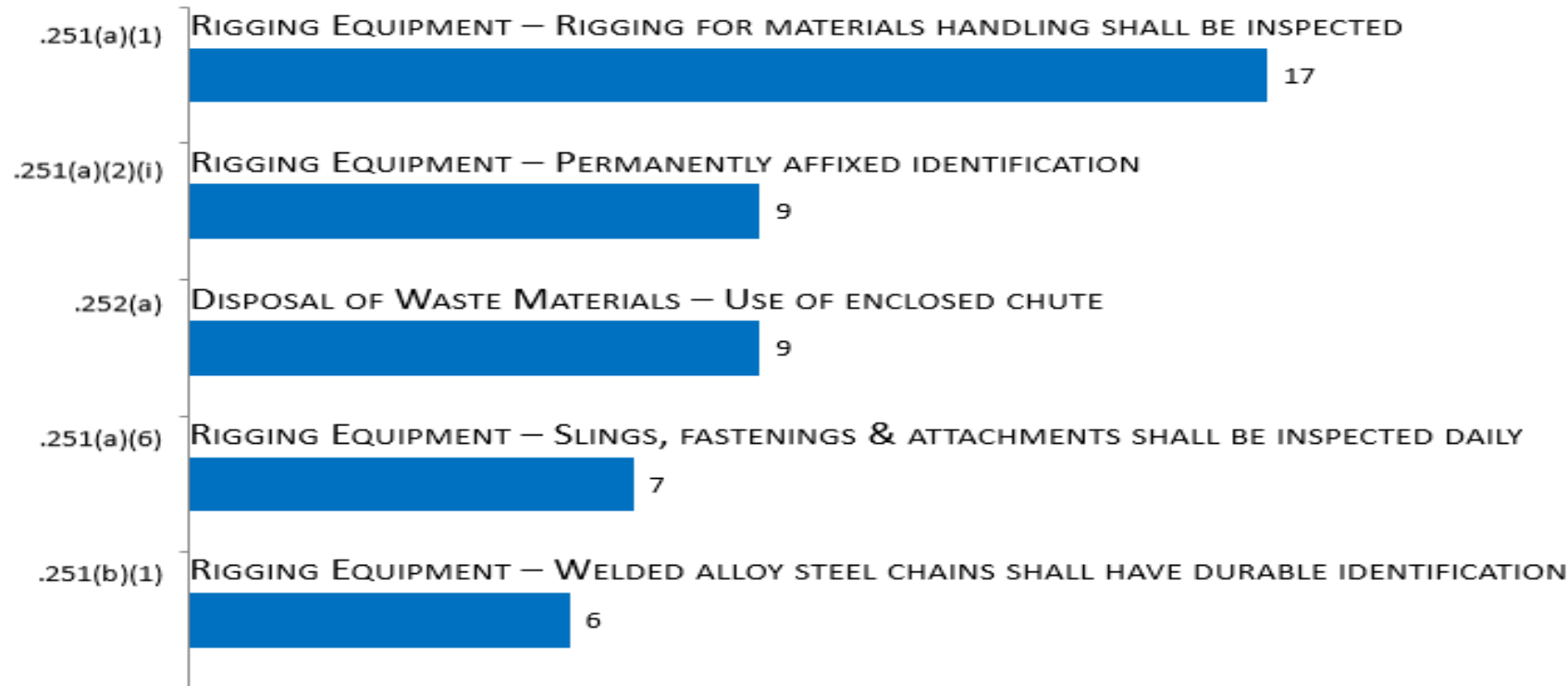


Subpart G

Materials Handling, Storage, Use & Disposal

[1926.250 – .252]

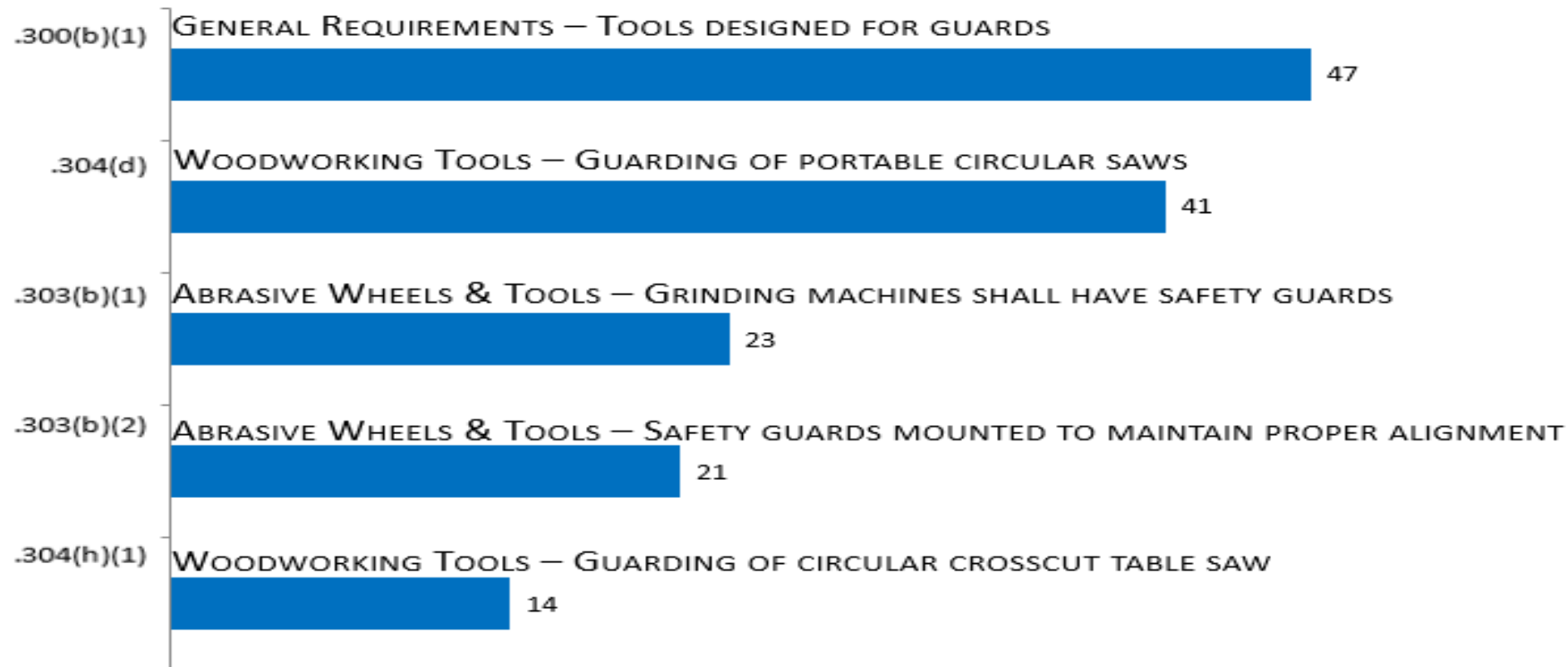
29 CFR 1926.



Subpart H

Tools - Hand & Power [1926.300 – .307]

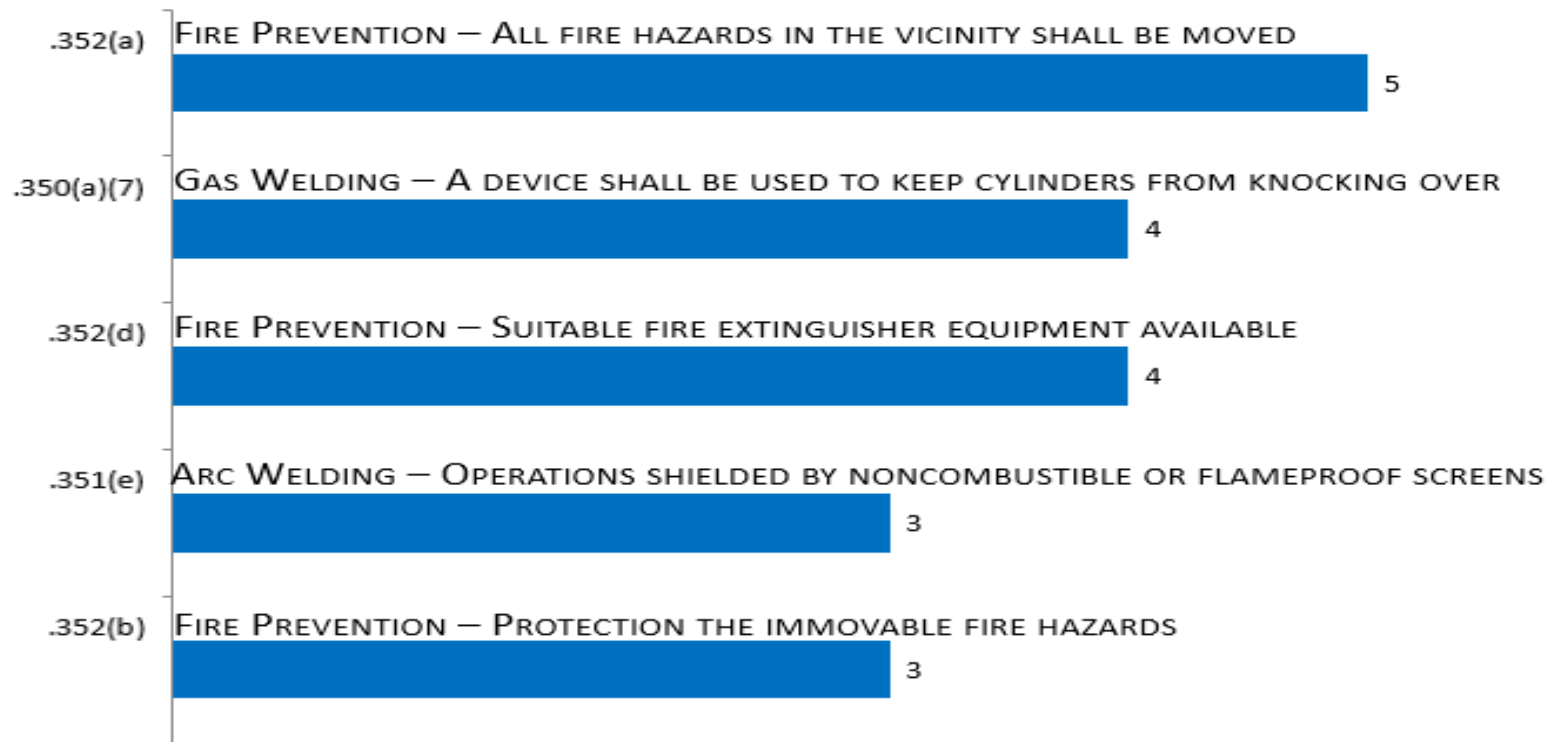
29 CFR 1926.



Subpart I

Welding & Cutting [1926.350 -.354]

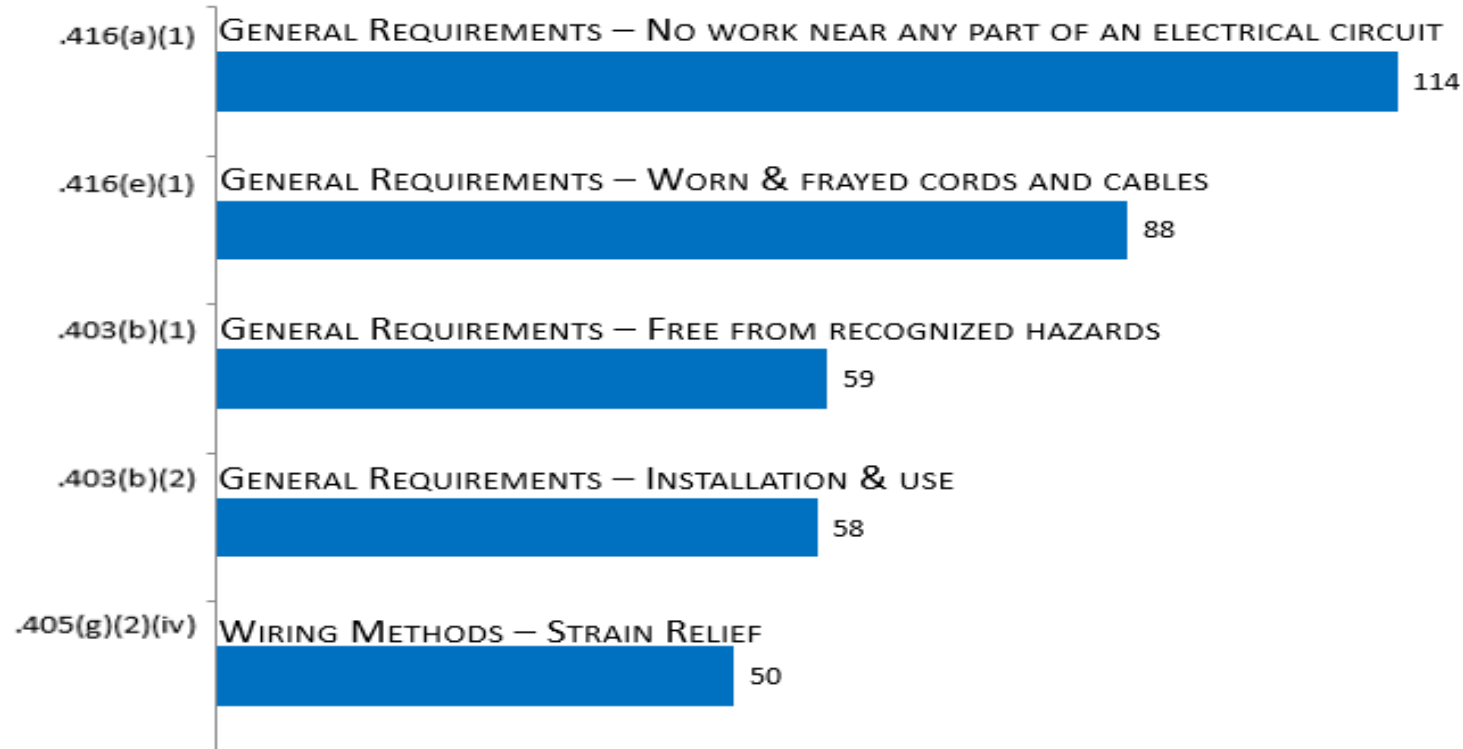
29 CFR 1926.



Subpart J

Electrical [1926.400 – .449]

29 CFR 1926.

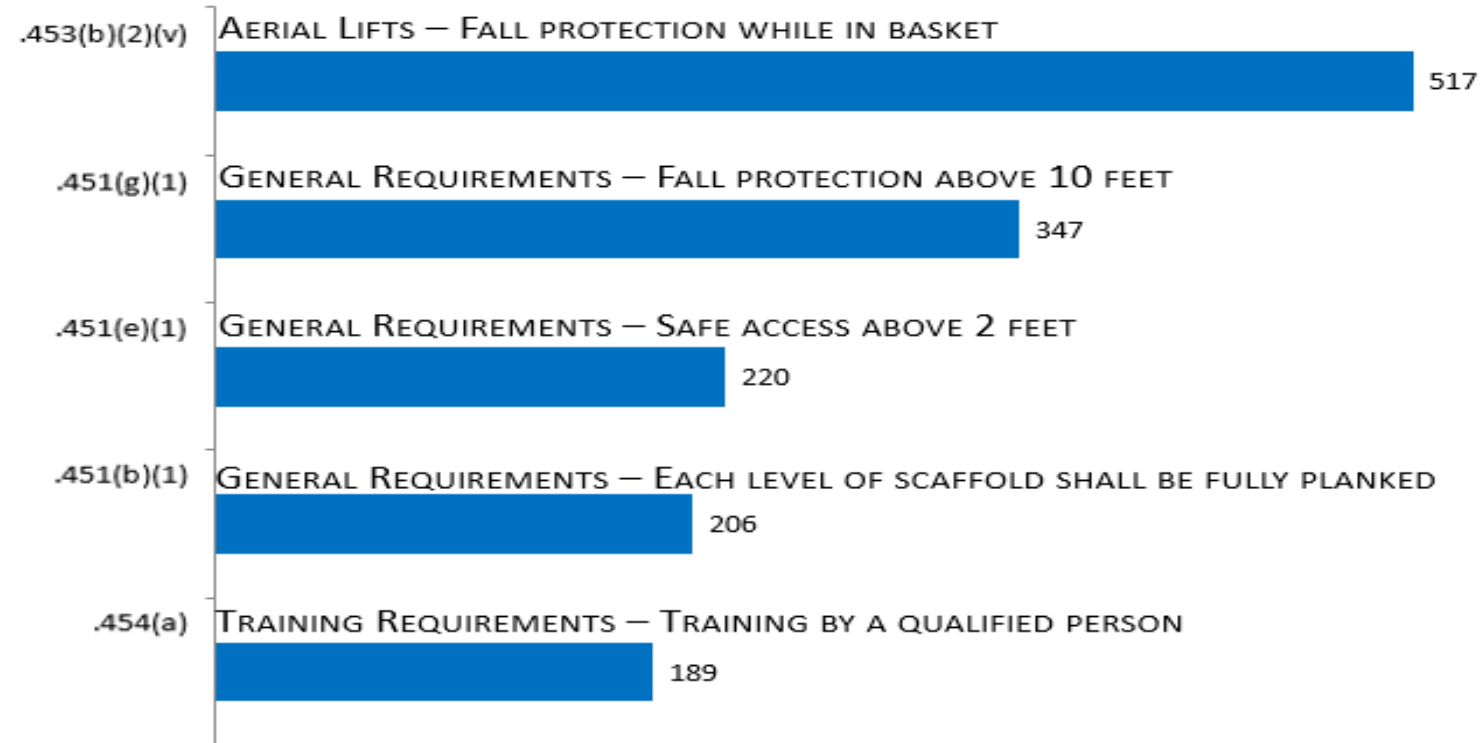


Subpart K

Scaffolds

[1926.450 – .454]

29 CFR 1926.

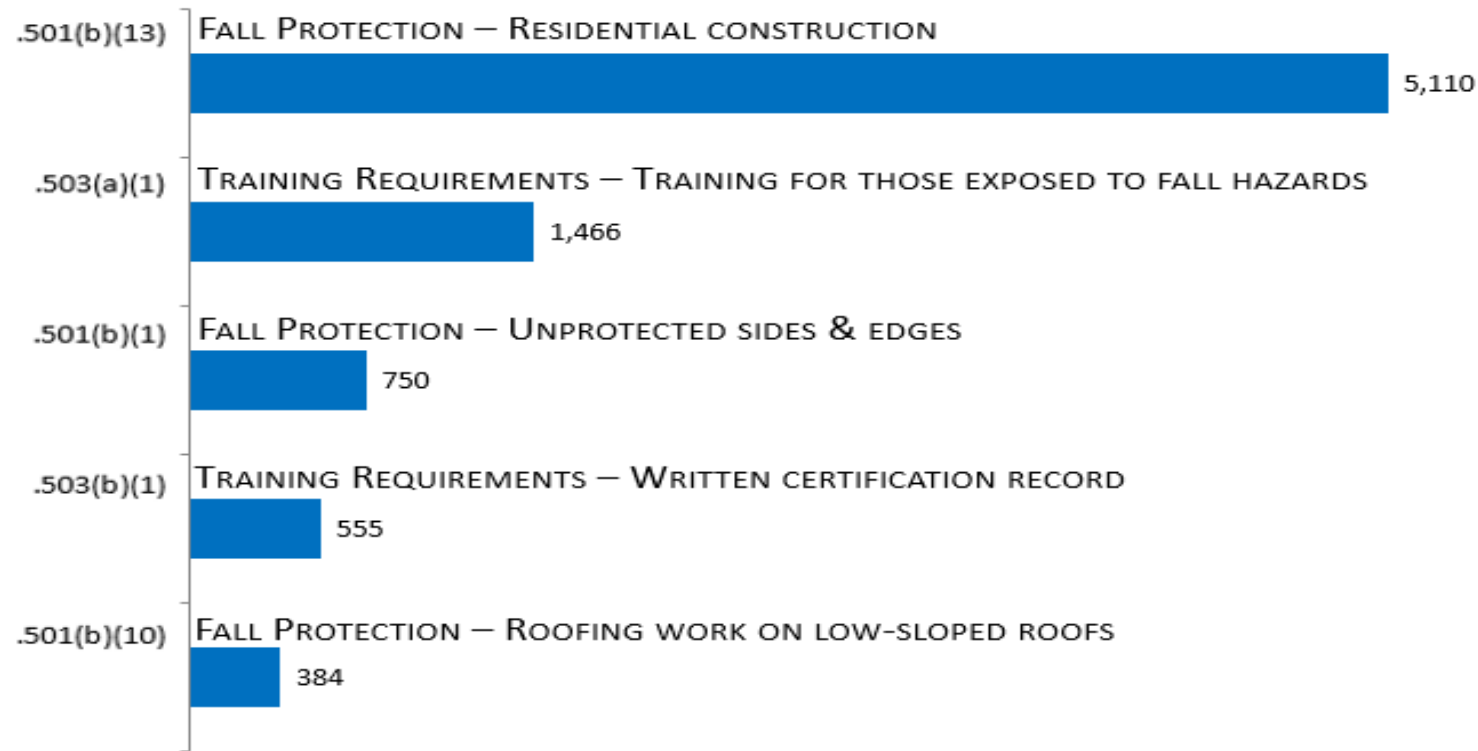


Subpart L

Fall Protection [1926.500 – .503]

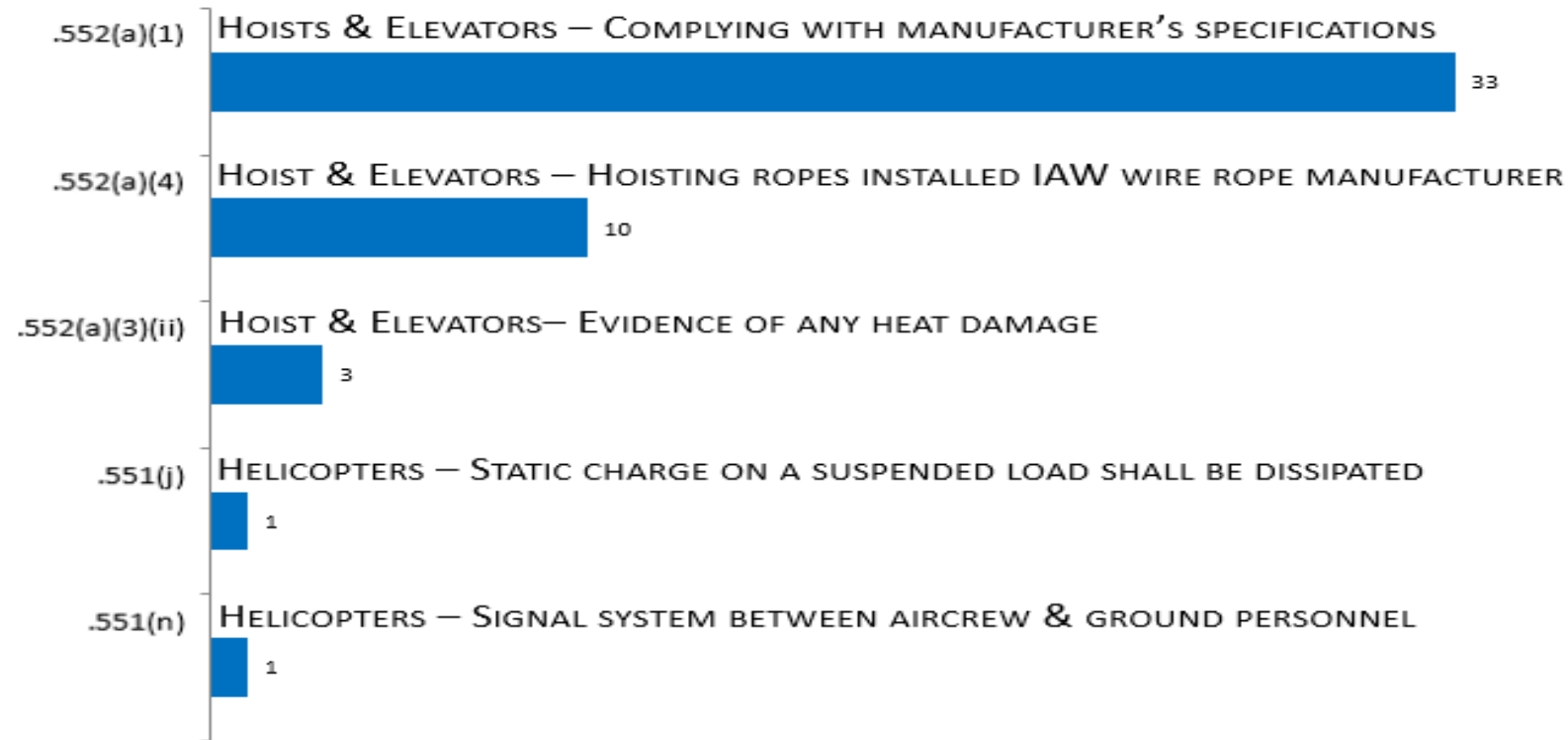
29 CFR 1926.

Subpart M



Helicopters, Hoists, Elevators, & Conveyors [1926.550 – .556]

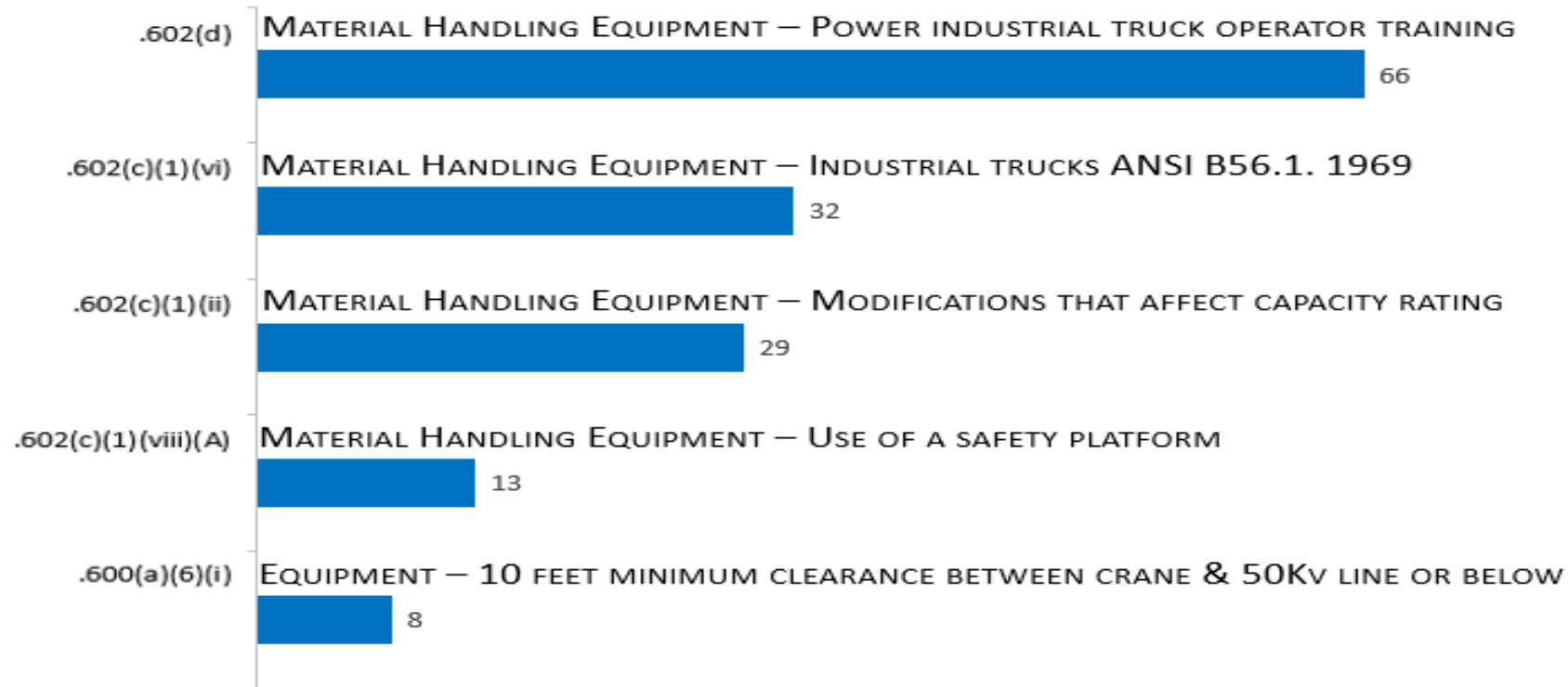
29 CFR 1926.



Subpart N

Motor Vehicles, Mechanized Equipment, & Marine Operations [1926.600 – .606]

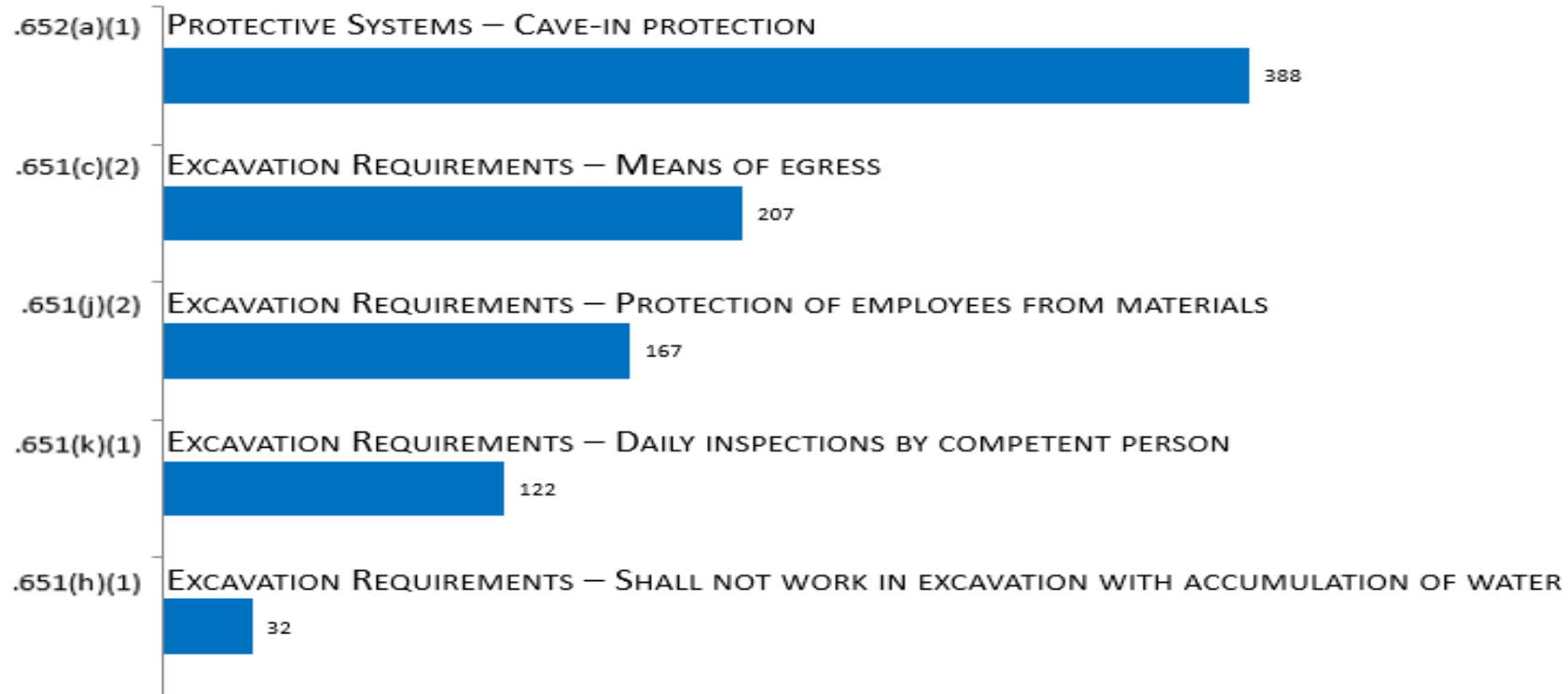
29 CFR 1926.



Subpart O

Excavations [1926.650 – .652]

29 CFR 1926.

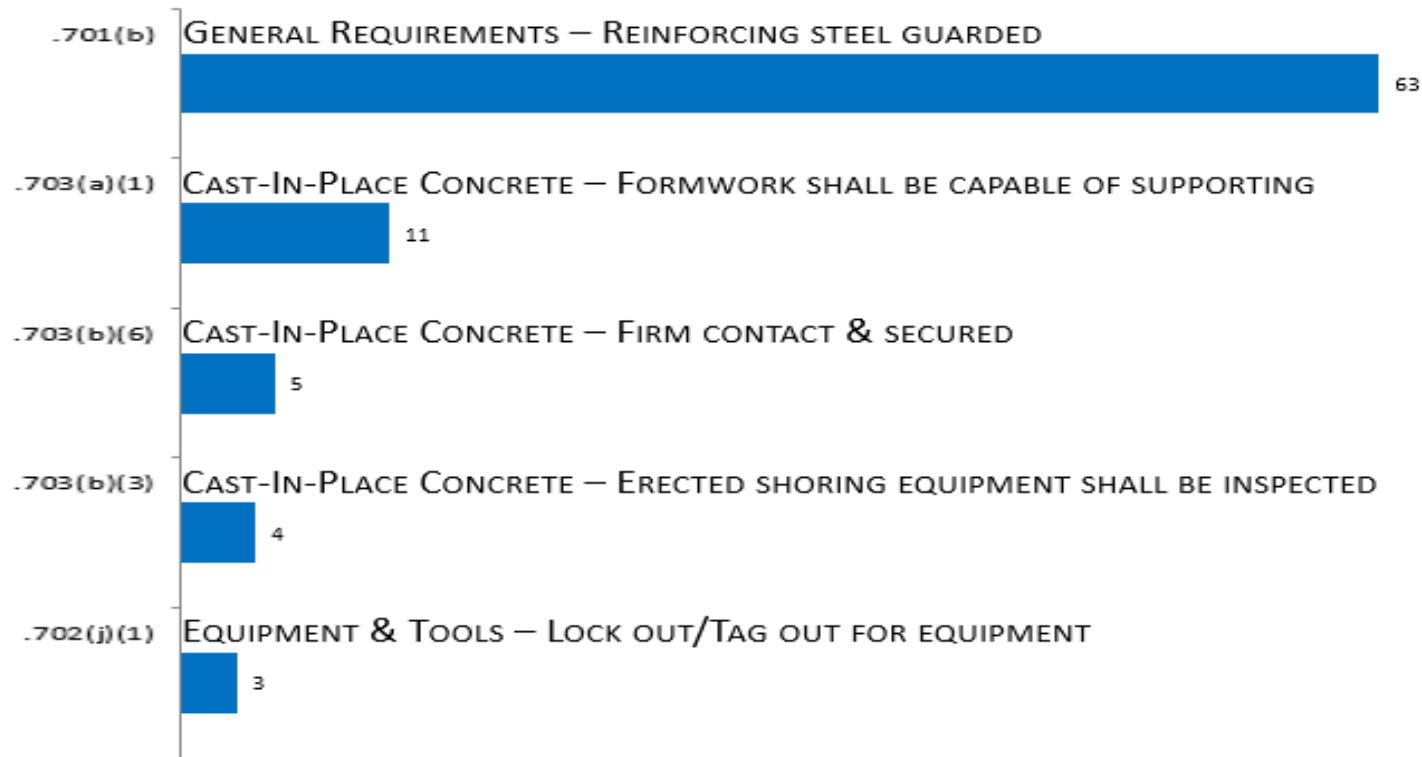


Subpart P

Concrete & Masonry Construction [1926.700 – .706]

29 CFR 1926.

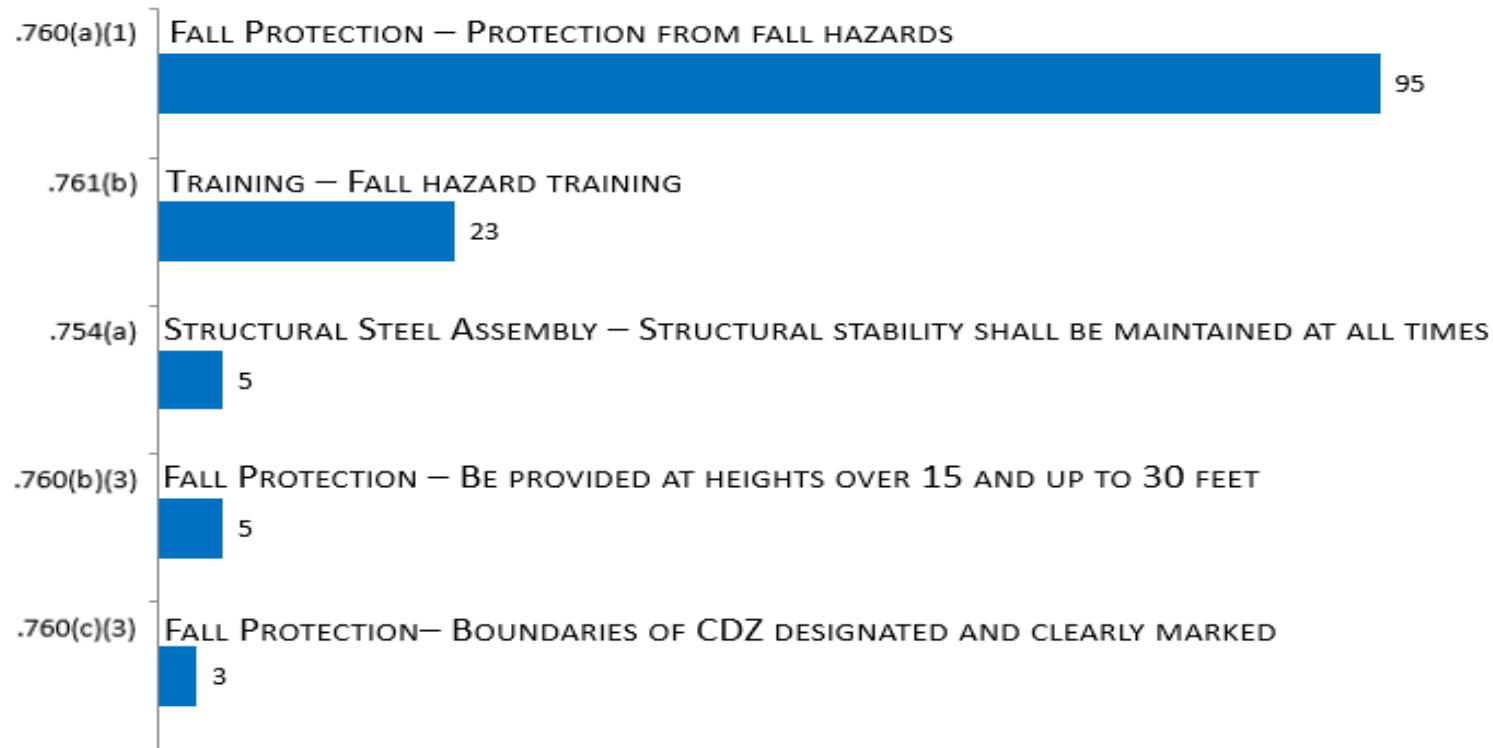
Subpart Q



Steel Erection

[1926.750 – .761]

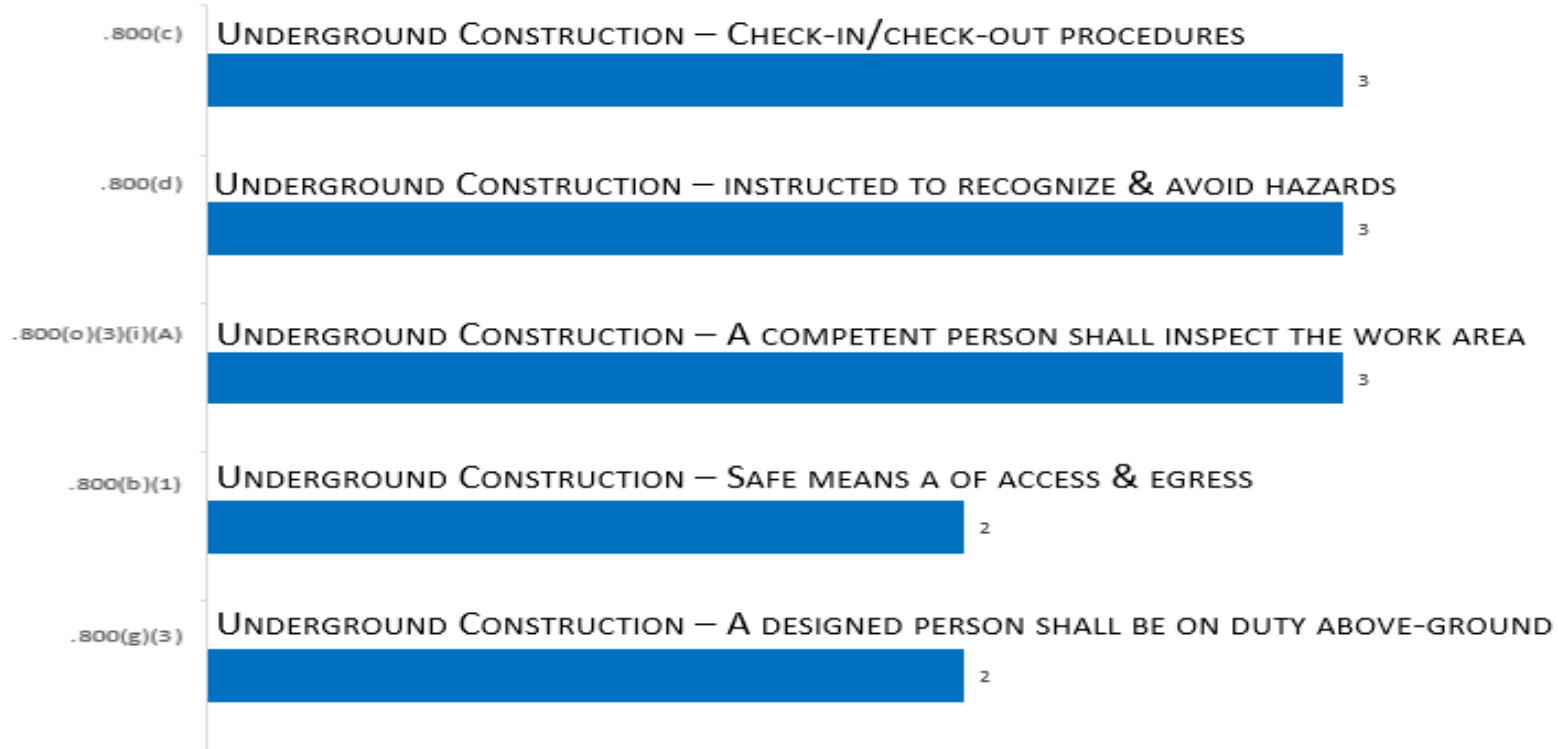
29 CFR 1926.



Subpart R

Underground Construction, Caissons, Cofferdams, & Compressed Air [1926.800 – .804]

29 CFR 1926.

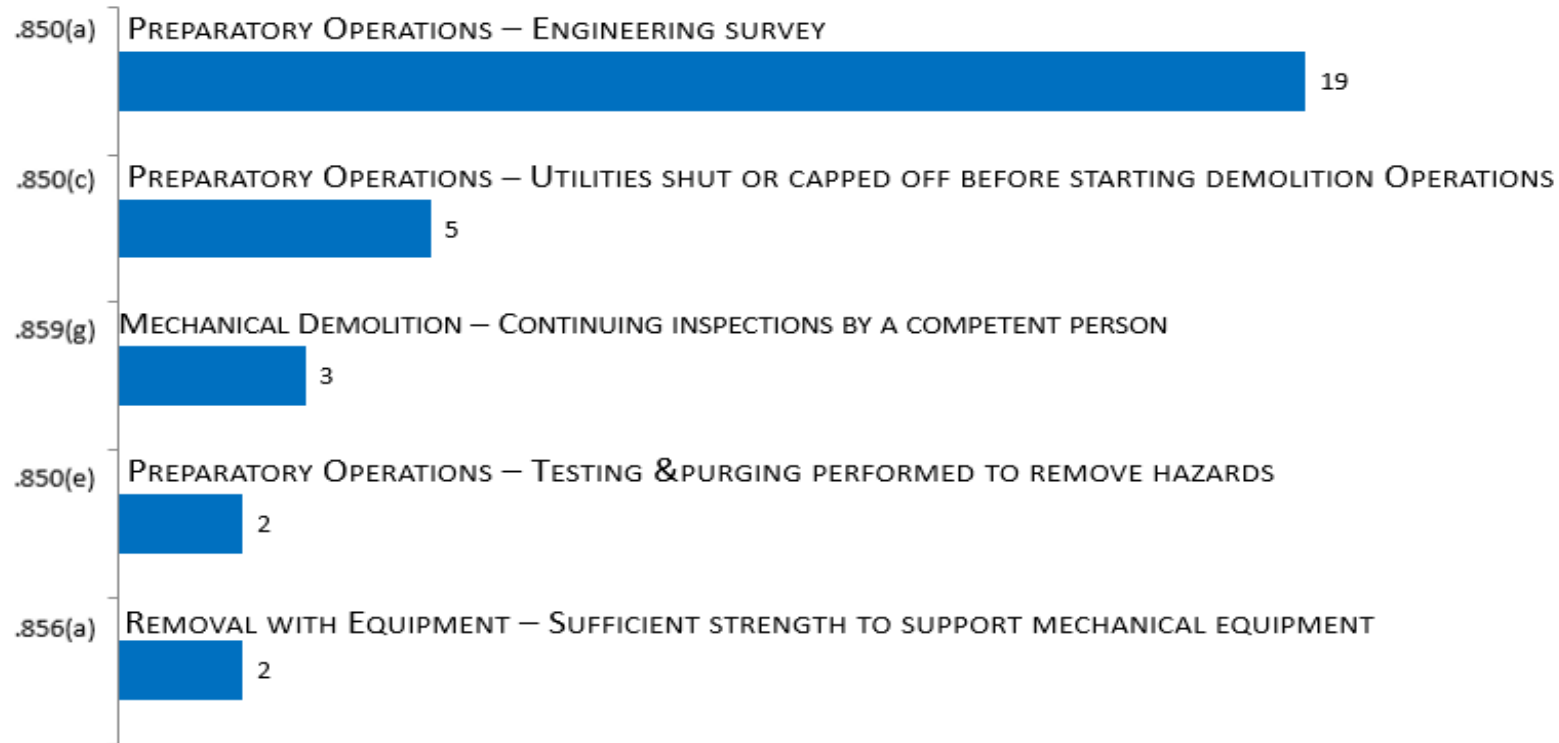


Subpart S

Demolition

[1926.850 – .860]

29 CFR 1926.

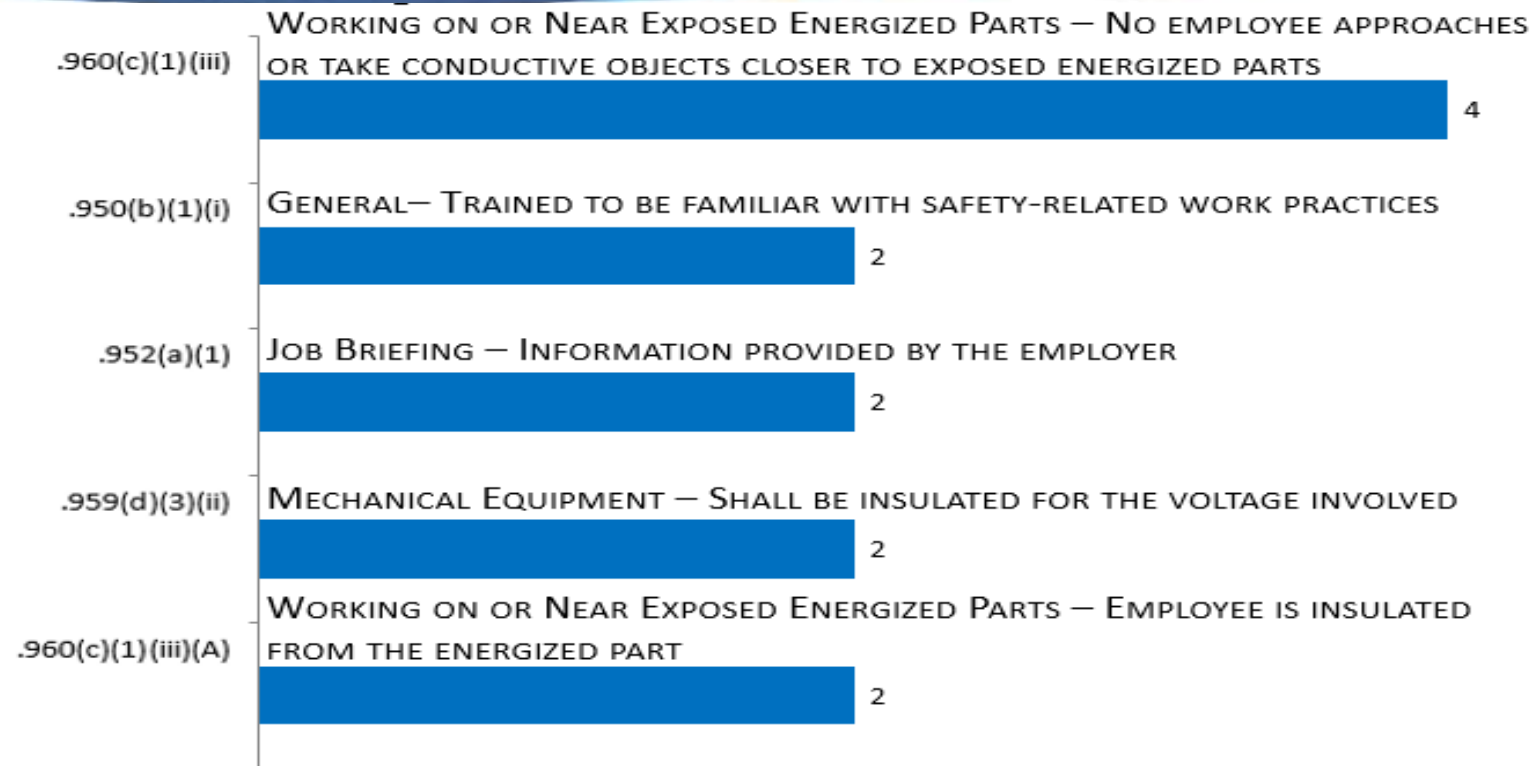


Subpart T

Electrical Power Transmission & Distribution

[1926.950 – .968]

29 CFR 1926.

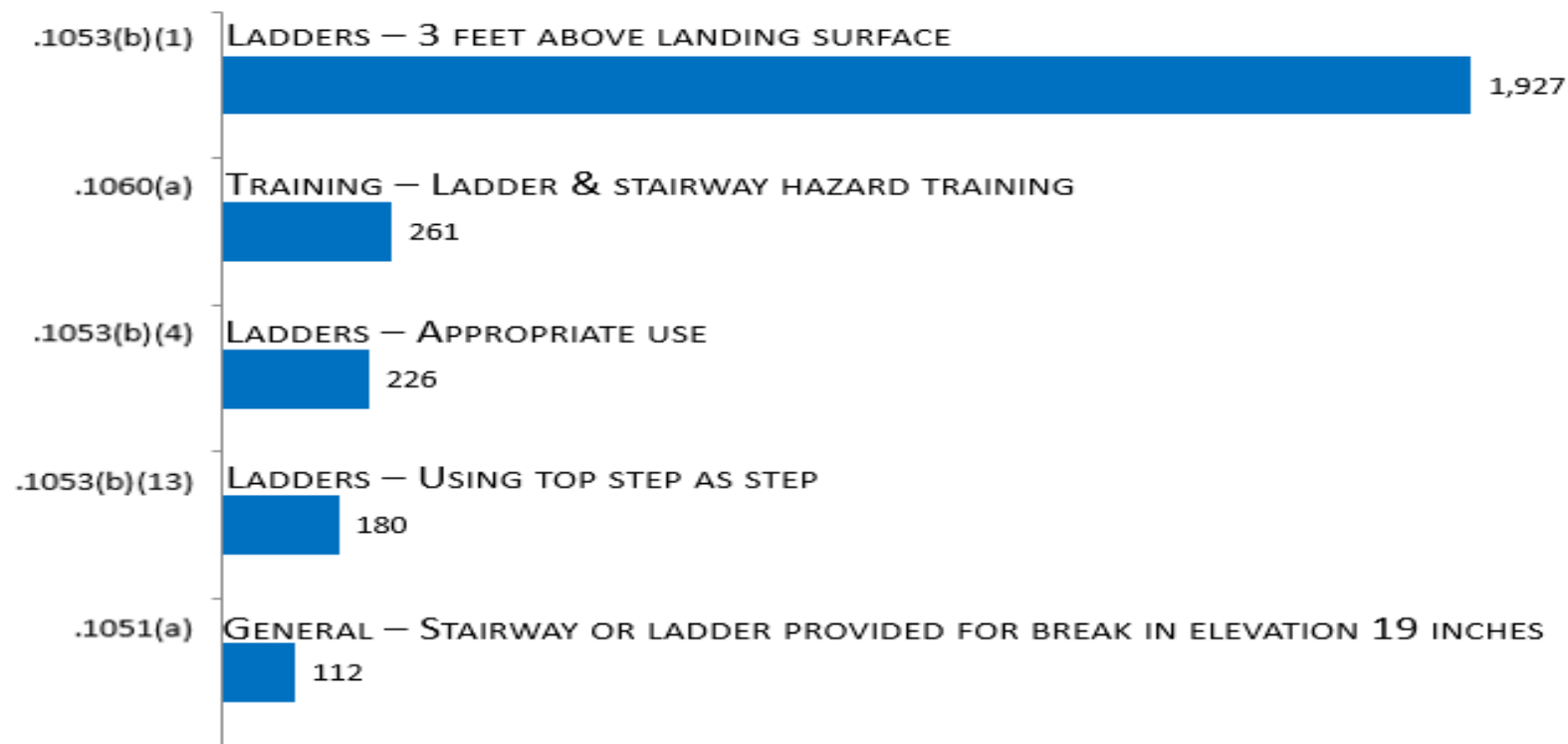


Subpart V

Stairways & Ladders [1926.1050 – .1060]

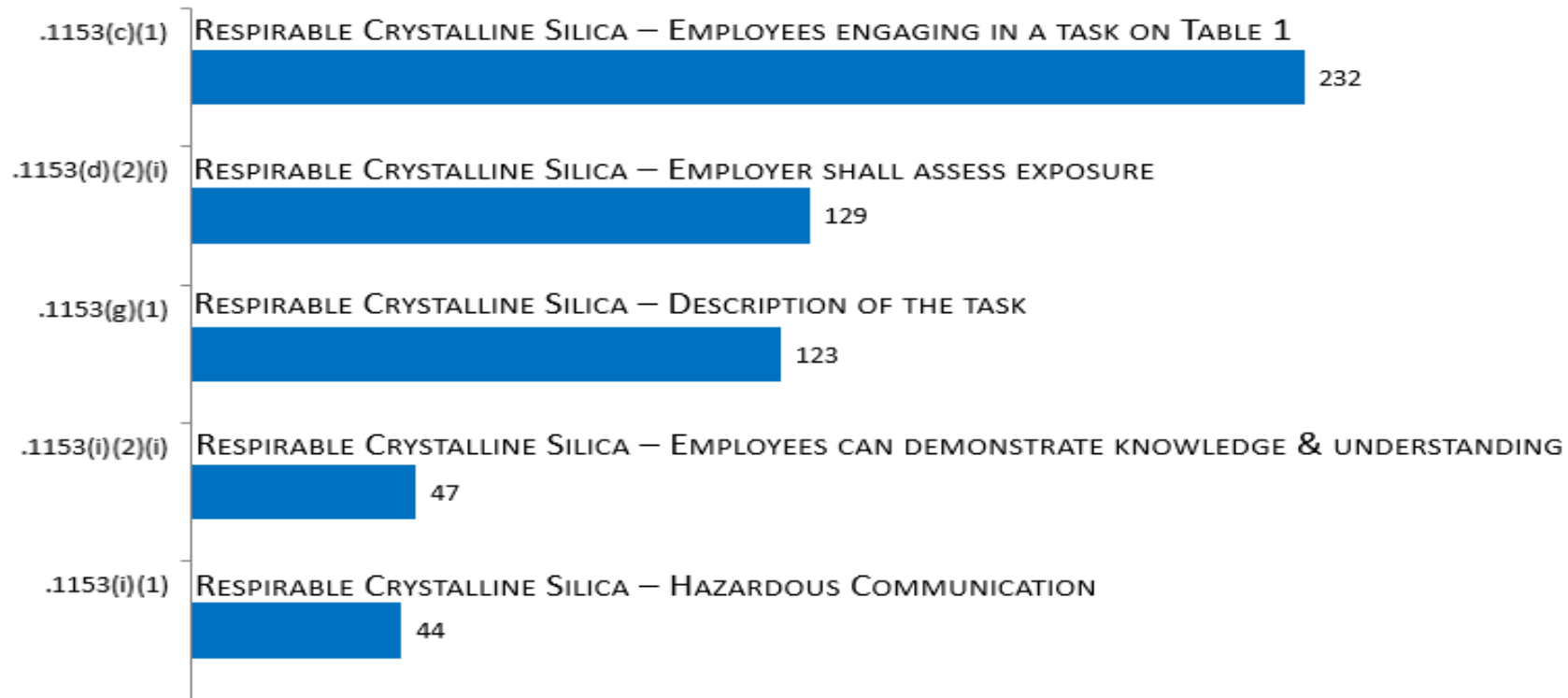
29 CFR 1926.

Subpart X



Toxic & Hazardous Substances [1926.1100 – .1152]

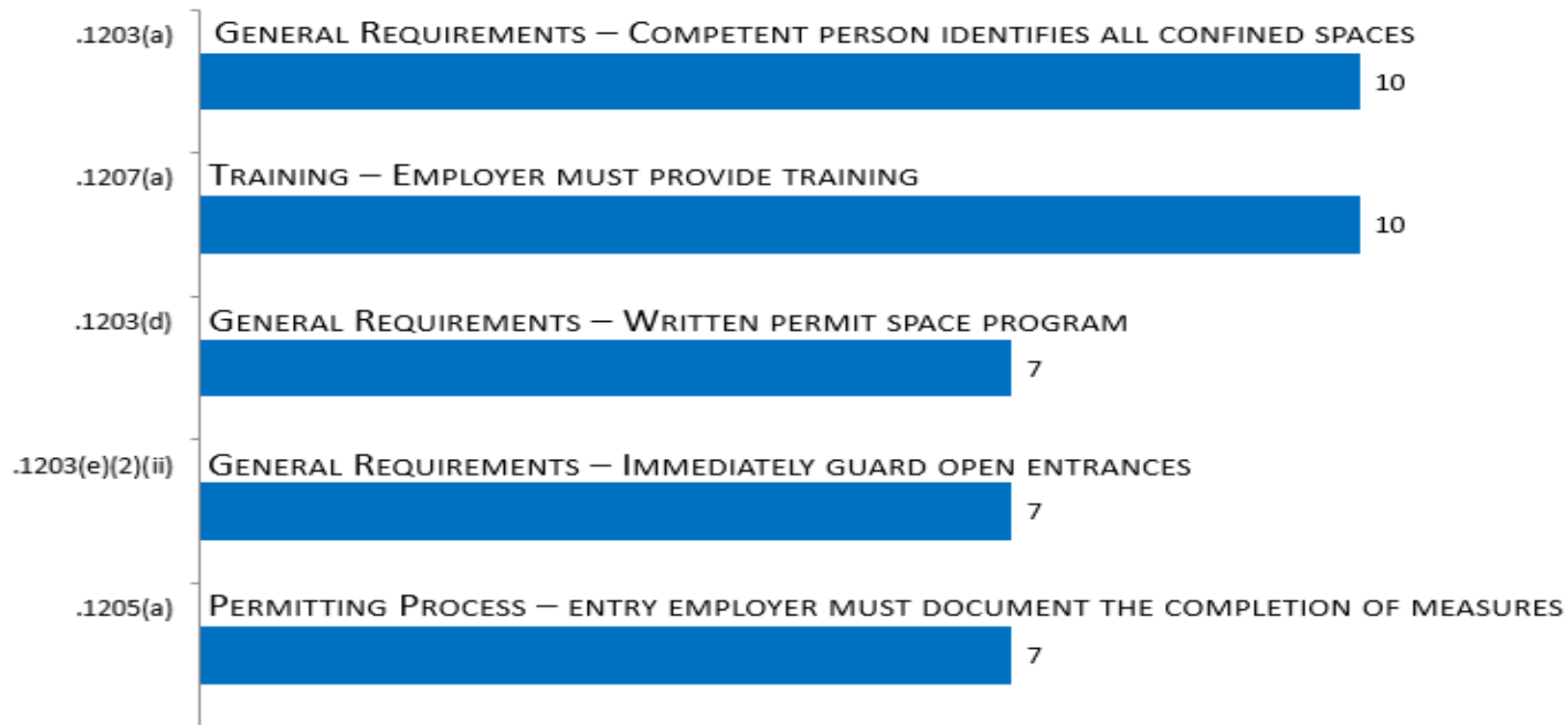
29 CFR 1926.



Subpart Z

Confined Space in Construction [1926.1200 – .1212]

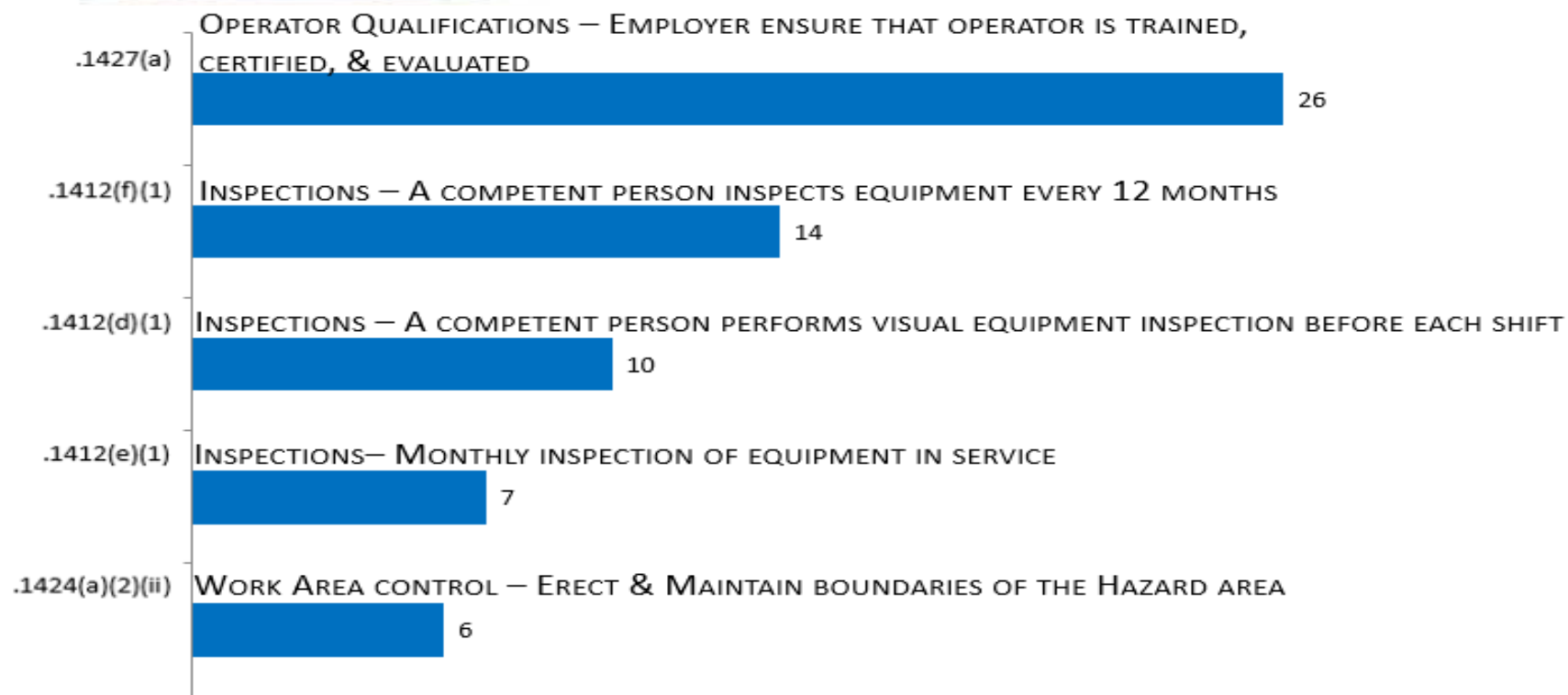
29 CFR 1926.



Subpart AA

Cranes and Derricks in Construction [1926.1400 – .1442]

29 CFR 1926.



Subpart CC



Recordkeeping (29 CFR Part 1904)



29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

Final Rule – 07/17/2023
Effective Date – 01/01/2024



Objectives

- At the end of this session, participants will be able to:
 - Identify the OSHA requirements for recordkeeping, posting and reporting
 - Correctly complete each of the three forms required by OSHA - the 300, 300A, and 301



Purpose and Scope



Purpose (of the rule)

- To require employers to record and report work-related fatalities, injuries and illnesses
 - Note: Recording or reporting a work-related injury, illness, or fatality does not mean the employer or employee was at fault, an OSHA rule has been violated, or that the employee is eligible for workers' compensation or other benefits.
- OSHA injury and illness recordkeeping and Workers' Compensation are independent of each other



Subpart B - Scope

- 1904.1 – Small employer partial exemptions
- 1904.2 – Industry partial exemptions (see Appendix A to Subpart B for complete list)
- 1904.3 – Keeping records for other Federal agencies



Partial Exemption

- Employers that are partially exempt from the recordkeeping requirements because of their size or industry must continue to comply with:
 - 1904.39, Reporting fatalities, hospitalizations, amputations, and loss of an eye as a result of work-related incidents
 - 1904.41, Annual OSHA injury and illness survey (if specifically requested to do so by OSHA)
 - 1904.42, BLS Annual Survey (if specifically requested to do so by BLS)



1904.1 - Size Exemption

- If your company had 10 or fewer employees at all times during the last calendar year, you do not need to keep the injury and illness records unless surveyed by OSHA or BLS
- The size exemption is based on the number of employees in the entire company
- Include temporary employees who you supervised on a day to day basis in the count



1904.2 - Industry Exemption

- All industries in agriculture, construction, maritime, manufacturing, transportation, utilities and wholesale trade sectors are covered
- In the retail and service sectors, some industries are partially exempt
- [Appendix A](#) to Subpart B lists partially exempt industries



1904.31 - Covered Employees

- Employees on payroll
- Employees not on payroll who are supervised on a day-to-day basis
- Exclude self-employed and partners
- Temporary help agencies should not record the cases experienced by temp workers who are supervised by the using firm



1904.30 - Multiple Business Establishments

- Keep a separate OSHA Form 300 for each establishment that is expected to be in operation for more than a year
- May keep one OSHA Form 300 for all short-term establishments
- Each employee must be linked with one establishment



Forms and Recording Criteria



- OSHA 300
- OSHA 300A
- OSHA 301



1904.29 - Forms

- OSHA Form 300, Log of Work-Related Injuries and Illnesses
- OSHA Form 300A, Summary of Work-Related Injuries and Illnesses
- OSHA Form 301, Injury and Illness Incident Report



1904.29 - Forms

- Complete 300 & 301 for each recordable case within 7 calendar days of receiving information that a recordable case occurred
- An equivalent form has the same information, is as readable and understandable, and uses the same instructions as the OSHA form it replaces
- Forms can be kept on a computer or at another location as long as they can be produced when they are needed (i.e., meet the access provisions of 1904.35 and 1904.40)



OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20__



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0170

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____ State _____

Identify the person			Describe the case		Classify the case	Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:											
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Worker)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetone torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:													
						Remained at Work				Away from work		On job transfer or restriction							
						Death	Days away from work	Job transfer or restriction	Other recordable cases	(K)	(L)								
						(G)	(H)	(I)	(J)	(K)	(L)								
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_____	_____	_____	month/day	_____															



Recording Criteria

- Subpart C: Recordkeeping forms and recording criteria
 - 1904.4 Recording criteria
 - 1904.5 Work-relatedness
 - 1904.6 New case
 - 1904.7 General recording criteria
 - 1904.8 Needlesticks and sharps
 - 1904.9 Medical removal
 - 1904.10 Hearing loss
 - 1904.11 Tuberculosis
 - 1904.29 Forms



1904.4 - Recording Criteria

- Covered employers must record each fatality, injury or illness that:
 - Is work-related, and
 - Is a new case, and
 - Meets one or more of the criteria contained in sections 1904.7 or the application to specific cases of 1904.8 through 1904.12



1904.5 - Work-Relatedness

- Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment
- A case is presumed work-related if, and only if, an event or exposure in the work environment is a discernable cause of the injury or illness or of a significant aggravation to a pre-existing condition. The work event or exposure need only be one of the discernable causes; it need not be the sole or predominant cause.



1904.5 - Work Environment

- The work environment is defined as the establishment and other locations where one or more employees are working or present as a condition of employment
- The work environment includes not only physical locations, but also the equipment or materials used by employees during the course of their work



1904.5 - Significant Aggravation

- A pre-existing injury or illness is *significantly* aggravated when an event or exposure in the work environment results in any of the following (which otherwise would not have occurred):
 - Death
 - Loss of consciousness
 - Days away, days restricted or job transfer
 - Medical treatment



1904.5 - Exceptions



- Present as a member of the general public
- Symptoms arising in work environment that are solely due to non-work-related event or exposure (Regardless of where signs or symptoms surface, a case is work-related only if a work event or exposure is a discernable cause of the injury or illness or of a significant aggravation to a pre-existing condition.)
- Voluntary participation in wellness program, medical, fitness or recreational activity
- Eating, drinking or preparing food or drink for personal consumption





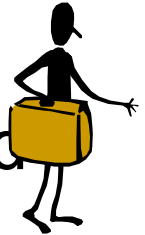
1904.5 - Exceptions (contd.)

- Personal tasks outside assigned working hours
- Personal grooming, self medication for non-work-related condition, or intentionally self-inflicted
- Motor vehicle accident in parking lot/access road during commute
- Common cold or flu
- Mental illness, unless employee voluntarily provides a medical opinion from a physician or licensed health care professional (PLHCP) having appropriate qualifications and experience that affirms work-relatedness



1904.5 - Travel Status

- An injury or illness that occurs while an employee is on travel status is work-related if it occurred while the employee was engaged in work activities in the interest of the employer
- Home away from home
- Detour for personal reasons is not work-related





1904.5 - Work at Home

- Injuries and illnesses that occur while an employee is working at home are work-related if they:
 - occur while the employee is performing work for pay or compensation in the home, and
 - they are directly related to the performance of work rather than the general home environment



1904.6 - New Case

- A case is new if:
 - The employee has not previously experienced a recordable injury or illness of the same type that affects the same part of the body; or
 - The employee previously experienced a recordable injury or illness of the same type that affects the same part of the body, but had recovered completely and an event or exposure in the work environment caused the signs and symptoms to reappear



1904.6 - New Case

- If there is a medical opinion regarding resolution of a case, the employer must follow that opinion
- If an exposure triggers the recurrence, it is a new case (e.g., asthma, rashes)
- If signs and symptoms recur even in the absence of exposure, it is not a new case (e.g., silicosis, tuberculosis, asbestosis)



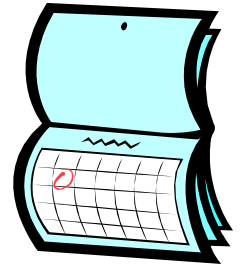
1904.7 - General Recording Criteria

- An injury or illness is recordable if it results in one or more of the following:
 - Death
 - Days away from work
 - Restricted work activity
 - Transfer to another job
 - Medical treatment beyond first aid
 - Loss of consciousness
 - Significant injury or illness diagnosed by a PLHCP



1904.7(b)(3) - Days Away Cases

- Record if the case involves one or more days away from work
- Check the box for days away cases and count the number of days
- Do not include the day of injury / illness





1904.7(b)(3) - Days Away Cases

- Day counts (days away or days restricted)
 - Count the number of calendar days the employee was unable to work (include weekend days, holidays, vacation days, etc.)
 - Cap day count at 180 days away and/or days restricted
 - May stop day count if employee leaves company for a reason unrelated to the injury or illness
 - If a medical opinion exists, employer must follow that opinion



1904.7(b)(4) - Restricted Work Cases

- Record if the case involves one or more days of restricted work or job transfer
- Check the box for restricted / transfer cases and count the number of days
- Do not include the day of injury / illness



1904.7(b)(4) - Restricted Work

- Restricted work activity occurs when:
 - An employee is kept from performing one or more routine functions (work activities the employee regularly performs at least once per week) of his or her job; or
 - An employee is kept from working a full workday; or
 - A PLHCP recommends either of the above



1904.7(b)(4) - Job Transfer

- Job transfer
 - An injured or ill employee is assigned to a job other than his or her regular job for part of the day
 - A case is recordable if the injured or ill employee performs his or her routine job duties for part of a day and is assigned to another job for the rest of the day





1904.7(b)(5) - Medical Treatment

- Medical treatment is the management and care of a patient to combat disease or disorder
- It does not include:
 - Visits to a PLHCP solely for observation or counseling
 - Diagnostic procedures
 - First aid





1904.7(b)(5) - First Aid



- Using nonprescription medication at nonprescription strength
- Tetanus immunizations
- Cleaning, flushing, or soaking surface wounds
- Wound coverings, butterfly bandages, Steri-Strips
- Hot or cold therapy
- Non-rigid means of support
- Temporary immobilization device used to transport accident victims



1904.7(b)(5) - First Aid

- Drilling of fingernail or toenail, draining fluid from blister
- Eye patches
- Removing foreign bodies from eye using irrigation or cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Finger guards
- Massages
- Drinking fluids for relief of heat stress





1904.7(b)(6) - Loss of Consciousness

- All work-related cases involving loss of consciousness must be recorded



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1904.7(b)(7) - General Criteria

- Significant diagnosed injuries and illnesses:
 - Cancer
 - Chronic irreversible disease
 - Fractured or cracked bone
 - Punctured eardrum



1904.8 - Bloodborne Pathogens



- Record all work-related needlesticks and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material (includes human bodily fluids, tissues and organs; other materials infected with HIV or HBV such as laboratory cultures)
- Record splashes or other exposures to blood or other potentially infectious material if they result in diagnosis of a bloodborne disease or meets the general recording criteria



1904.9 - Medical Removal

- If an employee is medically removed under the medical surveillance requirements of an OSHA standard, you must record the case
- The case is recorded as either one involving days away from work or days of restricted work activity
- If the case involves voluntary removal below the removal levels required by the standard, the case need not be recorded





1904.10 – Hearing Loss

- Must record all work-related hearing loss cases where:
 - Employee has experienced a Standard Threshold Shift (STS)¹, and
 - Employee's hearing level is 25 decibels (dB) or more above audiometric zero [averaged at 2000, 3000, and 4000 hertz (Hz)] in the same ears as the STS

¹ An STS is defined in OSHA's noise standard at 29 CFR 1910.95(g)(10)(i) as a change in hearing threshold, relative to the baseline audiogram, of an average of 10 dB or more at 2000, 3000, and 4000 Hz in one or both ears.



1904.10 – Hearing Loss, contd.

- Must compute the STS in accordance with OSHA's noise standard, 1910.95
- Compare employee's current audiogram to the original baseline audiogram or the revised baseline audiogram allowed by 1910.95(g)(9)
- May adjust for aging to determine whether an STS has occurred using tables in Appendix F of 1910.95
- May not adjust for aging to determine whether or not hearing level is 25 dB or more above audiometric zero



1904.11 - Tuberculosis



- Record a case where an employee is exposed to someone with a known case of active tuberculosis, and subsequently develops a TB infection
- A case is not recordable when:
 - The worker is living in a household with a person who is diagnosed with active TB
 - The Public Health Department has identified the worker as a contact of an individual with active TB
 - A medical investigation shows the employee's infection was caused by exposure away from work



Forms Completion

- Medical or first aid treatment
- Days away from work, restricted work or job transfer
- Counting the days
- Privacy cases



1904.29 - Privacy Protection

- Do not enter the name of an employee on the OSHA Form 300 for “privacy concern cases”
- Enter “privacy case” in the name column
- Keep a separate confidential list of the case numbers and employee names



1904.29 - Privacy Protection

- Privacy concern cases are:
 - An injury or illness to an intimate body part or reproductive system
 - An injury or illness resulting from sexual assault
 - Mental illness
 - HIV infection, hepatitis, tuberculosis
 - Needlestick and sharps injuries that are contaminated with another person's blood or other potentially infectious material
 - Employee voluntarily requests to keep name off for other illness cases



1904.29 - Privacy Protection

- Employer may use discretion in describing the case if employee can be identified
- If you give the forms to people not authorized by the rule, you must remove the names first
 - Exceptions for:
 - Auditor / consultant,
 - Workers' compensation or other insurance
 - Public health authority or law enforcement agency



OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20__

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(G) _____	(H) _____	(I) _____	(J) _____

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(K) _____	(L) _____

Injury and Illness TypesTotal number of ...
(M)

(1) Injuries _____	(4) Poisonings _____
(2) Skin disorders _____	(5) Hearing loss _____
(3) Respiratory conditions _____	(6) All other illnesses _____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time to review the instructions, search existing data sources, gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about this burden estimate or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3614, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (e.g., *Manufacture of motor truck trailers*) _____

Standard Industrial Classification (SIC), if known (e.g., 3713) _____

OR _____

North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment information (If you don't have these figures, use the Worksheet on the back of this page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____

() - / /
Phone Date



OSHA's Form 301

Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone (____) _____ Date ____/____/____

Information about the employee

- 1) Full name _____
- 2) Street _____
- City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) ☐ Male
☐ Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
- 7) If treatment was given away from the worksite, where was it given?
- Facility _____
- Street _____
- City _____ State _____ ZIP _____
- 8) Was employee treated in an emergency room?
☐ Yes
☐ No
- 9) Was employee hospitalized overnight as an in-patient?
☐ Yes
☐ No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness ____/____/____
- 12) Time employee began work _____ AM / PM
- 13) Time of event _____ AM / PM ☐ Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "Climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death ____/____/____

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington, DC 20210. Do not send the completed forms to this office.



1904.35 - Employee Involvement

- Must inform each employee of how to report an injury or illness
 - You must set up a way for employees to report work-related injuries and illnesses promptly; and
 - You must tell each employee how to report work-related injuries and illnesses to you



1904.35 - Employee Involvement

- Must provide limited access to injury and illness records to employees, former employees and their personal and authoritative representatives
 - Provide copy of OSHA Form 300 by end of next business day
 - Provide copy of OSHA Form 301 to employee, former employee or *personal* representative by end of next business day
 - Provide copies of OSHA Form 301 to *authorized* representative within 7 calendar days. Provide only “Information about the case” section of form.



1904.40 - Providing Records to Government Representatives

- Must provide copies of the records within 4 business hours
- Use the business hours of the establishment where the records are located



1904.33 - Retention and Updating

- Retain forms for 5 years following the year that they cover
- Update the OSHA Form 300 during that period
- Do not need to update the OSHA Form 300A or OSHA Form 301



1904.36 - Prohibition Against Discrimination

- Section 11(c) of the Act prohibits you from discriminating against an employee for reporting a work-related fatality, injury or illness
- Section 11(c) also protects the employee who files a safety and health complaint, asks for access to the Part 1904 records, or otherwise exercises any rights afforded by the OSH Act



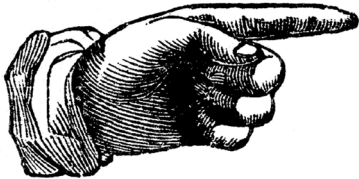
1904.37 - State Plans

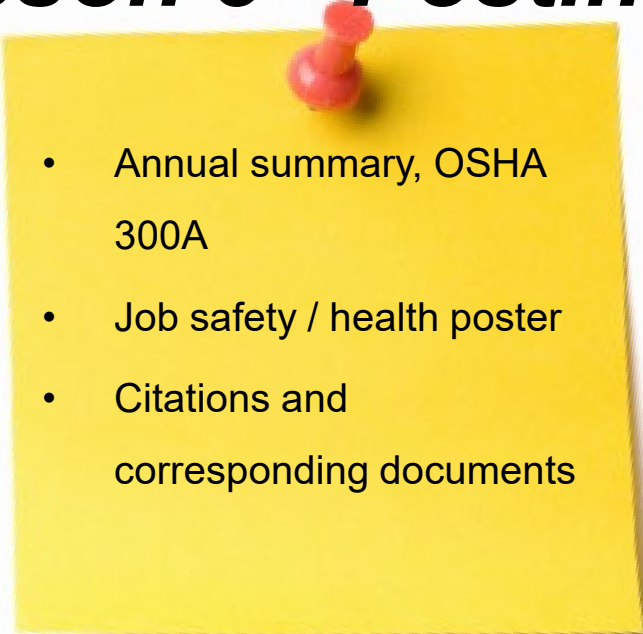
- State-Plan States must have the same requirements as Federal OSHA for determining which injuries and illnesses are recordable and how they are recorded
- For other Part 1904 requirements, State-Plan requirements may be more stringent
- 1952.4 reflects these concepts



Lesson 3 - Posting

Please Notice This



- 
- A yellow rectangular sticky note is pinned to the background with a red pushpin at the top center. It contains a bulleted list of three items.
- Annual summary, OSHA 300A
 - Job safety / health poster
 - Citations and corresponding documents



1904.32 - Annual Summary

- Review OSHA Form 300 for completeness and accuracy, correct deficiencies
- Complete OSHA Form 300A
- Certify summary
- Post summary



1904.32 - Annual Summary

- A company executive must certify the summary:
 - An owner of the company
 - An officer of the corporation
 - The highest-ranking company official working at the establishment, or
 - His or her supervisor
- Must post for 3 month period from February 1 to April 30 of the year following the year covered by the summary



Lesson 4 - Reporting

- Reporting fatalities, hospitalizations, amputations, loss of an eye - 1904.39
- Annual OSHA injury and illness surveys 1904.41
- BLS annual survey 1904.42
- Providing records to NIOSH / OSHA 1904.40



1904.39 - Reporting work-related fatalities, hospitalizations, amputations, loss of an eye

- Report fatality within 8 hours
- Report all work-related in-patient hospitalizations, amputations and loss of an eye with 24 hours
- Do not need to report highway or public street motor vehicle accidents (outside of a construction work zone)
- Do not need to report commercial airplane, train, subway or bus accidents



Highlight – What's new?

- Rescind the requirement for establishments with 250 or more employees to electronically submit information from OSHA Forms 300 and 301. Maintain those records on-site for inspection.
- Continue to submit information from their Form 300A.
- Require covered employers to submit their Employer Identification Number (EIN) electronically along with their injury and illness data submission.



Highlight – What's new?

Many, but not all, establishments must electronically report their Form 300A data to OSHA on an annual basis.

- Establishments with 20-249 employees that are classified in certain industries - See Appendix A of subpart E of Part 1904.
- Establishments with 250 or more employees that are currently required to keep OSHA injury and illness records

Covered establishments must submit information from their completed Form 300A by March 2 of each year.

OSHA provides a secure website where employers create an account, enter, and submit their data. Information about and access to the Injury Tracking Application (ITA) is available at <https://www.osha.gov/injuryreporting/index.html>



Highlight – What's New?

EFFECTIVE JAN. 1, 2024

- Establishments with 100 or more employees in designated high-hazard industries (listed in Appendix B to Subpart E of 29 CFR Part 1904) must electronically submit to OSHA detailed information about each recordable injury and illness entered on their previous calendar year's OSHA Form 300 Log and Form 301 Incident Report (29 CFR 1904.41).



For More Help



- OSHA's Recordkeeping Page
 - <https://www.osha.gov/recordkeeping/>
- Regional Recordkeeping Coordinators
 - <https://www.osha.gov/recordkeeping/RKcontacts.html>
- State Plans and State Consultation
 - https://www.osha.gov/dcsp/smallbusiness/consult_directory.html
- USF SafetyFlorida Consultation Program
 - www.usfsafetyflorida.com



Thank You!



How to Conduct an Incident Investigation

Your company has just experienced an incident resulting in an unintentional injury to a worker. Now what? Reacting quickly to the incident with a prescribed procedure and actions can demonstrate your company's commitment to safety and ensure the proper information is collected to fulfill an incident investigation's ultimate purpose – to prevent future incidents.

Steps in an Investigation Process



The investigation process should begin after arranging for first aid or medical treatment for the injured person(s). In getting started, remind everyone involved—especially workers—the investigation is to learn and prevent, not find fault. Steps of the investigation process include:

1. Call or gather the necessary person(s) to conduct the investigation and obtain the investigation kit.
2. Secure the area where the injury occurred and preserve the work area as it is.
3. Identify and gather witnesses to the injury event.
4. Interview the involved worker.
5. Interview all witnesses.
6. Document the scene of the injury through photos or videos.
7. Complete the investigation report, including determination of what caused the incident and what corrective actions will prevent recurrences.
8. Use results to improve the injury and illness prevention program to better identify and control hazards before they result in incidents.
9. Ensure follow-up on completion of corrective actions.

What to Include in the Documented Investigation Process

As with many processes, preparation and documentation are crucial. As part of the injury and illness prevention program, the investigation procedure should detail:

- Who should conduct and participate in the investigation
- Incidents to be investigated
- Information to be collected
- Identification of causal factors (often referred to as root causes)
- Determination of corrective actions
- Tracking completion of corrective actions

Who is involved - Normally, the investigation is conducted by the injured worker's immediate supervisor. However, assistance can also be provided by the safety practitioner, or team members from an investigative or review committee or safety committee if such teams exist. In cases involving a fatality, senior management personnel, engineering staff or legal counsel may also be involved. Those participating in the investigation would include the injured worker, witnesses to the incident or events preceding it, and the injured worker's immediate supervisor if some other person is conducting the investigation. The injured employee may also request the presence of an employee representative during the interview if contractual agreements are in place.

What gets investigated - Any incident resulting in a fatality, serious injury, or damage to property, equipment or environment should be thoroughly investigated. To obtain the best possible data to aid in predicting and preventing future incidents, it is also recommended that all recordable, first aid and near miss/close call incidents be investigated.

Information to collect - The type of information that should be collected during the investigation process includes:



- Worker characteristics (age, gender, department, job title, experience level, tenure in company and job, training records, and whether they are full-time, part-time, seasonal, temporary or contract)
- Injury characteristics (describe the injury or illness, part(s) of body affected and degree of severity)
- Narrative description and sequencing of events (location of incident; complete sequence of events leading up to the injury or near miss; objects or substances involved in event; conditions such as temperature, light, noise, weather; how injury occurred; whether preventive measure had been in place; what happened after injury or near miss occurred)
- Characteristics of equipment associated with incident (type, brand, size, distinguishing features, condition, specific part involved)
- Characteristics of the task being performed when incident occurred (general task, specific activity, posture and location of injured worker, working alone or with others)
- Time factors (time of day, hour in injured worker's shift, type of shift, phase of worker's day such as performing work, break time, mealtime, overtime, or entering/leaving facility)
- Supervision information (at time of incident whether injured worker was being supervised directly, indirectly, or not at all and whether supervision was feasible)
- Causal factors (specific events and conditions contributing to the incident)
- Corrective actions (immediate measures taken, interim or long-term actions necessary)

What to have on hand - To be prepared to complete an investigation promptly following an incident, it is best to have prepared a kit ahead of time that includes:

- Investigation forms
- Interview forms
- Barricade markers/tape
- Warning tags or padlocks
- Camera or video recorder
- PPE
- A pen
- Voice recorder
- Measuring tape
- Flashlight
- Sample containers



Interviewing people - Interviewing injured workers and witnesses necessitates reducing their possible fear and anxiety, and developing a good rapport. Interviews should follow these steps:

1. Conduct the interview in a quiet and private place.
2. Use open ended questions.
3. State the purpose of the investigation and interview is to do fact-finding, not fault-finding.
4. Ask the individual to recount their version of what happened without interrupting.
Take notes or record their response.
5. Ask clarifying questions to fill in missing information.
6. Reflect back to the interviewee the factual information obtained. Correct any inconsistencies.
7. Ask the individual what they think could have prevented the incident, focusing on the conditions and events preceding the injury.
8. Thank the witness.
9. Finish documenting the interview.

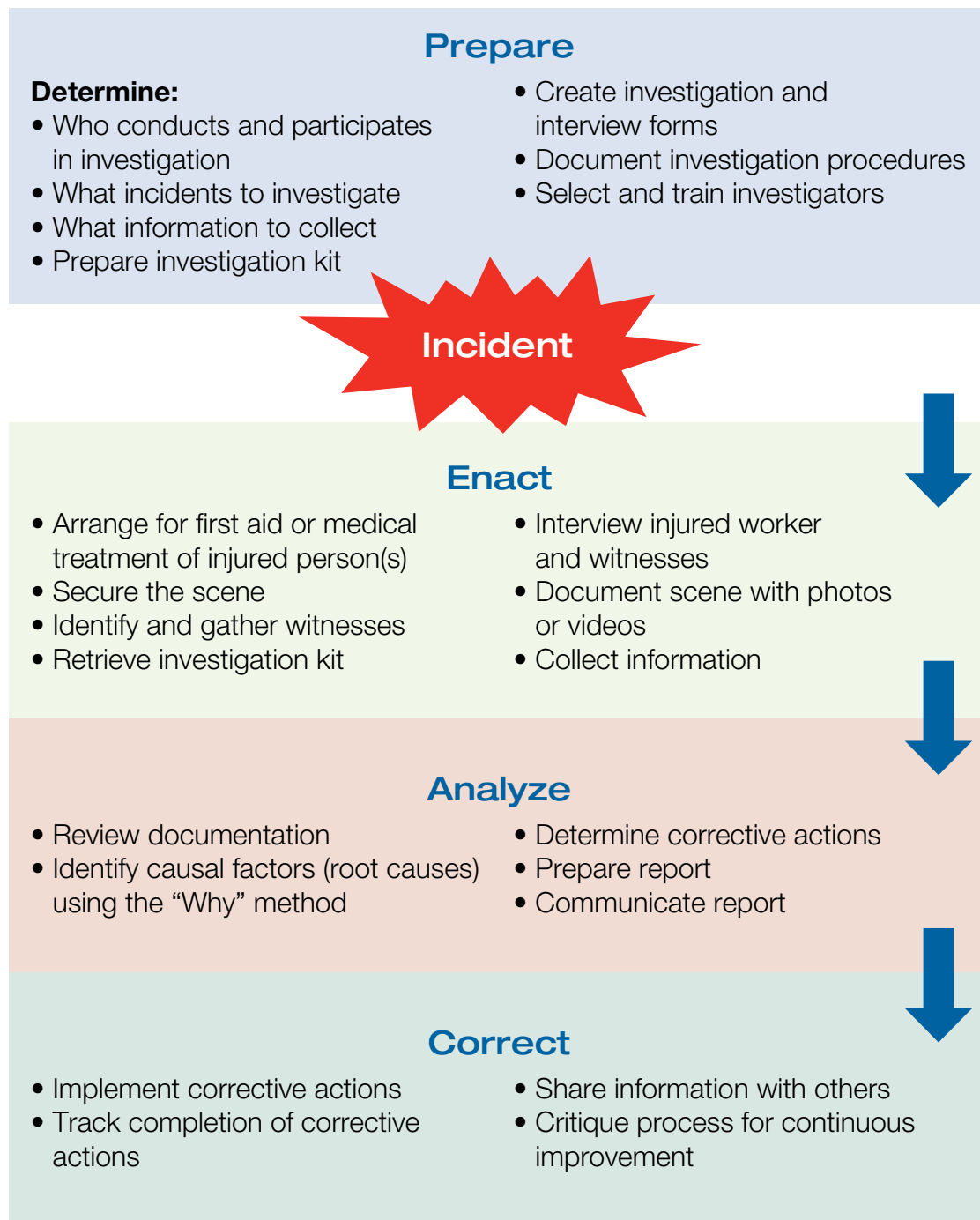


Determining causal factors – The purpose of all this fact-finding is to determine all the contributing factors to why the incident occurred. Statements such as “worker was careless” or “employee did not follow safety procedures” don’t get at the root cause of the incident. To avoid these incomplete and misleading conclusions in your investigative process, continue to ask “Why?” as in “Why did the employee not follow safety procedures?” Contributing factors may involve equipment, environment, people and management. Questions that help reveal these may include:

1. Was a hazardous condition a contributing factor? (defects in equipment/tools/materials, condition recognized, equipment inspections, correct equipment used or available, substitute equipment used, design or quality of equipment)
2. Was the location of equipment/materials/worker(s) a contributing factor? (employee supposed to be there, sufficient workspace, environmental conditions)
3. Was the job procedure a contributing factor? (written or known procedures, ability to perform the job, difficult tasks within the job, anything encouraging deviation from job procedures such as incentives or speed of completion)
4. Was lack of personal protective equipment or emergency equipment a contributing factor? (PPE specified for job/task, adequacy of PPE, whether PPE used at all or correctly, emergency equipment specified, available, properly used, function as intended)
5. Was a management system defect a contributing factor? (failure of supervisor to detect or report hazardous condition or deviation from job procedure, supervisor accountability understood, supervisor or worker adequately trained, failure to initiate corrective action)

Completing report and documenting corrective actions - At this point, once you’ve gathered information and interviewed the involved worker and any witnesses, you can prepare the investigation report itself and formulate corrective actions. Your company should have determined who the report is sent to, within what time frame and what information gets communicated to workers, management, or gets filed or posted. Each corrective action listed should have a person assigned ultimate responsibility for the action, a completion date set and a place to mark completion of the item.

Incident Investigation Process Diagram



Through the OSHA and National Safety Council Alliance, NSC developed this fact sheet for information purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor. December 2014

Under the Occupational Safety and Health Act, employers are responsible for providing a safe and healthy workplace and workers have rights. OSHA can help answer questions or concerns from employers and workers. OSHA's On-site Consultation Program offers free and confidential advice to small and medium-sized businesses, with priority given to high-hazard worksites. For more information, contact your regional or area OSHA office, call 1-800-321-OSHA (6742), or visit www.osha.gov.

Nearly 11 workers die on the job each day and 5 million are injured in the U.S. annually. The National Safety Council has launched the **Journey to Safety Excellence®** Campaign, with national sponsor Grainger, to help keep your workers safe. The Journey provides you with free tools and resources to make workplaces of any size or industry safer. For more information and to become a part of a growing online community of safety practitioners, visit nsc.org/journey and join today!



General Requirements

29 CFR 1926 Subpart C



General Safety and Health Provisions

1926.20

- No worker employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety.
- It is the employer's responsibility to initiate and maintain accident prevent programs



General Safety and Health Provisions

1926.20

- Frequent and regular inspections of job sites and tools must be done by competent person.
- Workers must be qualified by training or experience to operate equipment or machinery.
- Employers must provide PPE



Safety Training and Education

1926.21

- The Secretary shall establish and supervise programs through education and training of employees and employers in the recognition of unsafe condition.
- The employer should avail himself of the safety and health training programs the Secretary provides.



First Aid and Medical Attention 1926.23

- First aid services shall be available for every employee.



Fire Protection and Prevention

1926.24

- The employer is responsible for the development and maintenance of an effective fire protection and prevention program.



Housekeeping

1926.25

- Form and scrap lumber with protruding nails and all other debris shall be kept cleared from work areas, passageways, and stairs.
- Combustible scrap and debris shall be removed regularly
- Containers shall be provided to collect and separate waste, trash, oily and used rags, and other refuse.
- Containers shall be equipped with covers.



Illumination

1926.26

- Construction areas, aisles, stairs, ramps, runways, corridors, offices, shops, or storage areas where work is in progress shall be lighted either naturally or artificially.



Sanitation 1926.27

- Covered in Subpart D



Personal Protective Equipment 1926.28

- The employer is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions or where this part indicates the need for using such equipment to reduce the hazards to the employees.
- Specifications covered in Subpart E



Acceptable Certifications

1926.29

- **Pressure vessels.** Current and valid certification by an insurance company or regulatory authority shall be deemed as acceptable evidence of safe installation, inspection, and testing of pressure vessels provided by the employer.
- **Boilers.** Boilers provided by the employer shall be deemed to be in compliance with the requirements of this part when evidence of current and valid certification by an insurance company or regulatory authority attesting to the safe installation, inspection, and testing is presented.
- **Other requirements.** Regulations prescribing specific requirements for other types of pressure vessels and similar equipment are contained in Subparts F and O of this part.



Access to Employee Exposure and Medical Records 1926.33

- The requirements applicable to construction work under this section are identical to those set forth at 29 CFR 1910.1020.



Means of Egress

1926.34

- Exits shall be marked by a readily visible sign.
- Means of egress shall be continually maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.
- In every building or structure exits shall be so arranged and maintained as to always provide free and unobstructed egress from all parts of the building or structure when it is occupied.



Means of Egress

1926.34

- No lock or fastening to prevent free escape from the inside of any building shall be installed except in mental, penal, or corrective institutions where supervisory personnel is continually on duty and effective provisions are made to remove occupants in case of fire or other emergency.



Employee Emergency Action Plans

1926.35

- Should be in writing and cover the actions of employer and employee in case of fire or other emergencies
- Should include routes and procedures, rescue and medical duties, and how to report.
- Employees shall receive initial training, renew training if plans or responsibilities change.



QUESTIONS?



OSHA 510

OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR CONSTRUCTION



Safety & Health Management Programs



Objectives

Upon the successful completion of this module, participants will be able to:

- Discuss the costs of accidents and the benefits of safety and health programs.
- Describe the OSHA requirements and guidelines for safety and health programs in general industry.
- Discuss OSHA cooperative programs.



Introduction

Employers will find that implementing these recommended practices also brings other benefits. Safety and health programs help businesses:

- **Prevent** workplace injuries and illnesses
- **Improve** compliance with laws and regulations
- **Reduce** costs, including significant reductions in workers' compensation premiums
- **Engage** workers
- **Enhance** their social responsibility goals
- **Increase** productivity and enhance overall business operations



S & H Program Purpose

The main goal of safety and health programs is to prevent workplace injuries, illnesses, and deaths, as well as the suffering and financial hardship these events can cause for workers, their families, and employers.



S & H Program Guidelines

- Goes beyond specific requirements of the law to focus on all hazards
- As the size of the workplace increases so does the need for a formalized written program
- Program effectiveness and written program should be in accord



Major Elements

Keys to an effective program:

- 1. Management leadership and employee participation**
- 2. Hazard identification and assessment**
- 3. Hazard Prevention and Control**
- 4. Education and Training**
- 5. Program Evaluation and Improvement**
- 6. Communication and Coordination for Host Employers, Contractors and Staffing Agencies**



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Management Leadership

Management provides:

Leadership, vision, and resources needed to implement an effective safety and health program



Management Leadership

Actions to be taken:

- Communicate commitment to a safety and health program
- Define program goals
- Allocate resources
- Expect performance





Management Leadership



Specific	Measurable	Attainable	Relevant	Time-Bound
Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.	You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.	Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.	This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.	Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.



Worker Participation

- Worker participation means that workers are involved in establishing, operating, evaluating, and improving the safety and health program.
- All workers at a worksite should participate, including those employed by contractors, subcontractors, and temporary staffing agencies



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Worker Participation

Actions to be taken:

- Encourage workers to participate in the program
- Encourage workers to report safety and health concerns
- Give workers access to safety and health information
- Involve workers in all aspects of the program
- Remove barriers in participation



Hazard Identification and Assessment

To identify and assess hazards, employers and workers:

- Collect and review information about the hazards present or likely to be present in the workplace.
- Conduct initial and periodic workplace inspections of the workplace to identify new or recurring hazards.



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Hazard Identification and Assessment

All jobsites, materials and equipment should be inspected by a competent person.



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Competent vs. Qualified Person

- 1926.32(f)- **Competent person** means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
- 1926.32(m)-***Qualified*** means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.



Hazard Identification and Assessment

- Investigate injuries, illnesses, incidents, and close calls/near misses to determine the underlying hazards, their causes, and safety and health program shortcomings.
- Group similar incidents and identify trends in injuries, illnesses, and hazards reported.
- Consider hazards associated with emergency or nonroutine situations.



Worksite Analysis

- Collect, organize, and review information with workers
- Some information available would be :
 - Equipment and Machinery Operating Manuals
 - SDS (Safety Data Sheet)
 - Inspection records
 - OSHA 300 and 301 logs & Worker's Compensation Records and reports
 - Existing safety and health programs
 - Results of JHAs (job hazard analyses)



Identify Safety Hazards

- Use checklists that highlight things to look for. Typical hazards fall into several major categories, such as those listed below; each workplace will have its own list:
 - General housekeeping
 - Slip, trip, and fall hazards
 - Electrical hazards
 - Equipment operation
 - Equipment maintenance
 - Fire protection
 - Work organization and process flow (including staffing and scheduling)
 - Work practices
 - Workplace violence
 - Ergonomic problems
 - Lack of emergency procedures



Conduct Incident Investigations

- Develop a clear plan and procedure for conducting incident investigations, so that an investigation can begin immediately when an incident occurs. The plan should cover items such as:
 - Who will be involved
 - Lines of communication
 - Materials, equipment, and supplies needed
 - Reporting forms and templates



Worksite Analysis

- Evaluate each hazard.
- Use interim control measures
- Prioritize the hazards



Hazard Prevention and Control

- Determine if a hazard exists
- Where feasible, eliminate by job or task design / redesign
- If elimination is not feasible, then control the hazard:
 - Engineering controls
 - Administrative controls
 - Personal protective equipment (PPE)





Hazard Prevention and Control

Action Items:

1. Identify control options
2. Select controls
3. Develop and update a hazard control plan
4. Select controls to protect workers during nonroutine operations and emergencies
5. Implement selected controls in the workplace
6. Follow up to confirm that controls are effective



Safety and Health Training

Education and training provides employers, managers, supervisors, and workers with:

- Knowledge and skills needed to do their work safely and avoid creating hazards that could place themselves or others at risk.
- Awareness and understanding of workplace hazards and how to identify, report, and control them.
- Specialized training, when their work involves unique hazards.



Safety and Health Training

Action Items

- Provide program awareness training
- Train:
 - Roles in the program for all employees and employers
 - Worker hazard identification and control





Recommended Practices for Safety and Health Programs



GETTING
STARTED



CORE
ELEMENTS



NEW: STEP-BY-
STEP GUIDE



EXPLORE
TOOLS

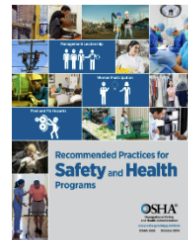


A **safe** workplace is **sound** business

The Recommended Practices are designed to be used in a wide variety of small and medium-sized business settings. The Recommended Practices present a step-by-step approach to implementing a safety and health program, built around seven core elements that make up a successful program.

The main goal of safety and health programs is to prevent workplace injuries, illnesses, and deaths, as well as the suffering and financial hardship these events can cause for workers, their families, and employers. The recommended practices use a proactive approach to managing workplace safety and health. Traditional approaches are often reactive –that is, problems are addressed only after a worker is injured or becomes sick, a new standard or regulation is published, or an outside inspection finds a problem that must be fixed. These recommended practices recognize that finding and fixing hazards before they cause injury or illness is a far more effective approach.

The idea is to begin with a basic program and simple goals and grow from there. If you focus on achieving goals, monitoring performance, and evaluating outcomes, your workplace can progress along the path to higher levels of safety and health achievement.



[Download](#)

For Information and Resources Visit
<https://www.osha.gov/safety-management>



OSHA

Alliances, Strategic Partnerships, VPP



Alliances

- Enables ***organizations*** committed to workplace safety and health to collaborate with OSHA to prevent injuries and illnesses in the workplace
- OSHA and its allies work together to reach out to, educate, and lead the nation's employers and their employees in improving and advancing workplace safety and health.



How Alliances Work

Alliances support OSHA's strategic goals by conducting collaborative activities that emphasize:

- Raising Awareness Through Outreach and Communication
- Training and Education





Getting Started with Alliances

- For national Alliances, contact OSHA's Office of Outreach Services and Alliances at 202-693-2340.
- For regional or local Alliances, contact the OSHA regional office for your area.



OSHA Strategic Partnerships

The OSHA Strategic Partnership Program Directive (OSPP), originally adopted on November 13, 1998 and revised effective November 6, 2013, is an expansion and formalization of OSHA's substantial experience with voluntary programs.



Voluntary Protection Program (VPP)

- Designed to recognize and promote effective safety and health management.
- In the VPP, management, labor, and OSHA establish a cooperative relationship at a workplace that has implemented a strong program:
 - Management program that meets OSHA criteria
 - Employees participate & work with management
 - OSHA provides public recognition
 - Removal from routine inspections



For More Information

- <https://www.osha.gov/dcsp/>

Directorate of Cooperative and State Programs (DCSP)

Douglas J. Kalinowski, Director
Arlene Williams, Acting Deputy Director

The Directorate of Cooperative and State Programs implements OSHA's cooperative programs, coordinates the agency's compliance assistance and outreach activities, coordinates the agency's relations with State Plans, and oversees international issues for OSHA.

DCSP Functions

Cooperative Programs

OSHA offers a number of avenues for businesses and organizations to work cooperatively with the Agency. DCSP implements the following cooperative programs and initiatives:

- Alliance Program
- OSHA Challenge
- Safety and Health Achievement Recognition Program (SHARP)
- OSHA Strategic Partnership Program (OSPP)
- Voluntary Protection Programs (VPP)

State Plans

DCSP coordinates the Agency's activities with OSHA-approved State Plans.

International

For questions related to international safety and health issues, please contact the Department of Labor's Bureau of International Labor Affairs (ILAB) at (202) 693-4855 or visit their [website](#).

Compliance Assistance and Outreach





OSHA's Consultation Service

www.usfsafetyflorida.com



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OSHA Consultation Service

- This no-cost safety and health consultation program is separate from the OSHA inspection effort.
- OSHA's On-Site Consultation Program offers no-cost and confidential occupational safety and health services to small- and medium-sized businesses in all 50 states, the District of Columbia, and several U.S. territories, with priority given to high-hazard worksites.
- On-Site Consultation services are separate from enforcement and do not result in penalties or citations.





USF SafetyFlorida

The Consultation Program provides:

- On-site safety and health hazard assessments, including hazard recognition and prevention,
- Written program evaluations,
- Noise monitoring and air sampling,
- Comprehensive safety and health management system evaluations,
- Formal and informal training, to include technical updates on OSHA standards and Trend analysis.