



# Introduction to OSHA

Directorate of Training and Education  
OSHA Training Institute

# Lesson Overview

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## Purpose:

- ▶ To provide workers with introductory information about OSHA

## Topics:

1. Why is OSHA important to you?
2. What rights do you have under OSHA?
3. What responsibilities does your employer have under OSHA?
4. What are OSHA standards?
5. How are OSHA inspections conducted?
6. Where can you go for help?

# Why is OSHA Important to You?

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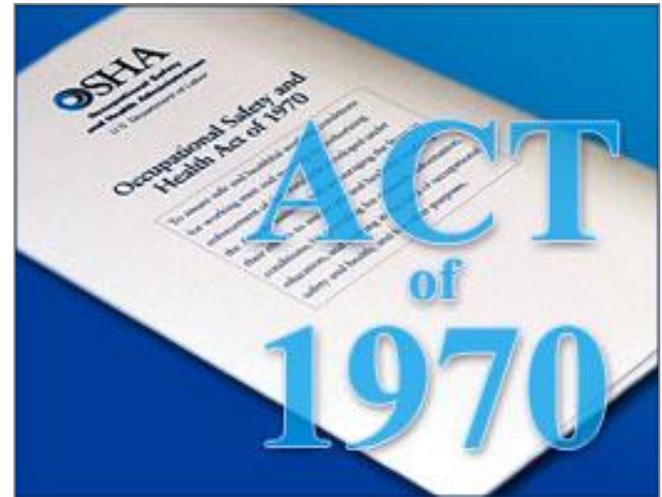
- ▶ 4,405 workers killed on the job in 2013
- ▶ An average of nearly 12 workers die every day
- ▶ 797 Hispanic or Latino workers were killed in 2013
- ▶ 3.0 million serious workplace injuries and illnesses were reported in 2012

## OSHA Makes a Difference

- Worker deaths down—on average, from 38 deaths a day in 1970 to 12 a day in 2013.
- Worker injuries and illnesses are down—from 10.9 incidents per 100 workers in 1972 to 3.0 per 100 in 2012.

# History of OSHA

- ▶ OSHA stands for the Occupational Safety and Health Administration, an agency of the U.S. Department of Labor
- ▶ OSHA's responsibility is to improve worker safety and health protection
- ▶ On December 29, 1970, President Nixon signed the OSH Act
- ▶ This Act created OSHA, the agency, which formally came into being on April 28, 1971



# OSHA's Mission

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- ▶ 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.
  - Developing job safety and health standards
  - Enforcement through worksite inspections
  - Providing training programs to increase knowledge about occupational safety and health

# What Rights Do You Have Under OSHA?

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- ▶ 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

# Worker Rights



## Handout #1: OSHA Poster

- ▶ Have you seen this poster at your place of work?
- ▶ Why was OSHA created?

**Job Safety and Health**  
**It's the law!**

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

**EMPLOYEES:**

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the OSH Act.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the OSH Act that apply to your own actions and conduct on the job.

**EMPLOYERS:**

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the OSH Act.

This free poster available from OSHA –  
The Best Resource for Safety and Health

Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA supported consultation programs in each state.

1-800-321-OSHA  
www.osha.gov

OSHA 3093-01-000

Your Right to...

# Safe and Healthful Workplace

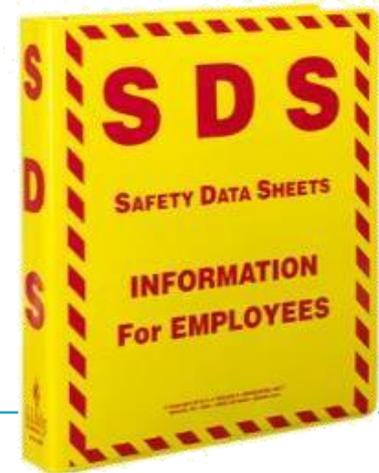
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- ▶ Worker Protection is Law: *The Occupational Safety and Health Act of 1970 (OSH Act)*
- ▶ It is the duty of the employers to provide workplaces that are free of known dangers that could harm their employees
- ▶ This law also gives workers important rights to participate in activities to ensure their protection from job hazards

*Your Right to...*

# Know About Hazardous Chemicals

- ▶ Employers must have a written, complete hazard communication program that includes information on:
  - ▶ Container labeling
  - ▶ Safety Data Sheets (SDSs)
  - ▶ Worker training
    - ▶ physical and health hazards of chemicals and protection measures



The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format.

# Information on Injuries/Illnesses

- ▶ OSHA's Recordkeeping Rule
  - Employers must keep a log
  - 10+ workers
- ▶ Right to report an injury\* and review current log
- ▶ Right to view the annually posted summary of the injuries and illnesses
  - OSHA 300A



**\*It is against the OSHA law to retaliate or discriminate against a worker for reporting an injury or illness**

*Your Right to...*

# **Complain or Request Corrections**

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- ▶ Workers may report safety and health concerns without fear of discharge or discrimination
- ▶ OSHA rules protect workers who raise concerns to their employer or OSHA about unsafe or unhealthful conditions in the workplace

*Your Right to...*

# Training

- ▶ Right to training
  - ▶ health and safety hazards
  - ▶ standards
- ▶ Including topics such as:
  - ▶ chemical hazards
  - ▶ equipment hazards
  - ▶ noise
  - ▶ confined spaces, etc.
- ▶ Training must be in a language and vocabulary workers can understand



# **Examine Medical & Exposure Records**

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- ▶ 1910.1020: Right to examine & copy records
- ▶ Examples of harmful exposures:
  - Metals and dusts, such as, lead, cadmium, and silica
  - Biological agents, such as bacteria, viruses, and fungi
  - Physical stress, such as noise, heat, cold, vibration, repetitive motion, and ionizing and non-ionizing radiation

# File a Complaint with OSHA

- ▶ Right to file a complaint with OSHA:
  - violation of a safety or health standard
  - imminent danger situation
- ▶ Confidential
- ▶ If a worker files a complaint, they have the right to find out OSHA's action on the complaint and request a review if an inspection is not made

*Note:*  
Often the best way to get a hazard corrected is to notify your supervisor or employer.

# Participate in an OSHA Inspection

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- ▶ Employee representative can accompany OSHA inspector
- ▶ Workers may:
  - Talk to the inspector privately
  - Point out hazards, describe injuries, illnesses or near misses
  - Communicate safety or health concerns
- ▶ Workers can find out about inspection results, abatement measures and may object to dates set for violation to be corrected

# **Be Free from Retaliation**

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- ▶ Workers have the right to:
  - be free from retaliation for exercising safety and health rights
  - seek safety and health on the job without fear of punishment
- ▶ Section 11(c) of the OSH Act
- ▶ Workers have 30 days to contact OSHA if they feel they have been punished for exercising their safety and health rights

# Employer Responsibilities Under OSHA

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- ▶ Provide a workplace free from recognized hazards
- ▶ Comply with OSHA standards
- ▶ Provide training required by OSHA standards
- ▶ Keep records of injuries and illnesses
- ▶ Provide medical exams when required by OSHA
- ▶ Access to workers exposure and medical records
- ▶ Not discriminate against workers who exercise their rights under the Act (Section 11(c))
- ▶ Post OSHA citations and hazard correction notices
- ▶ Provide and pay for most PPE

# Employer Responsibilities (cont.)

## REPORTING AND RECORDING CHECKLIST

### *Employers must:*

- ✓ Report each worker death to OSHA
- ✓ Report each work-related hospitalization, amputation, or loss of an eye
- ✓ Maintain injury & illness records
- ✓ Inform workers how to report an injury or illness to the employer
- ✓ Make records available to workers
- ✓ Allow OSHA access to records
- ✓ Post annual summary of injuries & illnesses

# What are OSHA Standards?

- ▶ Rules that describe what employers must do to protect employees from hazards
- ▶ Designed to protect workers

Where there are no specific standards, employers must comply with the General Duty Clause of the OSH Act.

## Four Groups of OSHA Standards

**General Industry\***

**Construction**

**Maritime**

**Agriculture**

*\*General Industry is the set that applies to the largest number of workers and worksites*

# OSHA Standards (cont.)

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- ▶ Limit workers exposure to hazardous chemicals, substances, or noise
- ▶ Require the use of certain safe work practices and equipment
- ▶ Require employers to monitor certain hazards and keep records of workplace injuries and illnesses

# Most Frequently Cited OSHA Standards

OSHA's website provides information regarding the most frequently cited standards

Click: [Frequently Cited OSHA Standards](#) to view current data

- ▶ “Select number of employees in establishment,” select **ALL** or one of the options listed
- ▶ “Federal or State Jurisdiction,” select **Federal** or, from the dropdown menu, a specific state
- ▶ “NAICS,” enter **ALL** for all Industry groups, or enter a valid 2 to 6 digit code for a specific Industry from the NAICS Manual
- ▶ Shown are search results for: All sizes of establishments, in Federal jurisdiction, with a Construction NAICS code of “23”

**NAICS Code: 23 Construction**

Listed below are the standards which were cited by Federal OSHA for the specified NAICS Code during the period October 2012 through September 2013. Penalties shown reflect current rather than initial amounts. For more information, see [definitions](#).

Standard	Citations	Inspections	Penalty	Description
<b>Total</b>	36,962	14,785	\$63,364,196	All Standards cited for Construction
<a href="#">19260501</a>	7,849	7,589	\$19,876,277	Duty to have fall protection.
<a href="#">19260451</a>	5,047	2,337	\$9,020,334	General requirements.
<a href="#">19261053</a>	3,184	2,522	\$4,259,552	Ladders.
<a href="#">19260503</a>	2,093	2,041	\$1,891,722	Training requirements.
<a href="#">19260102</a>	1,143	1,139	\$1,505,696	Eye and face protection.
<a href="#">192601200</a>	1,142	635	\$471,054	Hazard Communication.
<a href="#">19260103</a>	1,097	1,097	\$1,502,875	Head protection.
<a href="#">19260553</a>	972	859	\$1,728,872	Aerial lifts.
<a href="#">19260651</a>	948	606	\$2,126,971	Specific Excavation Requirements.
<a href="#">19260020</a>	933	793	\$1,273,680	General safety and health provisions.

**Common Most Frequently Cited Standards:**

Fall Protection; Hazard Communication; Scaffolding; Respiratory Protection; Electrical; Powered Industrial Trucks; Ladders

# How are OSHA Inspections Conducted?

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- ▶ OSHA compliance safety and health officers (CSHOs) may conduct workplace inspections at reasonable times
- ▶ Without advance notice, except in rare circumstances (e.g. Imminent Danger)
  - In fact, anyone who tells an employer about an OSHA inspection in advance can receive fines and a jail term

# Different Types of OSHA Inspections

- ▶ Imminent danger
- ▶ Fatality or hospitalizations
- ▶ Worker complaints/referrals
- ▶ Targeted inspections
  - Local Emphasis Program (LEP),
  - National Emphasis Program (NEP),
  - particular hazards or industries
- ▶ Follow-up Inspections



# Citations and Penalties

VIOLATION TYPE	PENALTY
<b>WILLFUL</b> A violation that the employer intentionally and knowingly commits or a violation that the employer commits with plain indifference to the law.	OSHA may propose penalties of up to \$70,000 for each willful violation, with a minimum penalty of \$5,000 for each willful violation.
<b>SERIOUS</b> A violation where there is substantial probability that death or serious physical harm could result and that the employer knew, or should have known, of the hazard.	There is a mandatory penalty for serious violations which may be up to \$7,000.
<b>OTHER-THAN-SERIOUS</b> A violation that has a direct relationship to safety and health, but probably would not cause death or serious physical harm.	OSHA may propose a penalty of up to \$7,000 for each other-than-serious violation.
<b>REPEATED</b> A violation that is the same or similar to a previous violation.	OSHA may propose penalties of up to \$70,000 for each repeated violation.

# Questions for Review

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- ▶ Give an example of a reason why OSHA would conduct an inspection at your workplace
- ▶ What are the types of OSHA violations?

# Where to go for help

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1. Sources within the workplace/worksites
2. Sources outside the workplace/worksites
3. How to file an OSHA complaint

# Sources within the Worksite

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- ▶ Employer or supervisor, co-workers and union representatives
- ▶ Safety Data Sheet (SDS) for information on chemicals
- ▶ Labels and warning signs
- ▶ Employee orientation manuals or other training materials
- ▶ Work tasks and procedures instruction

# Sources Outside the Worksite

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- ▶ OSHA website: <http://www.osha.gov> and OSHA offices
- ▶ Compliance Assistance Specialists
- ▶ National Institute for Occupational Safety and Health (NIOSH)
- ▶ OSHA Training Institute Education Centers
- ▶ Doctors, nurses, other health care providers
- ▶ Public libraries
- ▶ Other local, community-based resources

# How to Raise a Concern

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## Handout #7: Identifying Safety and Health Problems in the Workplace



- ▶ Review handout to become more aware of workplace hazards
- ▶ Discuss if anyone has discovered safety and/or health problems in the workplace/site

# Filing a Complaint

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- ▶ Download the OSHA complaint form from OSHA's website
- ▶ File the complaint online
  - Workers can file a complaint
  - A worker representative can file a complaint
- ▶ Telephone or visit local regional or area
- ▶ Be specific and include appropriate details
- ▶ OSHA determines if an inspection is necessary
- ▶ Workers do not have to reveal their name

[Click Here](#)

# Group Activity: Filing a Complaint

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## Handout #8a: General Industry



- ▶ Each group reviews the handout and discusses the industry-specific scenario
- ▶ Groups need to determine what information would be important to include in their complaint
- ▶ Have the class discuss the group's results:
  - What was included in the complaint?
  - What was added to the complaint?

# Group Activity: Filing a Complaint

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## Handout #8b: Construction



- ▶ Each group reviews the handout and discusses the industry-specific scenario
- ▶ Groups need to determine what information would be important to include in their complaint
- ▶ Have the class discuss the group's results:
  - What was included in the complaint?
  - What was added to the complaint?

# Group Activity: Filing a Complaint

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## Handout #8c: Maritime Industry



- ▶ Each group reviews the handout and discusses the industry-specific scenario
- ▶ Groups need to determine what information would be important to include in their complaint
- ▶ Have the class discuss the group's results:
  - What was included in the complaint?
  - What was added to the complaint?

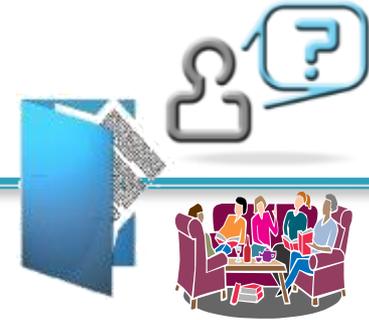
# Questions for Review

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- ▶ What are some resources inside the workplace that will help you find information on safety and health issues?
- ▶ What are some resources outside the workplace that will help you find information on safety and health issues?

# Session Summary



This lesson covered:

- ▶ The importance of OSHA, including the history of safety and health regulation leading to the creation of OSHA and OSHA's mission;
- ▶ Worker rights under OSHA;
- ▶ Employer responsibilities;
- ▶ OSHA standards;
- ▶ OSHA inspections; and
- ▶ Safety and health resources, including how to file a complaint.



**Thank You!**