

# INTRODUCTION TO OSHA



# What is OSHA?

- Occupational
- Safety and
- Health
- Administration
  - Responsible for worker safety and health protection

## Is there a need for OSHA?

- Each year...
- Nearly 6,000 workplace fatalities
- 50,000 deaths from workplace-related illnesses
- 5.7 million non-fatal workplace injuries
- Injuries alone cost U.S. businesses over \$125 billion

*Source - OSHA Publication 2056*

# Has OSHA Made a Difference?

- YES!
  - Since 1970 OSHA has:
    - Helped cut the work-related fatality rate in half
    - Worked with employers and employees to reduce workplace injuries and illnesses by 40%
    - Virtually eliminated brown lung disease in the textile industry, and
    - Reduced trenching and excavation fatalities by 35%

# What does OSHA do?

- Encourages employers and employees to reduce workplace hazards and implement new or improve existing safety and health programs
- Develops and enforces mandatory job safety and health standards



# What does OSHA do?

- Maintains a reporting and recordkeeping system to monitor job-related injuries and illnesses
- Provides assistance, training and other support programs to help employers and workers



# Who is covered by the OSH Act?

- Most private sector employees
- Coverage is provided directly by federal OSHA or through an OSHA-approved state program
- Does not cover the self-employed or immediate members of farm families that do not employ outside workers

## OSHA Standards

- OSHA develops and enforces standards that employers must follow.
- Where OSHA does not have standards, employers are responsible for following the OSH Act's General Duty Clause.
- States with OSHA-approved programs must set standards at least as effective as federal standards.



# What does OSHA Require?

- Determine which standards apply to your workplace
- Follow the OSHA standards and requirements

# Recordkeeping and Reporting

- Employers of 11 or more employees must maintain records of occupational injuries and illnesses



# Recordkeeping and Reporting

- All employers must display the OSHA poster, and report to OSHA within 8 hours any accident that results in a fatality, and report within 24 hours an in-patient hospitalization, amputation, or loss of an eye.



# Recordkeeping Forms

- Maintained on a calendar year basis
  - Summary of records for the previous year must be posted from February through April

OSHA's Form 300  
**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. 1218-0175

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., Miller)	(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 objective/cause that directly injured or made person ill (e.g., Second degree burns on right forearm from scalding steam)	Using these four categories, check ONLY the most serious result for each case:			On job transfer or restriction work		(M)					
						Death	Days away from work	Restricted work or job transfer	Other recordable cases	Days lost	Days of restriction work	(1) Injury	(2) Skin disorder	(3) Respiratory condition	(4) Poisoning	(5) All other
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OSHA's Form 300

# 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. 1218-0176

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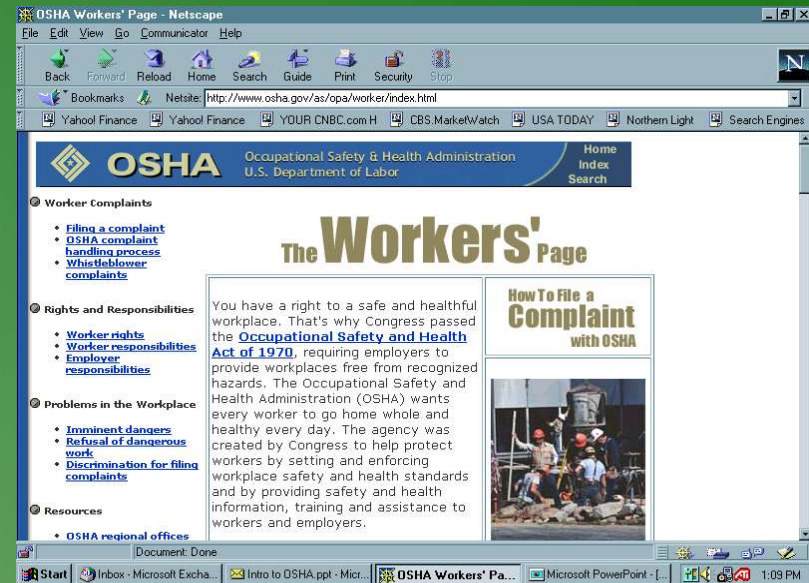
Establishment name \_\_\_\_\_

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., Welder)	(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 acetylene torch)	Using these four categories, check ONLY the most serious result for each case:				On job transfer or restriction (K) days	Away from work (L) days	(M)				
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)			Injury (1)	Skin disorder (2)	Respiratory condition (3)	Non-injury (4)	All other illnesses (5)
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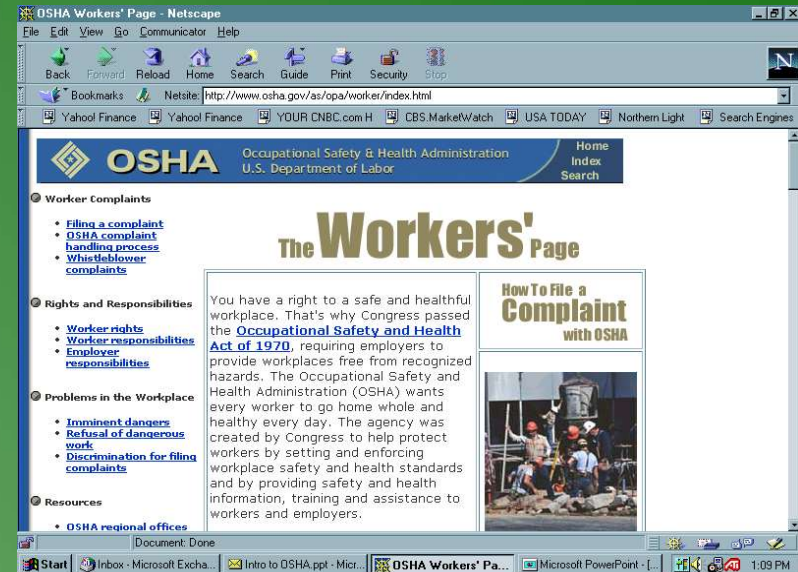
# What are workers' responsibilities?

- Read the OSHA poster
- Follow the employer's safety and health rules and wear or use all required gear and equipment
- Follow safe work practices for your job, as directed by your employer



# What are workers' responsibilities?

- Report hazardous conditions to a supervisor or safety committee
- Report hazardous conditions to OSHA, if employers do not fix them
- Cooperate with OSHA inspectors



# What are workers' rights?

- Identify and correct problems in their workplaces, working with their employers whenever possible





# What are workers' rights?

- Complain to OSHA about workplace conditions threatening their health or safety in person, by:
  - Telephone
  - Fax
  - Mail
  - Electronically through OSHA's web site




# What are workers' rights?

- Section 11(c) of the OSH Act gives workers the right to seek safe and healthful conditions on the job without being disciplined or fired



# OSHA Workers' Page

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


[Home](#)  
[Index](#)  
[Search](#)

- ⊙ **Worker Complaints**
  - [Filing a complaint](#)
  - [OSHA complaint handling process](#)
  - [Whistleblower complaints](#)
- ⊙ **Rights and Responsibilities**
  - [Worker rights](#)
  - [Worker responsibilities](#)
  - [Employer responsibilities](#)
- ⊙ **Problems in the Workplace**
  - [Imminent dangers](#)
  - [Refusal of dangerous work](#)
  - [Discrimination for filing complaints](#)
- ⊙ **Resources**
  - [OSHA regional offices](#)

## The Workers' Page

You have a right to a safe and healthful workplace. That's why Congress passed the [Occupational Safety and Health Act of 1970](#), requiring employers to provide workplaces free from recognized hazards. The Occupational Safety and Health Administration (OSHA) wants every worker to go home whole and healthy every day. The agency was created by Congress to help protect workers by setting and enforcing workplace safety and health standards and by providing safety and health information, training and assistance to workers and employers.

**How To File a Complaint with OSHA**



[www.osha.gov/as/opa/worker/index.html](http://www.osha.gov/as/opa/worker/index.html)

## What are employers' rights & responsibilities?

- Employers must provide a safe and healthful workplace free of recognized hazards and follow the OSHA standards
- The OSH Act grants employers important rights, particularly during and after an OSHA inspection
- Employers must provide training, medical examinations and recordkeeping

# Competent Person

- A person who:
  - Knows the right standard
  - Can identify hazards in the operation
  - Is designated by the employer
  - Has the authority to take appropriate actions.
    - "Competent Person" is found in many standards.
    - Some standards set specific requirements for the "competent person."

# Workplace Inspections

- Establishments covered by the OSH Act are subject to inspection by OSHA compliance safety and health officers (CSHO's)
- Most inspections are conducted without advance notice

# What Types of Hazards are Addressed in Standards?

- Electrical
- Cranes
- Falls
- Excavation
- Scaffolding
- Machines
- Stairways & Ladders
- Chemical

# Employer may Qualify for "Focused Inspection"

- Has to meet certain conditions
- Inspector will "focus" on these four hazard areas:
  - Falls
  - Struck by
  - Caught in/between
  - Electrical



# Inspection Process

- CSHO displays official credentials
- Opening conference
- Walk-around inspection
- Closing conference



## Conducting the Walk-around Inspection

- CSHO and accompanying representatives (employer and employee) inspect the establishment for potentially hazardous working conditions
- CSHO discusses possible corrective actions with the employer
- CSHO may consult, at times privately, with employees

# What Happens After an OSHA Inspection?

- OSHA may or may not issue citations
- Citations inform employer and employees of the regulations and standards allegedly violated and of the proposed time for abatement



# What Happens After an OSHA Inspection?

- Employer must post a copy of each citation at or near place where violation occurred, for 3 days or until violation is corrected, whichever is longer



# Sources of Assistance

- OSHA web site ([www.osha.gov](http://www.osha.gov))
- Consultation assistance
- Federal and State area offices
  - Speakers, publications, a/v aids, technical advice

# Sources of Assistance

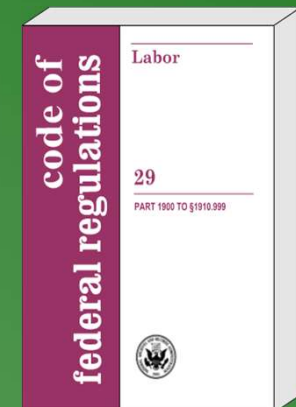
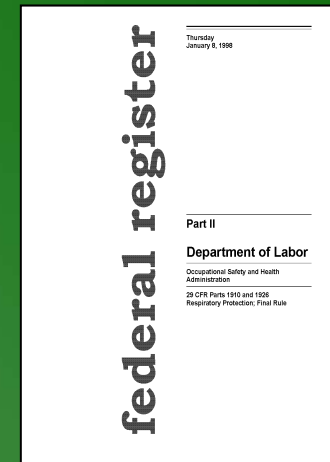
- Training and education
  - OSHA Training Institute (OTI)
    - OTI Education Centers
  - OSHA Outreach Training Program
    - 10/30 Hour Training
- OSHA Office of State Programs
- Voluntary Protection Programs

## OSHA Web Site ([www.osha.gov](http://www.osha.gov))

- About OSHA (events, what's new . . .)
- Compliance Assistance (regulations, directives, consultation, eTools, training . . .)
- Cooperative Programs (VPP, partnerships ...)
- News Room (publications, news releases . . .)
- Safety / Health Topics (technical links to various topics)
- Statistics (Inspection data, BLS survey link ...)

# Where to Get OSHA Standards

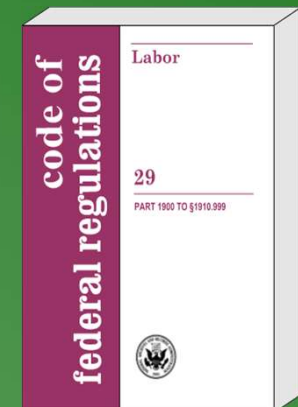
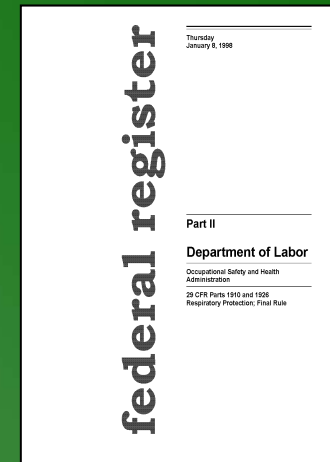
- Federal Register in public libraries or at GPO web site
- CD-ROM subscription through U.S. Government Printing Office (GPO)





# Where to Get OSHA Standards

- Code of Federal Regulations (CFR) in public libraries and through GPO
- OSHA web site - OSHA standards, interpretations, directives ([www.osha.gov](http://www.osha.gov))



# Consultation Assistance

- Provided at no cost
- Developed for smaller employers with more hazardous operations
- Delivered by state government agencies or universities employing professional safety and health consultants



# Consultation Assistance

- No penalties are proposed or citations issued
- Possible violations of OSHA standards are not reported to OSHA enforcement staff unless employer fails to eliminate or control any serious hazard or imminent danger



# OSHA Emergency Hot-Line

## 1-800-321-OSHA

- Report workplace safety or health fatalities or the hospitalization of 3 or more employees
- Report a workplace hazard
- File a complaint about a workplace hazard
- Request information on OSHA
- Request an OSHA publication

## Summary

- OSHA helps save lives and prevent injuries
- OSHA balances a cooperative approach with traditional enforcement
- OSHA standards are the enforceable requirements for worker safety and health
- Inspections are OSHA's way to ensure compliance
- OSHA offers various means of assistance