

INTRODUCTION TO OSHA PRESENTATION



Introduction to OSHA

1-hour Lesson

Directorate of Training and Education
OSHA Training Institute

Lesson Overview

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 do the OSHA standards say?
5. How are OSHA inspections conducted?
6. Where can you go for help?



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Topic 1

OSHA'S MISSION



Large Group Discussion Questions



- ▶ Why was OSHA Created?

- ▶ What is OSHA's Mission?



Why OSHA Was Created

- ▶ OSHA began because, until 1970, there were no national laws for safety and health hazards.
- ▶ On average, 15 workers die every day from job injuries
- ▶ Over 5,600 Americans die from workplace injuries annually
- ▶ Over 4 million non-fatal workplace injuries and illnesses are reported



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OSHA's Mission

- ▶ The mission of OSHA is to save lives, prevent injuries and protect the health of America's workers.
- ▶ Some of the things OSHA does to carry out its mission are:
 - developing job safety and health standards and enforcing them through worksite inspections,
 - maintaining a reporting and recordkeeping system to keep track of job-related injuries and illnesses, and
 - providing training programs to increase knowledge about occupational safety and health.



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INTRODUCTION TO OSHA PRESENTATION

Small Group Discussion Questions

- ▶ When, during your work experience, did you first hear about OSHA?
- ▶ What did you think about OSHA then?
- ▶ What do you think OSHA's job is?



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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 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



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Topic 2

OSHA STANDARDS



What do the OSHA Standards Say?

- ▶ OSHA standards fall into four categories:
 - General Industry 1910
 - Construction 1926
 - Maritime 1915
 - Agriculture 1928
- ▶ Where there are no specific OSHA standards, employers must comply with The General Duty Clause, [Section 5\(a\)\(1\)](#)



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Understanding Standards

[29 CFR 1910.178 \(I\) \(1\)\(ii\)](#)



Most Frequently Cited Standards

Most Frequently Cited (MFC)

- Shown are search results for: All sizes of establishments, in Federal jurisdiction, with Construction SIC codes

Standard	ICHL	OSHA	Priority	Description
1910.103	1033	1033	1033	General requirements.
1910.104	1043	1043	1043	General requirements.
1910.105	1053	1053	1053	General requirements.
1910.106	1063	1063	1063	General requirements.
1910.107	1073	1073	1073	General requirements.
1910.108	1083	1083	1083	General requirements.
1910.109	1093	1093	1093	General requirements.
1910.110	1103	1103	1103	General requirements.
1910.111	1113	1113	1113	General requirements.
1910.112	1123	1123	1123	General requirements.
1910.113	1133	1133	1133	General requirements.
1910.114	1143	1143	1143	General requirements.
1910.115	1153	1153	1153	General requirements.
1910.116	1163	1163	1163	General requirements.
1910.117	1173	1173	1173	General requirements.
1910.118	1183	1183	1183	General requirements.
1910.119	1193	1193	1193	General requirements.
1910.120	1203	1203	1203	General requirements.
1910.121	1213	1213	1213	General requirements.
1910.122	1223	1223	1223	General requirements.
1910.123	1233	1233	1233	General requirements.
1910.124	1243	1243	1243	General requirements.
1910.125	1253	1253	1253	General requirements.
1910.126	1263	1263	1263	General requirements.
1910.127	1273	1273	1273	General requirements.
1910.128	1283	1283	1283	General requirements.
1910.129	1293	1293	1293	General requirements.
1910.130	1303	1303	1303	General requirements.
1910.131	1313	1313	1313	General requirements.
1910.132	1323	1323	1323	General requirements.
1910.133	1333	1333	1333	General requirements.
1910.134	1343	1343	1343	General requirements.
1910.135	1353	1353	1353	General requirements.
1910.136	1363	1363	1363	General requirements.
1910.137	1373	1373	1373	General requirements.
1910.138	1383	1383	1383	General requirements.
1910.139	1393	1393	1393	General requirements.
1910.140	1403	1403	1403	General requirements.
1910.141	1413	1413	1413	General requirements.
1910.142	1423	1423	1423	General requirements.
1910.143	1433	1433	1433	General requirements.
1910.144	1443	1443	1443	General requirements.
1910.145	1453	1453	1453	General requirements.
1910.146	1463	1463	1463	General requirements.
1910.147	1473	1473	1473	General requirements.
1910.148	1483	1483	1483	General requirements.
1910.149	1493	1493	1493	General requirements.
1910.150	1503	1503	1503	General requirements.
1910.151	1513	1513	1513	General requirements.
1910.152	1523	1523	1523	General requirements.
1910.153	1533	1533	1533	General requirements.
1910.154	1543	1543	1543	General requirements.
1910.155	1553	1553	1553	General requirements.
1910.156	1563	1563	1563	General requirements.
1910.157	1573	1573	1573	General requirements.
1910.158	1583	1583	1583	General requirements.
1910.159	1593	1593	1593	General requirements.
1910.160	1603	1603	1603	General requirements.
1910.161	1613	1613	1613	General requirements.
1910.162	1623	1623	1623	General requirements.
1910.163	1633	1633	1633	General requirements.
1910.164	1643	1643	1643	General requirements.
1910.165	1653	1653	1653	General requirements.
1910.166	1663	1663	1663	General requirements.
1910.167	1673	1673	1673	General requirements.
1910.168	1683	1683	1683	General requirements.
1910.169	1693	1693	1693	General requirements.
1910.170	1703	1703	1703	General requirements.
1910.171	1713	1713	1713	General requirements.
1910.172	1723	1723	1723	General requirements.
1910.173	1733	1733	1733	General requirements.
1910.174	1743	1743	1743	General requirements.
1910.175	1753	1753	1753	General requirements.
1910.176	1763	1763	1763	General requirements.
1910.177	1773	1773	1773	General requirements.
1910.178	1783	1783	1783	General requirements.
1910.179	1793	1793	1793	General requirements.
1910.180	1803	1803	1803	General requirements.
1910.181	1813	1813	1813	General requirements.
1910.182	1823	1823	1823	General requirements.
1910.183	1833	1833	1833	General requirements.
1910.184	1843	1843	1843	General requirements.
1910.185	1853	1853	1853	General requirements.
1910.186	1863	1863	1863	General requirements.
1910.187	1873	1873	1873	General requirements.
1910.188	1883	1883	1883	General requirements.
1910.189	1893	1893	1893	General requirements.
1910.190	1903	1903	1903	General requirements.
1910.191	1913	1913	1913	General requirements.
1910.192	1923	1923	1923	General requirements.
1910.193	1933	1933	1933	General requirements.
1910.194	1943	1943	1943	General requirements.
1910.195	1953	1953	1953	General requirements.
1910.196	1963	1963	1963	General requirements.
1910.197	1973	1973	1973	General requirements.
1910.198	1983	1983	1983	General requirements.
1910.199	1993	1993	1993	General requirements.
1910.200	2003	2003	2003	General requirements.



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Classroom Exercise: OSHA Standards



- ▶ What is the Subpart for Personal Protective Equipment? **Subpart I**
- ▶ What is the Subpart for Machinery and Machine Guarding? **Subpart O**
- ▶ What topic does 1910, Subpart H cover?
Hazardous Materials

OSHA

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Topic 3

EMPLOYER RESPONSIBILITIES

OSHA

Employer Responsibilities

- ▶ Provide a workplace free from recognized hazards and comply with OSHA standards
- ▶ Provide training required by OSHA standards
- ▶ Provide medical exams when required by OSHA standards and provide workers access to their exposure and medical records
- ▶ Not discriminate against workers who exercise their rights under the Act (Section 11(c))
- ▶ Post OSHA citations and abatement verification notices

OSHA

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Employer Responsibilities

KEEP RECORDS OF INJURIES AND ILLNESSES

REPORTING AND RECORDING CHECKLIST

Employers must:

- ✓ Report work related fatalities – 8 Hours
- ✓ Report work related in-patient hospitalization, amputations and losses of an eye – 24 Hours
- ✓ Inform workers how to report an injury or illness to the employer
- ✓ Make records available to workers
- ✓ Allow OSHA access to records

OSHA

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Employer Responsibilities

OSHA 300 Log

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 58 minutes per response, including time to review the instruction, search and 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 these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

- ▶ Keep records of injuries and illnesses
- ▶ Post annual summary of injuries & illnesses

OSHA

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Employer Responsibilities

- ▶ Does anyone wear personal protective equipment on their job?



- ▶ Employers are required to determine if PPE should be used to protect their workers.
- ▶ Provide and pay for PPE



OSHA

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Topic 4

WORKERS RIGHTS / RESPONSIBILITIES



Workers Rights & Responsibilities

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



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Workers Rights & Responsibilities

- ▶ The creation of OSHA provided workers the right to a safe and healthful workplace.
- ▶ Section 5(a)(1) of the OSH Act states: "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."



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Workers Rights & Responsibilities

- ▶ Workers may bring up safety and health concerns in the workplace to their employers without fear of discharge or discrimination, as long as the complaint is made in good faith.
- ▶ OSHA regulations [29CFR 1977.9(c)] protect workers who complain to their employer about unsafe or unhealthful conditions in the workplace.



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Workers Rights & Responsibilities

- ▶ Workers have a right to get training from employers on a variety of health and safety hazards and standards that employers must follow.
- ▶ Some required training covers topics such as, lockout-tagout, bloodborne pathogens, noise, confined spaces, fall hazards in construction, personal protective equipment, along with a variety of other subjects.



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Workers Rights & Responsibilities

- ▶ 1910.1020: right to examine & copy records
- ▶ Examples of toxic substances and harmful physical agents are:
 - 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.



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INTRODUCTION TO OSHA PRESENTATION

Workers Rights & Responsibilities

- ▶ Workers may file a complaint with OSHA if they believe a violation of a safety or health standard, or an imminent danger situation, exists in the workplace.
- ▶ Workers may request that their name not be revealed to the employer.
- ▶ 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.



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Workers Rights & Responsibilities

- ▶ Employee representative can accompany OSHA inspector
- ▶ Workers can talk to the inspector privately.
- ▶ Workers may point out hazards, describe injuries, illnesses or near misses that resulted from those hazards and describe any concern you have about a safety or health issue.
- ▶ Workers can find out about inspection results, abatement measures and may object to dates set for violation to be corrected.



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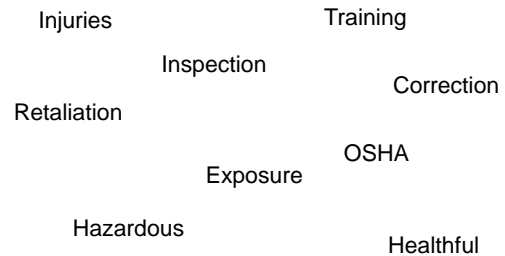
Workers Rights & Responsibilities

- ▶ Workers have the right to be free from retaliation for exercising safety and health rights.
- ▶ Workers have a right to seek safety and health on the job without fear of punishment.
- ▶ This right is spelled out in 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.



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Small Group Activity



Enforcing Standards

- ▶ The OSH Act authorizes OSHA compliance safety and health officers (CSHOs) to conduct workplace inspections at reasonable times.
- ▶ OSHA conducts inspections without advance notice, except in rare circumstances
- ▶ In fact, anyone who tells an employer about an OSHA inspection in advance can receive fines and a jail term.

Section 5

ENFORCING STANDARDS



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INTRODUCTION TO OSHA PRESENTATION

Enforcing Standards

Priority	Category of Inspection
1st	Imminent Danger: <i>Reasonable certainty an immediate danger exists</i>
2nd	Fatality/Catastrophe: <i>Reported to OSHA; inspected ASAP</i>
3rd	Complaints/Referrals: <i>Worker or worker representative can file a complaint about a safety or health hazard</i>
4th	Programmed Inspections: <i>Cover industries and employers with high injury and illness rates, specific hazards, or other exposures.</i>



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Enforcing Standards

VIOLATION TYPE	PENALTY
WILLFUL 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 \$129,336 for each willful violation, with a minimum penalty of \$5,000 for each willful violation.
SERIOUS 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 \$12,934.
OTHER-THAN-SERIOUS 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 \$12,934 for each other-than-serious violation.
REPEATED A violation that is the same or similar to a previous violation.	OSHA may propose penalties of up to \$70,000 \$129,336 for each repeated violation.



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Large Group Discussion



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



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Topic 6

REPORTING SAFETY HAZARDS



Reporting Safety 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



Reporting Safety Hazards

How OSHA Responds to a Complaint	
If the Complaint is...	Then OSHA will...
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



Whistleblower Protection

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.



Section 7

WORKER RESOURCES



Worker Resources

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



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Worker Resources

- ▶ OSHA website: <http://www.osha.gov> and OSHA offices (you can call or write)
- ▶ Compliance Assistance Specialists in the area offices
- ▶ National Institute for Occupational Safety and Health (NIOSH) – OSHA’s sister agency
- ▶ OSHA Training Institute Education Centers
- ▶ Doctors, nurses, other health care providers
- ▶ Public libraries
- ▶ Other local, community-based resources



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