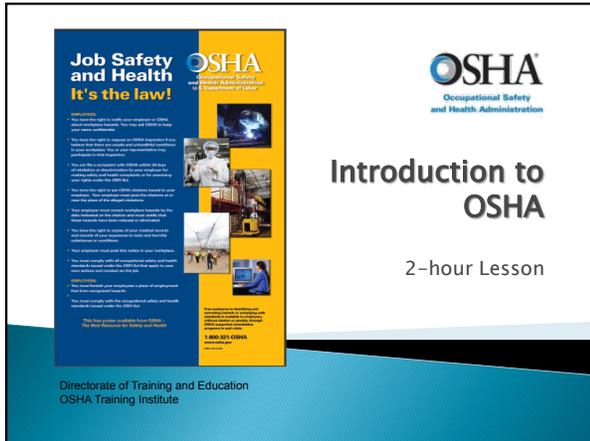


INTRODUCTION TO OSHA PRESENTATION



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?

OSHA 2

Topic 1: Why is OSHA Important to You?

- ▶ 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

OSHA 3

INTRODUCTION TO OSHA PRESENTATION

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?



4

Group Activity: FAT/CAT Report

 **Handout #1: Weekly Fatality/Catastrophe Report** 

- ▶ Each group reviews the handout and selects an incident to discuss
- ▶ Have full class share what they discussed in the groups



5

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



6

INTRODUCTION TO OSHA PRESENTATION

OSHA Coverage Activity

Covered by OSHA?		Worker
YES	NO	1. Harry Adams, a miner at Below Ground Inc.
YES	NO	2. Adrian Smith, one of 3 employees of ABC landscaping.
YES	NO	3. Taylor Dell, an accountant in business for herself.
YES	NO	4. Rob Jones, one of 10 carpenters working for Woody, Inc.

 7

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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Questions for Review

- ▶ Why was OSHA necessary?
- ▶ What is OSHA's mission?
- ▶ Why is this training important?

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INTRODUCTION TO OSHA PRESENTATION

Topic 2: What Rights Do You Have Under OSHA?

- ▶ You have the right to:
 - A safe and healthful workplace
 - Know about hazardous chemicals
 - Information about injuries and illnesses in your workplace
 - 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



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Worker Rights



Handout #2: OSHA Poster



- ▶ Have you seen this poster at your place of work?
- ▶ Creation of OSHA provided workers the right to a safe and healthful workplace



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Your Right to...

Safe & Healthful Workplace

- ▶ 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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INTRODUCTION TO OSHA PRESENTATION

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), and
 - ▶ Worker training. The training must include the physical and health hazards of the chemicals and how workers can protect themselves; including specific procedures the employer has implemented to protect workers, such as work practices, emergency procedures, and personal protective equipment.



OSHA

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Classroom Exercise: MSDS

 **Handout #3: SDS Example** 

- ▶ What information does the SDS provide?
- ▶ Has anyone seen an SDS in their workplace?
- ▶ Were the instructions on the SDS followed in their workplace?
- ▶ Has anyone worked with hazardous substances without an SDS?

OSHA

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Your Right to...

Information About Injuries/Illnesses

- ▶ OSHA's Recordkeeping rule requires most employers with more than 10 workers to keep a log of injuries and illnesses.
- ▶ Workers have the right to review the current log, as well as the logs stored for the past 5 years.
- ▶ Workers also have the right to view the annually posted summary of the injuries and illnesses (OSHA 300A).



OSHA

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INTRODUCTION TO OSHA PRESENTATION

Your Right to...

Complain or Request Corrections

- ▶ 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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Your Right to...

Training

- ▶ 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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Your Right to...

Examine Exposure & Medical Records

- ▶ 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

Your Right to...
File a Complaint with OSHA

- ▶ 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.

OSHA 19

Your Right to...
Participate in an OSHA Inspection

- ▶ 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.

OSHA 20

Your Right to...
Be Free From Retaliation

- ▶ 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.

OSHA 21

INTRODUCTION TO OSHA PRESENTATION

Questions for Review

- ▶ What does an SDS tell you?
- ▶ What are some worker rights related to injury and illness reporting?
- ▶ Name some standards or hazards where workers must be trained.

OSHA 22

Topic 3: What Responsibilities Does Your Employer Have Under OSHA?

- ▶ Provide a workplace free from recognized hazards and comply with OSHA standards
- ▶ Provide training required by OSHA standards
- ▶ Keep records of injuries and illnesses
- ▶ 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
- ▶ Provide and pay for PPE

OSHA 23

Employers are Required to:

KEEP RECORDS OF INJURIES AND ILLNESSES

REPORTING AND RECORDING CHECKLIST

Employers must:

- ✓ Report each worker death
- ✓ Report each incident that hospitalizes 3 or more workers
- ✓ 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

OSHA 24

INTRODUCTION TO OSHA PRESENTATION

Classroom Exercise: OSHA 300



Handout #6: OSHA 300 Log



- ▶ Number of workers that are getting injured or ill
- ▶ The types of injuries and illnesses reported
- ▶ The jobs and departments where the most severe injuries or illnesses are occurring



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Employers are Required to:

PROVIDE AND PAY FOR PPE



Handout #7: Employers Must Provide and Pay for PPE



- ▶ Does anyone wear personal protective equipment on their job?
- ▶ Employers are required to determine if PPE should be used to protect their workers.
- ▶ Rule was effective on February 13, 2008 and implemented by May 15, 2008.



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Questions for Review



- ▶ What are some of the responsibilities employers have related to OSHA recordkeeping?
- ▶ Which section of the OSH Act prohibits employers from discriminating against workers for exercising their safety and health rights?
- ▶ What are some types of PPE that employers must pay for?



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INTRODUCTION TO OSHA PRESENTATION

Topic 4:

What do the OSHA Standards Say?

- ▶ OSHA standards fall into four categories: General Industry, Construction, Maritime, and Agriculture.
- ▶ OSHA issues standards for a wide variety of workplace hazards
- ▶ Where there are no specific OSHA standards, employers must comply with The General Duty Clause, Section 5(a)(1)



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Most Frequently Cited Standards

Click:

[Most Frequently Cited \(MFC\) Standards](#) to view current data

To search MFC data on this webpage:

- ▶ "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
- ▶ "SIC," select **ALL for all Industry groups, C for Construction, D for Manufacturing (General Industry), or 373 and 449 for Maritime**
- ▶ Shown are search results for: All sizes of establishments, in Federal jurisdiction, with Construction SIC codes

Standard	ICHD	Size	Priority	Description
1910.101	1001	2000	5019802	General requirements.
1910.102	1002	2000	5019803	General requirements.
1910.103	1003	2000	5019804	General requirements.
1910.104	1004	2000	5019805	General requirements.
1910.105	1005	2000	5019806	General requirements.
1910.106	1006	2000	5019807	General requirements.
1910.107	1007	2000	5019808	General requirements.
1910.108	1008	2000	5019809	General requirements.
1910.109	1009	2000	5019810	General requirements.
1910.110	1010	2000	5019811	General requirements.
1910.111	1011	2000	5019812	General requirements.
1910.112	1012	2000	5019813	General requirements.
1910.113	1013	2000	5019814	General requirements.
1910.114	1014	2000	5019815	General requirements.
1910.115	1015	2000	5019816	General requirements.
1910.116	1016	2000	5019817	General requirements.
1910.117	1017	2000	5019818	General requirements.
1910.118	1018	2000	5019819	General requirements.
1910.119	1019	2000	5019820	General requirements.
1910.120	1020	2000	5019821	General requirements.
1910.121	1021	2000	5019822	General requirements.
1910.122	1022	2000	5019823	General requirements.
1910.123	1023	2000	5019824	General requirements.
1910.124	1024	2000	5019825	General requirements.
1910.125	1025	2000	5019826	General requirements.
1910.126	1026	2000	5019827	General requirements.
1910.127	1027	2000	5019828	General requirements.
1910.128	1028	2000	5019829	General requirements.
1910.129	1029	2000	5019830	General requirements.
1910.130	1030	2000	5019831	General requirements.
1910.131	1031	2000	5019832	General requirements.
1910.132	1032	2000	5019833	General requirements.
1910.133	1033	2000	5019834	General requirements.
1910.134	1034	2000	5019835	General requirements.
1910.135	1035	2000	5019836	General requirements.
1910.136	1036	2000	5019837	General requirements.
1910.137	1037	2000	5019838	General requirements.
1910.138	1038	2000	5019839	General requirements.
1910.139	1039	2000	5019840	General requirements.
1910.140	1040	2000	5019841	General requirements.
1910.141	1041	2000	5019842	General requirements.
1910.142	1042	2000	5019843	General requirements.
1910.143	1043	2000	5019844	General requirements.
1910.144	1044	2000	5019845	General requirements.
1910.145	1045	2000	5019846	General requirements.
1910.146	1046	2000	5019847	General requirements.
1910.147	1047	2000	5019848	General requirements.
1910.148	1048	2000	5019849	General requirements.
1910.149	1049	2000	5019850	General requirements.
1910.150	1050	2000	5019851	General requirements.
1910.151	1051	2000	5019852	General requirements.
1910.152	1052	2000	5019853	General requirements.
1910.153	1053	2000	5019854	General requirements.
1910.154	1054	2000	5019855	General requirements.
1910.155	1055	2000	5019856	General requirements.
1910.156	1056	2000	5019857	General requirements.
1910.157	1057	2000	5019858	General requirements.
1910.158	1058	2000	5019859	General requirements.
1910.159	1059	2000	5019860	General requirements.
1910.160	1060	2000	5019861	General requirements.
1910.161	1061	2000	5019862	General requirements.
1910.162	1062	2000	5019863	General requirements.
1910.163	1063	2000	5019864	General requirements.
1910.164	1064	2000	5019865	General requirements.
1910.165	1065	2000	5019866	General requirements.
1910.166	1066	2000	5019867	General requirements.
1910.167	1067	2000	5019868	General requirements.
1910.168	1068	2000	5019869	General requirements.
1910.169	1069	2000	5019870	General requirements.
1910.170	1070	2000	5019871	General requirements.
1910.171	1071	2000	5019872	General requirements.
1910.172	1072	2000	5019873	General requirements.
1910.173	1073	2000	5019874	General requirements.
1910.174	1074	2000	5019875	General requirements.
1910.175	1075	2000	5019876	General requirements.
1910.176	1076	2000	5019877	General requirements.
1910.177	1077	2000	5019878	General requirements.
1910.178	1078	2000	5019879	General requirements.
1910.179	1079	2000	5019880	General requirements.
1910.180	1080	2000	5019881	General requirements.
1910.181	1081	2000	5019882	General requirements.
1910.182	1082	2000	5019883	General requirements.
1910.183	1083	2000	5019884	General requirements.
1910.184	1084	2000	5019885	General requirements.
1910.185	1085	2000	5019886	General requirements.
1910.186	1086	2000	5019887	General requirements.
1910.187	1087	2000	5019888	General requirements.
1910.188	1088	2000	5019889	General requirements.
1910.189	1089	2000	5019890	General requirements.
1910.190	1090	2000	5019891	General requirements.
1910.191	1091	2000	5019892	General requirements.
1910.192	1092	2000	5019893	General requirements.
1910.193	1093	2000	5019894	General requirements.
1910.194	1094	2000	5019895	General requirements.
1910.195	1095	2000	5019896	General requirements.
1910.196	1096	2000	5019897	General requirements.
1910.197	1097	2000	5019898	General requirements.
1910.198	1098	2000	5019899	General requirements.
1910.199	1099	2000	5019900	General requirements.



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Classroom Exercise: OSHA Standards



Handout #8a: General Industry



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



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INTRODUCTION TO OSHA PRESENTATION

Classroom Exercise: OSHA Standards

 **Handout #8b:**
Construction 

- ▶ What is the Subpart for Fall Protection?
- ▶ What is the Subpart for Fire Protection and Prevention?
- ▶ What topic does 1926, Subpart K cover?

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Classroom Exercise: OSHA Standards

 **Handout #8c:**
Maritime 

- ▶ What is the 29 CFR 1915 Subpart for Tools and Related Equipment?
- ▶ What is the 29 CFR 1917 Subpart for Personal Protection?
- ▶ What topic does 29 CFR 1918, Subpart H cover?

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Questions for Review 

- ▶ What are the OSHA Construction standards also called?
- ▶ What are the General Industry standards also called?
- ▶ What are 29 CFR Parts 1915, 1917 and 1918 referred to as?

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INTRODUCTION TO OSHA PRESENTATION

Topic 5: How Are OSHA Inspections Conducted?

- ▶ 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 (e.g. Imminent Danger)
- ▶ In fact, anyone who tells an employer about an OSHA inspection in advance can receive fines and a jail term.



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OSHA Inspection Priority

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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Citations and Penalties

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 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.
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 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 for each repeated violation.



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INTRODUCTION TO OSHA PRESENTATION

Questions for Review 

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

OSHA 37

**Topic 6:
Where Can You Go For Help?**

- ▶ Sources within the workplace/worksite
- ▶ Sources outside the workplace/worksite
- ▶ How to file an OSHA complaint

OSHA 38

Sources Within the Workplace/Worksite

- ▶ 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

OSHA 39

INTRODUCTION TO OSHA PRESENTATION

Sources Outside the Workplace/Worksite

- ▶ 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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How to File an OSHA Complaint



Handout #11: 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



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Filing an OSHA Complaint

- ▶ 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 offices to discuss your concerns
- ▶ Complete the form – be specific and include appropriate details
- ▶ OSHA determines if an inspection is necessary
- ▶ Workers do not have to reveal their name



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Group Activity: Filing a Complaint

 **Handout #12a:
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?

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Group Activity: Filing a Complaint

 **Handout #12b:
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?

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Group Activity: Filing a Complaint

 **Handout #12c:
Maritime** 

- ▶ 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?

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INTRODUCTION TO OSHA PRESENTATION

Questions for Review

- ▶ 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?

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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.

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Occupational Safety and Health Administration

✓ Check Yourself: Knowledge Test
Next Up: Recognizing Specific Hazards

Thank You!



Introduction to OSHA

STUDENT HANDOUT PACKET



- #1. Weekly Fatality/Catastrophe Report
- #2. OSHA Poster
- #3. SDS Example
- #4. Your Rights as a Whistleblower Fact Sheet
- #5. Refusing to Work Because Conditions are Dangerous
- #6. OSHA 300 Log example
- #7. Employers Must Provide and Pay for PPE
- #8. How to Read the OSHA Standards: a. General Industry; b. Construction; c. Maritime Industry
- #9. Safety and Health Resources
- #10. Navigating the OSHA Website
- #11. Identifying Safety and Health Problems in the Workplace
- #12. Filing an OSHA Complaint includes tips for completion, scenario and form: a. General Industry; b. Construction; c. Maritime Industry

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Weekly Fatality/Catastrophe Report

Address  http://www.osha.gov/dep/fatcat/fatcat_weekly_rpt_12252009.html



Weekly Fatality/Catastrophe Report

SAMPLE of Actual Report

This table contains the weekly summaries of fatalities and catastrophes resulting in the hospitalization of three or more workers. Employers must report these incidents to OSHA within eight hours. The summaries below include only preliminary information, as reported to OSHA Area Offices or to States which operate OSHA-approved State Plans. The fatalities listed here include only those that initially appear to be work-related, but excludes fatalities that do not appear to be work-related, such as an apparent heart attack of a sedentary worker. OSHA investigates all work-related fatalities and catastrophes. After OSHA's investigation is complete, these reports will be updated with inspection results and citation information.

Weekly Summary (Federal and State data tabulated week ending Dec 25, 2009)

FATALITIES

Date of Incident	Company and Location	Preliminary Description of Incident
12/17/2009	Manion & Associates, Inc., Brandenburg, KY 40108	Two workers were doing road surveying each on either side of the road. A civilian driver came over the hill and suddenly applied his brakes, even though no person, equipment, or car was in the road. This caused his car to spin off the road, running over one of the workers.
12/17/2009	TBM, Inc., Visalia, CA 93277	Worker fell from a ladder while working inside an airplane.
12/18/2009	Pro-Tech Contracting of Georgia LLC, Lawrenceville, GA	Worker was securing tarp on a roof (not wearing fall protection, although it was available) and fell 35 feet to lower level.
12/18/2009	Sonoma Compost Company, LLC, Petaluma, CA 94952	Worker was on ground when he was run over by a front loader.
12/19/2009	Auto Zone Store, Oakland, CA 94603	Security guard worker was shot three times during robbery. The assailants took his weapon.
12/20/2009	Gateco, Newbery Park, CA 91360	Worker, who is the owner, was doing electrical work and fell through the skylight. (No inspection planned)
12/20/2009	Premier Asphalt and Masonry, Inc., Coram, NY 11727	Worker was found in vehicle with engine running; carbon monoxide over exposure.
12/21/2009	County of Los Angeles - Office of Education, Downey, CA 90242	Worker was found unconscious in her cubicle by a janitor. (Inspection planned)
12/21/2009	Country Club Auto Repair, Inc., Lake Charles, LA 70305	Worker was repairing a roof insulation and fell 14 feet to the ground.
12/21/2009	Estes Express Lines, Seekonk, MA 02771	Worker was crushed between the forklift he was operating and a concrete bollard next to the loading dock door after stepped off the forklift.
12/21/2009	Kenvelm, Inc. dba KE Beal Company, Cape Coral, FL 33919	Worker was part of a four man tree trimming crew and was in the process of cutting down a 25-foot palm tree. Worker walked into the path of the falling tree and was struck by the tree.
12/22/2009	3 ML Construction Company, Inc., Methuen, MA	Worker was installing shingles and moving planks on a roof and fell 20' 6" from the roof to a driveway below.

Job Safety and Health It's the law!

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

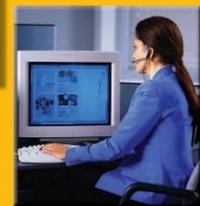
EMPLOYEES:

- 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 exposures 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 3165-12-06R

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Section 1 – PRODUCT AND COMPANY INFORMATION

Section 1 – IDENTIFICATION

Product Name: Chemical Stuff

Synonyms: Methyltoxy Solution

CAS Number: 00-00-0

Product Use: Organic Synthesis

Manufacturer: My Company

Address: My Street, Mytown, TX 00000

Phone: 713-000-000

Transportation Emergency Number: CHEMTREC: 800-424-9300

Section 2 – HAZARDS IDENTIFICATION

GHS Classification:

Health	Environmental	Physical
Acute Toxicity – Category 2 (inhalation), Category 3 (oral/dermal) Eye Corrosion – Category 1 Skin Corrosion – Category 1 Skin Sensitization – Category 1 Mutagenicity – Category 2 Carcinogenicity – Category 1B Reproductive/Developmental – Category 2 Target Organ Toxicity (Repeated) – Category 2	Aquatic Toxicity – Acute 2	Flammable Liquid – Category 2

GHS Label(s)



Hazard Statements	Precautionary Statements
DANGER! Highly Flammable Liquid and Vapor. Fatal if inhaled. Causes severe skin burns and eye damage. May cause allergic skin reaction. Toxic if swallowed and in contact with skin. May cause cancer. Suspected of damaging the unborn child. Suspected of causing genetic defects. May cause damage to cardiovascular, respiratory, nervous, and gastrointestinal systems and liver and blood through prolonged or repeated exposure. Toxic to aquatic life.	Do not eat, drink or use tobacco when using this prod. Do not breathe mist/vapors. Keep container tightly closed. Keep away from heat/sparks/open flame. - No smoking. Wear respiratory protection, protective gloves and eye/face. Use only in a well-ventilated area. Take precautionary measures against static discharge. Use only non-sparking tools. Store container tightly closed in cool/well-ventilated p. Wash thoroughly after handling.

Section 3 – COMPOSITION/INFORMATION ON INGREDIENTS

Component	CAS Number	Weight%
Methyltoxy	000-00-0	80

(See Section 8 for Exposure Limits)

Section 4 – FIRST AID MEASURES

Eye: Eye irritation. Flush immediately with large amounts of water for at least 15 minutes. Eyelids should be held away from the eyeball to ensure thorough rinsing. Get immediate medical attention.

Skin: Itching or burning of the skin. Immediately flush the skin with plenty of water while removing contaminated clothing and shoes. Get immediate medical attention. Wash contaminated clothing before reuse.

Inhalation: Nasal irritation, headache, dizziness, nausea, vomiting, heart palpitations, breathing difficulty, cyanosis, tremors, weakness, red flushing of face, irritability. Remove exposed person from source of exposure to fresh air. If not breathing, clear airway and start cardiopulmonary resuscitation (CPR). Avoid mouth-to-mouth resuscitation.

Ingestion: Get immediate medical attention. Do not induce vomiting unless directed by medical personnel.

Section 5 – FIRE FIGHTING MEASURES

Suitable Extinguishing Media: Use dry chemical, foam, or carbon dioxide to extinguish fire. Water may be ineffective but should be used to cool fire-exposed containers, structures and to protect personnel. Use water to dilute spills and to flush them away from sources of ignition.

Fire Fighting Procedures: Do not flush down sewers or other drainage systems. Exposed firefighters must wear NIOSH-approved positive pressure self-contained breathing apparatus with full-face mask and full protective clothing.

Unusual Fire and Explosion Hazards: Dangerous when exposed to heat or flame. Will form flammable or explosive mixtures with air at room temperature. Vapor or gas may spread to distant ignition sources and flash back. Vapors or gas may accumulate in low areas. Runoff to sewer may cause fire or explosion hazard. Containers may explode in heat of fire. Vapors may concentrate in confined areas. Liquid will float and may reignite on the surface of water.

Combustion Products: Irritating or toxic substances may be emitted upon thermal decomposition. Thermal decomposition products may include oxides of carbon and nitrogen.

Section 6 – ACCIDENTAL RELEASE MEASURES

Keep unnecessary people away; isolate hazard area and deny entry. Stay upwind; keep out of low areas. (Also see Section 8).

Vapor protective clothing should be worn for spills and leaks. Shut off ignition sources; no flares, smoking or flames in hazard area. Small spills: Take up with sand or other noncombustible absorbent material and place into containers for later disposal. Large spills: Dike far ahead of liquid spill for later disposal.

Do not flush to sewer or waterways. Prevent release to the environment if possible. Refer to Section 15 for spill/release reporting information.

Section 7 – HANDLING AND STORAGE

Handling

Do not get in eyes, on skin or on clothing. Do not breathe vapors or mists. Keep container closed. Use only with adequate ventilation. Use good personal hygiene practices. Wash hands before eating, drinking, smoking. Remove contaminated clothing and clean before re-use. Destroy contaminated belts and shoes and other items that cannot be decontaminated.

Keep away from heat and flame. Keep operating temperatures below ignition temperatures at all times. Use non-sparking tools.

Storage

Store in tightly closed containers in cool, dry, well-ventilated area away from heat, sources of ignition and incompatibles. Ground lines and equipment used during transfer to reduce the possibility of static spark-initiated fire or explosion. Store at ambient or lower temperature. Store out of direct sunlight. Keep containers tightly closed and upright when not in use. Protect against physical damage.

Empty containers may contain toxic, flammable and explosive residue or vapors. Do not cut, grind, drill, or weld on or near containers unless precautions are taken against these hazards.

Section 8 – EXPOSURE CONTROLS – PERSONAL PROTECTION

Exposure Limits:

Component, Methyltoxy – OSHA PEL (8-hourTWA): 3 ppm (skin) - STEL: C 15 ppm (15 min).

Engineering Controls: Local exhaust ventilation may be necessary to control air contaminants to their exposure limits. The use of local ventilation is recommended to control emissions near the source. Provide mechanical ventilation for confined spaces. Use explosion-proof ventilation equipment.

Personal Protective Equipment (PPE) Eye Protection: Wear chemical safety goggles and face shield. Have eye-wash stations available where eye contact can occur.

Skin Protection: Avoid skin contact. Wear gloves impervious to conditions of use. Additional protection may be necessary to prevent skin contact including use of apron, face shield, boots or full body protection. A safety shower should be located in the work area. Recommended protective materials include: Butyl rubber and for limited contact Teflon.

Respiratory Protection: If exposure limits are exceeded, NIOSH approved respiratory protection should be worn. A NIOSH approved respirator for organic vapors is generally acceptable for concentrations up to 10 times the PEL. For higher concentrations, unknown concentrations and for oxygen deficient atmospheres, use a NIOSH approved air-supplied respirator. Engineering controls are the preferred means for controlling chemical exposures. Respiratory protection may be needed for non-routine or emergency situations. Respiratory protection must be provided in accordance with OSHA 29 CFR 1910.134.

Section 9 – PHYSICAL AND CHEMICAL PROPERTIES

Flashpoint: 2°C (35°F)

Autoignition Temperature: 480°C (896°F)

Boiling Point: 77°C (170.6°F) @ 760 mm Hg

Melting Point: -82°C Vapor Pressure: 100.0 mm Hg @ 23°C

Vapor Pressure: 100.0 mm Hg @ 23°C

Vapor Density (Air=1): 1.7; air = 1

% Solubility in Water: 10 @ 20°C

Pour Point: NA

Molecular Formula: Mixture

Odor/Appearance: Clear, colorless liquid with mild, pungent odor.

Lower Flammability Limit: >3.00%

Upper Flammability Limit: <15.00%

Specific Gravity: 0.82g/ml @ 20°C %

Volatile: 100 Evaporation Rate (Water=1): 5(Butyl Acetate =1)

Viscosity: 0.3 cP @ 25°C

Octanol/Water Partition Coefficient: log K_{ow} : 0.5

pH: 7, 8% aqueous solution

Molecular Weight: Mixture

Section 10 – STABILITY AND REACTIVITY

Stability/Incompatibility: Incompatible with ammonia, amines, bromine, strong bases and strong acids.

Hazardous Reactions/Decomposition Products: Thermal decomposition products may include oxides of carbon and nitrogen.

Section 11 – TOXICOLOGICAL INFORMATION

Signs and Symptoms of Overexposure: Eye and nasal irritation, headache, dizziness, nausea, vomiting, heart palpitations, difficulty breathing, cyanosis, tremors, weakness, itching or burning of the skin.

Acute Effects:

Eye Contact: may cause severe conjunctival irritation and corneal damage.

Skin Contact: may cause reddening, blistering or burns with permanent damage. Harmful if absorbed through the skin. May cause allergic skin reaction.

Inhalation: may cause severe irritation with possible lung damage (pulmonary edema).

Ingestion: may cause severe gastrointestinal burns.

Target Organ Effects: May cause gastrointestinal (oral), respiratory tract, nervous system and blood effects based on experimental animal data. May cause cardiovascular system and liver effects.

Chronic Effects: based on experimental animal data, may cause changes to genetic material; adverse effects on the developing fetus or on reproduction at doses that were toxic to the mother. Methyltoxy is classified by IARC as group 2B and by NTP as reasonably anticipated to be a human carcinogen. OSHA regulates Methyltoxy as a potential carcinogen.

Medical Conditions Aggravated by Exposure: preexisting diseases of the respiratory tract, nervous system, cardiovascular system, liver or gastrointestinal tract.

Acute Toxicity Values Oral LD_{50} (Rat) = 100 mg/kg

Dermal LD_{50} (Rabbit) = 225-300 mg/kg Inhalation

LC_{50} (Rat) = 200 ppm/4 hr., 1100 ppm vapor/1 hr

Section 12 – ECOLOGICAL INFORMATION

LC_{50} (Fathead Minnows) = 9 mg/L/96 hr.

EC_{50} (Daphnia) = 8.6 mg/L/48 hr.

Bioaccumulation is not expected to be significant. This product is readily biodegradable.

Section 13 – DISPOSAL CONSIDERATIONS

As sold, this product, when discarded or disposed of, is a hazardous waste according to Federal regulations (40 CFR 261). It is listed as Hazardous Waste Number Z000, listed due to its toxicity. The transportation, storage, treatment and disposal of this waste material must be conducted in compliance with 40 CFR 262, 263, 264, 268 and 270. Disposal can occur only in properly permitted facilities. Refer to state and local requirements for any additional requirements, as these may be different from Federal laws and regulations. Chemical additions, processing or otherwise altering this material may make waste management information

presented in the MSDS incomplete, inaccurate or otherwise inappropriate.

Section 14 – TRANSPORT INFORMATION

U.S. Department of Transportation (DOT)

Proper Shipping Name: Methyltoxy

Hazard Class: 3, 6.1

UN/NA Number: UN0000

Packing Group: PG 2

Labels Required: Flammable Liquid and Toxic

International Maritime Organization (IMDG)

Proper Shipping Name: Methyltoxy

Hazard Class: 3 Subsidiary 6.1

UN/NA Number: UN0000

Packing Group: PG 2

Labels Required: Flammable Liquid and Toxic

Section 15 – REGULATORY INFORMATION

U.S. Federal Regulations

Comprehensive Environmental Response and Liability Act of 1980 (CERCLA):

The reportable quantity (RQ) for this material is 1000 pounds. If appropriate, immediately report to the National Response Center (800/424-8802) as required by U.S. Federal Law. Also contact appropriate state and local regulatory agencies.

Toxic Substances Control Act (TSCA): All components of this product are included on the TSCA inventory.

Clean Water Act (CWA): Methyltoxy is a hazardous substance under the Clean Water Act. Consult Federal, State and local regulations for specific requirements.

Clean Air Act (CAA): Methyltoxy is a hazardous substance under the Clean Air Act. Consult Federal, State and local regulations for specific requirements.

Superfund Amendments and Reauthorization Act (SARA) Title III Information:

SARA Section 311/312 (40 CFR 370) Hazard Categories:

Immediate Hazard: X

Delayed Hazard: X

Fire Hazard: X

Pressure Hazard:

Reactivity Hazard:

This product contains the following toxic chemical(s) subject to reporting requirements of SARA Section 313 (40 CFR 372).

Component	CAS Number	Maximum %
Methyltoxy	000-00-0	80

State Regulations

California: This product contains the following chemicals(s) known to the State of California to cause cancer, birth defects or reproductive harm:

Component	CAS Number	Maximum %
Methyltoxy	00-00-0	80

International Regulations

Canadian Environmental Protection Act: All of the components of this product are included on the Canadian Domestic Substances list (DSL).

Canadian Workplace Hazardous Materials Information System (WHMIS):

Class B-2 Flammable Liquid

Class D-1-B Toxic

Class D-2-A Carcinogen

Class D-2-B Chronic Toxin

Class E Corrosive

This product has been classified in accordance with the hazard criteria of the Controlled Products Regulations and the SDS contains all the information required by the Controlled Products Regulations.

European Inventory of Existing Chemicals (EINECS): All of the components of this product are included on EINECS.

EU Classification: F Highly Flammable; T Toxic; N Dangerous to the Environment

EU Risk (R) and Safety (S) Phrases:

R11: Highly flammable

R23/24/25: Toxic by inhalation, in contact with skin and if swallowed

R37/38: Irritating to respiratory system and skin

R41: Risk of serious damage to eyes

R43: May cause sensitization by skin contact

R45: May cause cancer

R51/53: Toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment

S53: Avoid exposure - obtain special instructions before use

S16: Keep away from sources of ignition - No Smoking

S45: In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible)

S9: Keep container in a well-ventilated place

S36/37: Wear suitable protective clothing and gloves

S57: Use appropriate container to avoid environmental contamination.

Section 16 - OTHER INFORMATION

National Fire Protection Association (NFPA) Ratings: This information is intended solely for the use of individuals trained in the NFPA system

Health: 3

Flammability: 3

Reactivity: 0

Version 1.0 prepared 8/13/2013

ACGIH American Conference of Governmental Hygienists
AKA Also Known As, Synonym
CAS Chemical Abstract Service
IARC International Agency for Research of Cancer
mg/m³ milligrams per Cubic Meter
N No, None, Not listed
NA Not Applicable, Not Available
ND Not Determined
NIL Not measurable, significant, noticeable, or an affect
NTP National Toxicology Program
OSHA Occupational Safety and Health Administration
ppm parts per million
Y Yes, Does Exists, Is Listed,

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 and health, commercial motor carrier safety, pipeline safety, air carrier safety, nuclear safety, the environment, asbestos in schools, corporate fraud, SEC rules or regulations, railroad carrier safety or security, or public transportation agency safety or security.

Whistleblower Laws Enforced by OSHA

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

You may file complaints by telephone or in writing under the:

- Occupational Safety and Health Act (30 days)
- Surface Transportation Assistance Act (180 days)
- Asbestos Hazard Emergency Response Act (90 days)
- International Safe Container Act (60 days)
- Federal Rail Safety Act (180 days)
- National Transit Systems Security Act (180 days)

Under the following laws, complaints must be filed in writing:

- Clean Air Act (30 days)
- Comprehensive Environmental Response, Compensation and Liability Act (30 days)
- Energy Reorganization Act (180 days)
- Federal Water Pollution Control Act (30 days)
- Pipeline Safety Improvement Act (180 days)
- Safe Drinking Water Act (30 days)
- Sarbanes-Oxley Act (90 days)
- Solid Waste Disposal Act (30 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:

- Firing or laying off
- Blacklisting
- Demoting
- Denying overtime or promotion
- Disciplining

- Denying benefits
- Failing to hire or rehire
- Intimidation
- Reassignment affecting promotion prospects
- Reducing pay or hours

Filing a Complaint

If you believe that your employer retaliated against you because you exercised your legal rights as an employee, contact your local OSHA office as soon as possible, because you must file your complaint within the legal time limits. OSHA conducts an in-depth interview with each complainant to determine whether to conduct an investigation. For more information, call your closest OSHA Regional Office:

- Boston (617) 565-9860
- New York (212) 337-2378
- Philadelphia (215) 861-4900
- Atlanta (404) 562-2300
- Chicago (312) 353-2220
- Dallas (972) 850-4145
- Kansas City (816) 283-8745
- Denver (720) 264-6550
- San Francisco (415) 625-2547
- Seattle (206) 553-5930

Addresses, fax numbers and other contact information for these offices can be found on OSHA's website, www.osha.gov, and in local directories. Some complaints must be filed in writing and some may be filed verbally (call your local OSHA office for assistance). Written complaints may be filed by mail (we recommend certified mail), fax, or hand-delivered during business hours. The date postmarked, faxed or hand-delivered is considered the date filed.

If retaliation for protected activity relating to occupational safety and health issues takes place in a state that operates an OSHA-approved state plan, the complaint should be filed with the state agency, although persons in those states may file with Federal OSHA at the same time. Although the Occupational Safety and

Health Act covers only private sector employees, state plans also cover state and local government employees. For details, see <http://www.osha.gov/fso/osp/index.html>.

How OSHA Determines Whether Retaliation Took Place

The investigation must reveal that:

- The employee engaged in protected activity;
- The employer knew about the protected activity;
- The employer took an adverse action; and
- The protected activity was the motivating factor (or under some laws, a contributing factor) in the decision to take the adverse action against the employee.

If the evidence supports the employee's allegation and a settlement cannot be reached, OSHA will issue an order requiring the employer to reinstate the employee, pay back wages, restore benefits, and other possible remedies to make the employee whole.

Limited Protections for Employees Who Refuse to Work

You have a limited right under the OSH Act to refuse to do a job because conditions are hazardous. You may do so under the OSH Act only when (1) you believe that you face death or serious injury (and the situation is so clearly hazardous that any reasonable person would believe the same thing); (2) you have tried to get your employer to correct the condition, and there is no other way to do the job safely; and (3) the situation is so urgent that you do not have time to eliminate the hazard through regulatory channels such as calling OSHA.

Regardless of the unsafe condition, you are not protected if you simply walk off the job. For details, see <http://www.osha.gov/as/opa/worker/refuse.html>. OSHA cannot enforce union contracts or state laws that give employees the right to refuse to work.

Whistleblower Protections in the Transportation Industry

Employees whose jobs directly affect commercial motor vehicle safety are protected from retaliation by their employers for refusing to violate or for reporting

violations of Department of Transportation (DOT) motor carrier safety standards or regulations, or refusing to operate a vehicle because of such violations or because they have a reasonable apprehension of death or serious injury.

Similarly, employees of air carriers, their contractors or subcontractors who raise safety concerns or report violations of FAA rules and regulations are protected from retaliation, as are employees of owners and operators of pipelines, their contractors and subcontractors who report violations of pipeline safety rules and regulations. Employees involved in international shipping who report unsafe shipping containers are also protected. In addition, employees of railroad carriers or public transportation agencies, their contractors or subcontractors who report safety or security conditions or violations of federal rules and regulations relating to railroad or public transportation safety or security are protected from retaliation.

Whistleblower Protections for Voicing Environmental Concerns

A number of laws protect employees who report violations of environmental laws related to drinking water and water pollution, toxic substances, solid waste disposal, air quality and air pollution, asbestos in schools, and hazardous waste disposal sites. The Energy Reorganization Act protects employees who raise safety concerns in the nuclear power industry and in nuclear medicine.

Whistleblower Protections When Reporting Corporate Fraud

Employees who work for publicly traded companies or companies required to file certain reports with the Securities and Exchange Commission are protected from retaliation for reporting alleged mail, wire, or bank fraud; violations of rules or regulations of the SEC, or federal laws relating to fraud against shareholders.

More Information

To obtain more information on whistleblower laws, go to www.osha.gov, and click on the link for "Whistleblower Protection."

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.

For more complete information:



U.S. Department of Labor
www.osha.gov (800)
 321-OSHA

Refusing to Work because Conditions are Dangerous

Workers have the right to refuse to do a job if they believe in good faith that they are exposed to an imminent danger. "Good faith" means that even if an imminent danger is not found to exist, the worker had reasonable grounds to believe that it did exist.

The United States Supreme Court, in the Whirlpool case, issued the landmark ruling which more clearly defined a worker's right to refuse work where an employee has reasonable apprehension that death or serious injury or illness might occur as a result of performing the work. **However, as a general rule, you do not have the right to walk off the job because of unsafe conditions.**

REFUSING WORK IS PROTECTED IF:

Your right to refuse to do a task is protected if **ALL** of the following conditions are met:

- ✓ Where possible, you have asked the employer to eliminate the danger, and the employer failed to do so; **and**
- ✓ You refused to work in "good faith." This means that you must genuinely believe that an imminent danger exists. Your refusal cannot be a disguised attempt to harass your employer or disrupt business; **and**
- ✓ A reasonable person would agree that there is a real danger of death or serious injury; **and**
- ✓ There isn't enough time, due to the urgency of the hazard, to get it corrected through regular enforcement channels, such as requesting an OSHA inspection.

CONDITIONS ARE MET, NEXT STEPS:

When all of these conditions are met, you take the following steps:

- ✓ Ask your employer to correct the hazard;
- ✓ Ask your employer for other work;
- ✓ Tell your employer that you won't perform the work unless and until the hazard is corrected; **and**
- ✓ Remain at the worksite until ordered to leave by your employer.

The table below offers a few "IF/THEN" scenarios to follow.

IF	THEN
You believe working conditions are unsafe or unhealthful.	Call your employer's attention to the problem.
Your employer does not correct the hazard or disagrees with you about the extent of the hazard.	You may file a complaint with OSHA.
Your employer discriminates against you for refusing to perform the dangerous work.	Contact OSHA immediately.

Intentional blank page to accommodate 2-sided printing.

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 2009
U.S. Department of Labor
 Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information 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 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 ABC Co.
 City Anywhere State USA

Identify the person				Describe the case		Classify the case											
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(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)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
						Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	(M)					
						(G)	(H)	Job transfer or restriction	Other recordable cases	(K)	(L)	Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
								(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
1	Tammy Newcomer	Chemist	2/5	Lab	Breathing difficulty-inhaled chlorine gas		X			13				X			
2	Pat James	Electrician	3/4	Maintenance Dept.	Gunshot wound left shoulder from ex-wife on 3rd shift		X			25	28	X					
3	Jose Ortega	CNA	5/30	3rd Fl, South wing	Hernia, lower right abdomen from lifting resident			X			5	X					
4	Georgina Gonzella	Welder	6/29	Welding Area	Welder flash, both eyes from TIG welder				X								X
5	William Handwerk	Temp Help	8/7	Shipping Department	Broke left wrist from fall to dock floor		X			5	15	X					
6	Privacy Case	Janitor	10/4	Rm 6, 2nd Fl, North Wing	Needlestick from used syringe Right Hand				X			X					
7	Ellen Bass	Press Opr	12/5	Sheet Metal Dept.	Hearing loss, right ear				X							X	
Page totals						0	3	1	3	43	48	4	0	1	0	1	1

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 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.

Injury (1)
 Skin Disorder (2)
 Respiratory Condition (3)
 Poisoning (4)
 Hearing Loss (5)
 All other illnesses (6)

Handout #6



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



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)*

How to Read the OSHA Standards 29 CFR 1910 – General Industry

UNDER TITLE 29, CHAPTER XVII, THE OSHA REGULATIONS ARE BROKEN DOWN INTO PARTS. PART 1910, FOR EXAMPLE, IS COMMONLY KNOWN AS THE OSHA GENERAL INDUSTRY STANDARDS. PART 1926 COVERS OSHA CONSTRUCTION STANDARDS AND PARTS 1915, 1917 AND 1918 INCLUDE THE OSHA STANDARDS FOR THE MARITIME INDUSTRY.

SUBPARTS

Under each part, such as Part 1910, major blocks of information are further broken into subparts. The major subparts in 1910 standards include:

SECTIONS

Each Subpart is further broken down into sections. For example, Subpart D – Walking-Working Surfaces has sections 1910.21 through 1910.30.

Subpart D	Walking-Working Surfaces
Subpart E	Means of Egress
Subpart F	Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
Subpart G	Occupational Health and Environmental Control
Subpart H	Hazardous Materials
Subpart I	Personal Protective Equipment
Subpart J	General Environmental Controls
Subpart K	Medical and First Aid
Subpart L	Fire Protection
Subpart M	Compressed Gas and Compressed Air Equipment
Subpart N	Materials Handling and Storage
Subpart O	Machinery and Machine Guarding
Subpart P	Hand and Portable Powered Tools
Subpart Q	Welding, Cutting and Brazing
Subpart R	Special Industries
Subpart S	Electrical
Subpart Z	Toxic and Hazardous Substances

- 1910.21 – Definitions.
- 1910.22 – General requirements.
- 1910.23 – Guarding floor and wall openings and holes.
- 1910.24 – Fixed industrial stairs.
- 1910.25 – Portable wood ladders.
- 1910.26 – Portable metal ladders.
- 1910.27 – Fixed ladders.
- 1910.28 – Safety requirements for scaffolding.
- 1910.29 – Manually propelled mobile ladder stands and scaffolds (towers).
- 1910.30 – Other working surfaces.

NOTES:

EXAMPLE: READING OSHA STANDARDS – BREAKING DOWN THE NUMBERS

STANDARD: 29 CFR 1910.110(b)(13)(ii)(b)(7)(iii)

Portable containers shall not be taken into buildings except as provided in paragraph (b)(6)(i) of this section.

NUMBERS:

TITLE	CODE OF FED. REG.	PART	SECTION	LOWER CASE ALPHA	ARABIC NUMBER	LOWER CASE ROMAN	ITALICIZED*
29	CFR	1910	.110	(b)	(13)	(ii)	(b)(7)(iii)

*FOR STANDARDS PROMULGATED PRIOR TO 1979, ITALICS ARE USED TO LIST THE FOURTH SET OF PARENTHESES. AFTER 1979, A CAPITAL/UPPER CASE LETTER IS USED IN THIS SPACE.

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How to Read the OSHA Standards 29 CFR 1926 – Construction

UNDER TITLE 29, CHAPTER XVII, THE OSHA REGULATIONS ARE BROKEN DOWN INTO PARTS. PART 1926, FOR EXAMPLE, IS COMMONLY KNOWN AS THE OSHA CONSTRUCTION STANDARDS. PART 1910 COVERS OSHA GENERAL INDUSTRY STANDARDS AND PARTS 1915, 1917 AND 1918 INCLUDE THE OSHA STANDARDS FOR THE MARITIME INDUSTRY.

SUBPARTS

UNDER EACH PART, SUCH AS PART 1926, MAJOR BLOCKS OF INFORMATION ARE FURTHER BROKEN INTO SUBPARTS. THE MAJOR SUBPARTS IN 1926 STANDARDS INCLUDE:

Subpart C	General Safety and Health Provisions
Subpart D	Occupational Health and Environmental Controls
Subpart E	Personal Protective and Life Saving Equipment
Subpart F	Fire Protection and Prevention
Subpart G	Signs, Signals and Barricades
Subpart H	Materials Handling, Storage, Use, and Disposal
Subpart I	Tools – Hand and Power
Subpart J	Welding and Cutting
Subpart K	Electrical
Subpart L	Scaffolds
Subpart M	Fall Protection
Subpart N	Cranes, Derricks, Hoists, Elevators, and Conveyors
Subpart O	Motor Vehicles, Mechanized Equipment, and Marine Operations
Subpart P	Excavations
Subpart Q	Concrete and Masonry Construction
Subpart R	Steel Erection
Subpart S	Underground Construction, Caissons, Cofferdams, and Compressed Air
Subpart T	Demolition
Subpart U	Blasting and the Use of Explosives
Subpart V	Power Transmission and Distribution
Subpart W	Rollover Protective Structures; Overhead Protection
Subpart X	Ladders
Subpart Y	Commercial Diving
Subpart Z	Toxic and Hazardous Substances

SECTIONS

EACH SUBPART IS FURTHER BROKEN DOWN INTO SECTIONS. FOR EXAMPLE, SUBPART C – GENERAL SAFETY AND HEALTH PROVISIONS, HAS SECTIONS 1926.20 THROUGH 1926.35.

- 1926.20 – General safety and health provisions.
- 1926.21 – Safety training and education.
- 1926.22 – Recording and reporting of injuries.
- 1926.23 – First aid and medical attention.
- 1926.24 – Fire protection and prevention.
- 1926.25 – Housekeeping.
- 1926.26 – Illumination.
- 1926.27 – Sanitation.
- 1926.28 – Personal protective equipment.
- 1926.29 – Acceptable certifications.
- 1926.30 – Shipbuilding and ship repairing
- 1926.31 – Incorporation by reference.
- 1926.32 – Definitions.
- 1926.33 – Access to employee exposure and medical records.
- 1926.34 – Means of egress.
- 1926.35 – Employee emergency action plans.

NOTES:

EXAMPLE: READING OSHA STANDARD NUMBERS

STANDARD: 29 CFR 1926.152(i)(1)(C)

Tanks built of materials other than steel shall be designed to specifications embodying principles recognized as good engineering design for the material used.

BREAKING DOWN THE NUMBER:

TITLE	CODE OF FED. REG.	PART	SECTION	LOWER CASE ALPHA	ARABIC NUMBER	LOWER CASE ROMAN	CAPITAL/UPPER CASE ALPHA*
29	CFR	1926	.152	(i)	(1)	(i)	(C)

*FOR STANDARDS PROMULGATED AFTER 1979, A CAPITAL/UPPER CASE LETTER IS USED IN THE FOURTH SET OF PARENTESES. PRIOR TO 1979, THE FOURTH SET OF PARENTESES ARE ITALICIZED.

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How to Read the OSHA Standards

29 CFR 1915, 29 CFR 1917, 29 CFR 1918 – Maritime Industry

UNDER TITLE 29, CHAPTER XVII, THE OSHA REGULATIONS ARE BROKEN DOWN INTO PARTS. PARTS 1915, 1917 AND 1918 INCLUDE THE OSHA STANDARDS FOR THE MARITIME INDUSTRY. PART 1910 COVERS OSHA GENERAL INDUSTRY STANDARDS AND PART 1926 IS COMMONLY KNOWN AS THE OSHA CONSTRUCTION STANDARDS.

SUBPARTS OF 29 CFR 1915

UNDER EACH PART, SUCH AS **PART 1915 OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR SHIPYARD EMPLOYMENT**, MAJOR BLOCKS OF INFORMATION ARE FURTHER BROKEN INTO SUBPARTS. THE MAJOR SUBPARTS IN 1915 STANDARDS INCLUDE:

Subpart A	General Provisions
Subpart B	Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment
Subpart C	Surface Preparation and Preservation
Subpart D	Welding, Cutting and Heating
Subpart E	Scaffolds, Ladders and Other Working Surfaces
Subpart F	General Working Conditions
Subpart G	Gear and Equipment for Rigging and Materials Handling
Subpart H	Tools and Related Equipment Subpart
I	Personal Protective Equipment
Subpart J	Ship's Machinery and Piping Systems
Subpart K	Portable, Unfired Pressure Vessels, Drums and Containers, Other Than Ship's Equipment
Subpart L	Electrical Machinery
Subpart M, N, O	[Reserved]
Subpart P	Fire Protection in Shipyard Employment
Subpart Q, R, S, T, U, V, W, X, Y	[Reserved]
Subpart Z	Toxic and Hazardous Substances

SECTIONS

EACH SUBPART IS FURTHER BROKEN DOWN INTO SECTIONS. FOR EXAMPLE, **SUBPART B – CONFINED AND ENCLOSED SPACES AND OTHER DANGEROUS ATMOSPHERES IN SHIPYARD EMPLOYMENT**, HAS SECTIONS 1915.11 THROUGH 1915.16 WITH APPENDICES.

- 1915.11 – Scope, application, and definitions applicable to this subpart.
- 1915.12 – Precautions and the order of testing before entering confined and enclosed spaces and other dangerous atmospheres.
- 1915.13 – Cleaning and other cold work.
- 1915.14 – Hot work.
- 1915.15 – Maintenance of safe conditions.
- 1915.16 – Warning signs and labels.
- 1915 Subpart B App A – Compliance Assistance Guidelines for Confined and Enclosed Spaces and Other Dangerous Atmospheres
- 1915 Subpart B App B – Reprint of U.S. Coast Guard Regulations Referenced in Subpart B, for Determination of Coast Guard Authorized Persons.

NOTES:

EXAMPLE: READING OSHA STANDARD NUMBERS

STANDARD:	BREAKING DOWN THE NUMBER:							
	TITLE	CODE OF FED. REG.	PART	SECTION	LOWER CASE ALPHA	ARABIC NUMBER	LOWER CASE ROMAN	CAPITAL/ UPPER CASE ALPHA*
1915.7(b)(2)(iii)(B) THE ROSTER SHALL CONTAIN, AS A MINIMUM, THE DATE THE EMPLOYEE WAS TRAINED AS A COMPETENT PERSON.	29	CFR	1915	.7	(b)	(2)	(iii)	(B)

***FOR STANDARDS PROMULGATED AFTER 1979, A CAPITAL/UPPER CASE LETTER IS USED IN THE FOURTH SET OF PARENTHESES. PRIOR TO 1979, THE FOURTH SET OF PARENTHESES ARE ITALICIZED.**

How to Read the OSHA Standards 29 CFR 1915, 29 CFR 1917, 29 CFR 1918 – Maritime Industry

SUBPARTS OF 29 CFR 1917

UNDER EACH PART, SUCH AS **PART 1917 MARINE TERMINALS**, MAJOR BLOCKS OF INFORMATION ARE FURTHER BROKEN INTO SUBPARTS. THE MAJOR SUBPARTS IN 1917 STANDARDS INCLUDE:

Subpart A	Scope and Definitions
Subpart B	Marine Terminal Operations
Subpart C	Cargo Handling Gear and Equipment
Subpart D	Specialized Terminals
Subpart E	Personal Protection
Subpart F	Terminal Facilities
Subpart G	Related Terminal Operations and Equipment

SECTIONS

EACH SUBPART IS FURTHER BROKEN DOWN INTO SECTIONS. FOR EXAMPLE, **SUBPART G – RELATED TERMINAL OPERATIONS AND EQUIPMENT**, HAS SECTIONS 1917.151 THROUGH 1917.158.

- 1917.151 – Machine guarding.
- 1917.152 – Welding, cutting and heating (hot work)
- 1917.153 – Spray painting
- 1917.154 – Compressed air.
- 1917.155 – Air receivers.
- 1917.156 – Fuel handling and storage.
- 1917.157 – Battery charging and changing.
- 1917.158 – Prohibited operations.

NOTES:

SUBPARTS OF 29 CFR 1918

UNDER EACH PART, SUCH AS **PART 1918 SAFETY AND HEALTH REGULATIONS FOR LONGSHORING**, MAJOR BLOCKS OF INFORMATION ARE FURTHER BROKEN INTO SUBPARTS. THE MAJOR SUBPARTS IN 1918 STANDARDS INCLUDE:

Subpart A	Scope and Definitions
Subpart B	Gear Certification
Subpart C	Gangways and Other Means of Access
Subpart D	Working Surfaces
Subpart E	Opening and Closing Hatches
Subpart F	Vessel's Cargo Handling Gear
Subpart G	Cargo Handling Gear and Equipment Other Than Ship's Gear
Subpart H	Handling Cargo
Subpart I	General Working Conditions
Subpart J	Personal Protective Equipment

SECTIONS

EACH SUBPART IS FURTHER BROKEN DOWN INTO SECTIONS. FOR EXAMPLE, **SUBPART D – WORKING SURFACES**, HAS SECTIONS 1918.31 THROUGH 1918.37.

- 1918.31 – Hatch coverings.
- 1918.32 – Stowed cargo and temporary landing surfaces.
- 1918.33 – Deck loads.
- 1918.34 – Other decks.
- 1918.35 – Open hatches.
- 1918.36 – Weather deck rails.
- 1918.37 – Barges.

EXAMPLE: READING OSHA STANDARD NUMBERS

STANDARD:	BREAKING DOWN THE NUMBER:							
29 CFR 1917.43(g)(2)(i)(C) THE DRIVE CHAIN SHALL BE ENCLOSED TO A HEIGHT OF EIGHT FEET (2.44 M) EXCEPT FOR THAT PORTION AT THE LOWER HALF OF THE LOWER SPROCKET.	TITLE	CODE OF FED. REG.	PART	SECTION	LOWER CASE ALPHA	ARABIC NUMBER	LOWER CASE ROMAN	CAPITAL/UPPER CASE ALPHA*
	29	CFR	1917	.43	(g)	(2)	(i)	(C)
1918.66(a)(14)(iii)(A) <i>[HOLDING BRAKES TORQUE] 125 PERCENT WHEN USED WITH AN OTHER THAN MECHANICALLY CONTROLLED BRAKING MEANS;</i>	TITLE	CODE OF FED. REG.	PART	SECTION	LOWER CASE ALPHA	ARABIC NUMBER	LOWER CASE ROMAN	CAPITAL/UPPER CASE ALPHA*
	29	CFR	1918	.66	(a)	(14)	(iii)	(A)

*FOR STANDARDS PROMULGATED AFTER 1979, A CAPITAL/UPPER CASE LETTER IS USED IN THE FOURTH SET OF PARENTHESES. PRIOR TO 1979, THE FOURTH SET OF PARENTHESES ARE ITALICIZED.



Government Resources

OSHA: <http://www.osha.gov/> Contact the OSHA Office nearest you or contact the toll free number: 1-800-321-OSHA (6742)

NIOSH: <http://www.cdc.gov/niosh/>
Phone NIOSH at 1-800-CDC-INFO (1-800-232-4636) or Email at: cdcinfo@cdc.gov

NIOSH is a part of the Centers for Disease Control and Prevention (<http://www.cdc.gov/>). CDC has extensive information on health and safety topics.

Universities

CORNELL UNIVERSITY

School of Industrial and Labor Relations:
<http://www.ilr.cornell.edu/healthSafety/>

LABOR OCCUPATIONAL HEALTH PROGRAM, University of California at Berkeley: <http://www.lohp.org/>

NATIONAL LABOR COLLEGE, George Meany Center: <http://www.nlc.edu/>

UCLA, Labor Occupational Safety and Health (UCLA-LOSH):
<http://www.iosh.ucla.edu/>

COSH GROUPS

COSH groups are private, non-profit coalitions of labor unions, health and technical professionals, and others interested in promoting and advocating for worker health and safety. *If you don't see a COSH group in your area, check the NATIONAL COSH website for local COSH groups.*

NATIONAL COUNCIL FOR OCCUPATIONAL SAFETY & HEALTH National COSH is a federation of local and statewide "COSH" groups:
<http://www.coshnetwork.org/>

CACOSH – Chicago Area Committee on Occupational Safety and Health:
<http://www.cacosh.org/>

MASSCOSH –Massachusetts Coalition on Occupational Safety and Health:
<http://www.masscosh.org/>

NYCOSH – New York Committee for Occupational Safety and Health:
<http://www.nycosh.org/>

PHILAPOSH – Philadelphia Area Project for Occupational Safety and Health:
<http://www.philaposh.org/>
Prevention (<http://www.cdc.gov/>).

Unions

The following is a sample list of unions with links to useful health and safety information.

AFL-CIO: <http://www.aflcio.org/Issues/Job-Safety>

AFSCME: <http://www.afscme.org/issues/73.cfm>

eLCOSH – The Electronic Library of Construction Safety and Health is a collection of information on construction safety and health developed by CPWR – Center for Construction Research and Training, with funding by NIOSH: <http://www.elcosh.org/>

SEIU (Service Employees International Union) Health and Safety Department:
<http://www.seiu.org/a/members/safety-and-health.php>

UAW Health and Safety Department: <http://www.uaw.org/healthsafety>

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Navigating the OSHA Website

<http://www.osha.gov>

The elements of this valuable source of occupational safety and health information are featured:

UNITED STATES DEPARTMENT OF LABOR Occupational Safety & Health Administration

All DOL OSHA SEARCH

A to Z Index | En Español | Contact Us | What's New | About OSHA

A-Z Index: ABCDEFGHIJKLMNOPQRSTUVWXYZ Search OSHA GO

Highlights
Combustible Dust
 Dust
 Graphic slideshow of OSHA highlights. Graphics are linked to the respective website.

Latest News
 Links to the most current OSHA news and information.

Worker Fatalities
 Connecticut Power Plant Explosion, Klean Energy Systems, Middletown CT, Sunday, Feb 7. At least 5 workers were killed and at least 12 injured.
 Recent incidents, as well as weekly summaries are posted.

Top Links
 >Regulations/Standards >Enforcement
 >Laws & Rulemaking >Offices >S&H Topics
 >Training >How to File a Complaint >MORE

Featured Videos
 >Videos >Data & Statistics >Other Resources >MORE

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Identifying Safety and Health Problems in the Workplace

Identifying health and safety problems can be as easy as answering basic questions. To determine if there are health and safety problems that need to be addressed in your workplace, use these questions:

- Do you or your co-workers have injuries or health complaints? If so, what types?
- Who has been hurt or is having symptoms?
- When do you or your co-workers feel these symptoms?
- Where in the workplace are safety or health problems occurring?
- What are the conditions that are causing problems?

HEALTH HAZARDS	SAFETY HAZARDS
<p>Common types of health hazards in the workplace are:</p> <ul style="list-style-type: none"> ○ Chemical (asbestos, solvents, chlorine) ○ Biological (tuberculosis, HIV, hepatitis, molds) ○ Physical (noise, heat and cold, radiation, vibration) ○ Ergonomics or Repetitive Strain Injuries (carpal tunnel syndrome, back injuries) ○ Psychological (stress) 	<p>Common types of safety hazards in the workplace are:</p> <ul style="list-style-type: none"> ○ Slips, trips and falls ○ Being caught in or struck by moving machinery or other objects ○ Fire and explosions ○ Transportation and vehicle-related accidents ○ Confined spaces ○ Violence
<p>How health hazards enter your body:</p> <ul style="list-style-type: none"> ○ Breathing (inhalation) ○ Swallowing (ingestion) ○ Skin (absorption) ○ Cuts (injection) 	<p>Slips, Trips and Falls</p> <ul style="list-style-type: none"> ○ Bad housekeeping and poor drainage can make floors and other walking surfaces wet and slippery. ○ Electrical wires along the floor pose a tripping hazard. ○ You can fall if you are not provided with fall protection equipment, guardrails, and safe ladders.
<p>The harm caused by health hazards depends on:</p> <ul style="list-style-type: none"> ○ Strength, or potency, of the agent. ○ Amount of the agent that is present. ○ How long you are exposed to the agent. ○ Part of your body that is exposed. 	<p>Caught In or Struck By Moving Machinery/Objects Machinery can cause injuries in different ways:</p> <ul style="list-style-type: none"> ○ You can get parts of your body caught in or struck by exposed moving parts if machines are not properly guarded, or not locked out when being repaired. ○ You can be struck by flying objects from machines without protective guards.
<p>Types of health effects:</p> <ul style="list-style-type: none"> ○ Acute: the effect shows up right away. ○ Chronic: problems show up after a long period of exposure and/or long after the exposure ends. ○ Local: only the part of the body that was exposed is affected. ○ Systemic: an agent enters the body and affects other parts of the body. 	<p>Fire and Explosions</p> <ul style="list-style-type: none"> ○ Improper labeling, handling or storage of certain materials can pose a risk of fire or explosion. ○ Every workplace should have an evacuation plan for getting people out of a building in case of fire and an alarm or alert system to quickly inform employees of an emergency. ○ Every worker should be trained on what to do in case of an emergency.
<p>Cancer</p> <ul style="list-style-type: none"> ○ Cancer is a term for many diseases in different parts of the body. ○ Carcinogens are agents that cause cancer. ○ There is no totally safe level of exposure to something that causes cancer. ○ Cancer from a workplace exposure may develop 10, 20 or more years after the exposure. 	<p>Transportation and Vehicle-Related Accidents</p> <ul style="list-style-type: none"> ○ Operators of vehicles and equipment can be injured or cause injury to pedestrians if equipment is unsafe or if adequate training has not been provided. ○ You can be seriously injured or killed after being hit by a vehicle while repairing roads or doing other work in traffic zones. This danger exists when traffic is not properly routed and/or adequate barriers are not placed between the workers and the traffic.
<p>Reproductive effects</p> <ul style="list-style-type: none"> ○ Both men and women can be affected by reproductive hazards at work. ○ Reproductive hazards cause miscarriages and birth defects. 	<p>Confined Spaces</p> <ul style="list-style-type: none"> ○ A confined space is an area with small openings for a worker to enter and exit and is not designed for regular work. Examples of confined spaces include manholes, sewer digestors and silos. There are many hazards in confined spaces. ○ Workers can become unconscious and die from a lack of oxygen. ○ There may be too much oxygen, or other chemicals that can catch fire or explode. ○ Poisonous gases and vapors, such as hydrogen sulfide or carbon monoxide, may also build up in a confined space. ○ Confined spaces can also pose physical hazards. They can be very hot or cold, very loud, or slippery and wet. ○ Grain, sand or gravel can bury a worker.
<p>Sensitization</p> <ul style="list-style-type: none"> ○ You may become allergic or sensitive to some agents you work with. Sensitization can develop over time. ○ For example, a health care worker may develop a serious allergic reaction to latex used in gloves. 	<p>Violence</p> <ul style="list-style-type: none"> ○ Violence on the job is a growing problem. ○ Homicides are the second leading cause of workplace fatalities. Workplace violence includes physical assault as well as near misses, verbal abuse and sexual harassment.

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Filing an OSHA Complaint – Tips for Completing the Complaint Form

INSTRUCTIONS Provided on the Form:

Open the form and complete the front page as accurately and completely as possible. Describe each hazard you think exists in as much detail as you can. If the hazards described in your complaint are not all in the same area, please identify where each hazard can be found at the worksite. If there is any particular evidence that supports your suspicion that a hazard exists (for instance, a recent accident or physical symptoms of employees at your site) include the information in your description. If you need more space than is provided on the form, continue on any other sheet of paper. After you have completed the form, return it to your local OSHA office.

Here are tips for completing the form:

1. Be specific and include appropriate details: The information on the complaint form may be the only description of the hazard that the inspector will see before the inspection. The inspector will base his or her research and planning on this information.
2. Establishment Name, Address, & Type of Business: Be thorough and specific. The inspector's research on the company and the industry's hazards will be based on this information.
3. Hazard Description/Location: The hazard description is the most important part of the form. Your answer should explain the hazards clearly. If your complaint is about chemicals, identify them whenever possible and attach copies of labels or SDSs if you can. Identify the location so the inspector will know where to look.
4. Has this condition been brought to the attention of the employer or another government agency? You should indicate on the form if you have tried to get the employer to fix the hazard before filing the complaint. Also, if another agency, such as a local fire or building department, has been notified of these hazards, OSHA may want to consult with them.
5. Do NOT reveal my name: OSHA will keep your name off the complaint, if you wish. Remember that discrimination for health and safety activity is illegal. If you are a union representative, you may wish to have your name on the complaint.
6. Signature and address: It is important to sign the complaint if you want OSHA to conduct an onsite inspection. Also, your address will allow OSHA to send copies of inspection related materials to you.

U. S. Department of Labor Occupational Safety and Health Administration		1	
Notice of Alleged Safety or Health Hazards			
		Complaint Number	
Establishment Name			
Site Address	Site Phone	2	Site FAX
Mailing Address	Mail Phone		Mail FAX
Management Official			Telephone
Type of Business			
HAZARD DESCRIPTION/LOCATION. Describe briefly the hazard(s) which you believe exist. Include the approximate number of employees exposed to or threatened by each hazard. Specify the particular building or worksite where the alleged violation exists.			
3			
Has this condition been brought to the attention of:	<input type="checkbox"/> Employer	<input type="checkbox"/> Other Government Agency (specify)	4
Please Indicate Your Desire:	<input type="checkbox"/> Do NOT reveal my name to my Employer <input type="checkbox"/> My name may be revealed to the Employer		
The Undersigned believes that a violation of an Occupational Safety or Health standard exists which is a job safety or health hazard at the establishment named on this form.	(Mark "X" in ONE box) <input type="checkbox"/> Employee <input type="checkbox"/> Representative of Employees <input type="checkbox"/> Federal Safety and Health Committee <input type="checkbox"/> Other (specify)		
Complainant Name			Telephone
Address (Street, City, State, Zip)	6		
Signature			Date
If you are an authorized representative of employees affected by this complaint, please state the name of the organization that you represent and your title:			
Organization Name:	Your Title:		

Notice of Alleged Safety or Health Hazards

For the General Public:

This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the U.S. Department of Labor.

Sec 8(f)(1) of the Williams-Steiger Occupational Safety and Health Act, 29 U.S.C. 651, provides as follows: Any employees or representative of employees who believe that a violation of a safety or health standard exists that threatens physical harm, or that an imminent danger exists, may request an inspection by giving notice to the Secretary or his authorized representative of such violation or danger. Any such notice shall be reduced to writing, shall set forth with reasonable particularity the grounds for the notice, and shall be signed by the employee or representative of employees, and a copy shall be provided the employer or his agent no later than at the time of inspection, except that, upon request of the person giving such notice, his name and the names of individual employees referred to therein shall not appear in such copy or on any record published, released, or made available pursuant to subsection (g) of this section. If upon receipt of such notification the Secretary determines there are reasonable grounds to believe that such violation or danger exists, he shall make a special inspection in accordance with the provisions of this section as soon as practicable to determine if such violation or danger exists. If the Secretary determines there are no reasonable grounds to believe that a violation or danger exists, he shall notify the employees or representative of the employees in writing of such determination.

NOTE: Section 11(c) of the Act provides explicit protection for employees exercising their rights, including making safety and health complaints.

For Federal Employees:

This report format is provided to assist Federal employees or authorized representatives in registering a report of unsafe or unhealthful working conditions with the U.S. Department of Labor.

The Secretary of Labor may conduct unannounced inspection of agency workplaces when deemed necessary if an agency does not have occupational safety and health committees established in accordance with Subpart F, 29 CFR 1960; or in response to the reports of unsafe or unhealthful working conditions upon request of such agency committees under Sec. 1-3, Executive Order 12196; or in the case of a report of imminent danger when such a committee has not responded to the report as required in Sec. 1-201(h).

INSTRUCTIONS:

Open the form and complete the front page as accurately and completely as possible. Describe each hazard you think exists in as much detail as you can. If the hazards described in your complaint are not all in the same area, please identify where each hazard can be found at the worksite. If there is any particular evidence that supports your suspicion that a hazard exists (for instance, a recent accident or physical symptoms of employees at your site) include the information in your description. If you need more space than is provided on the form, continue on any other sheet of paper.

After you have completed the form, return it to your local OSHA office.

NOTE: It is unlawful to make any false statement, representation or certification in any document filed pursuant to the Occupational Safety and Health Act of 1970. Violations can be punished by a fine of not more than \$10,000, or by imprisonment of not more than six months, or by both. (Section 17(g))

Public reporting burden for this voluntary collection of information is estimated to vary from 15 to 25 minutes per response with an average of 17 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An Agency may not conduct or sponsor, and persons are not required to respond to the collection of information unless it displays a valid OMB Control Number. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Directorate of Enforcement Programs, Department of Labor, Room N-3119, 200 Constitution Ave., NW, Washington, DC; 20210.

OMB Approval# 1218-0064; Expires: 03-31-2011

Do not send the completed form to this Office.

Filing an OSHA Complaint – Tips for Completing the Complaint Form

INSTRUCTIONS Provided on the Form:

Open the form and complete the front page as accurately and completely as possible. Describe each hazard you think exists in as much detail as you can. If the hazards described in your complaint are not all in the same area, please identify where each hazard can be found at the worksite. If there is any particular evidence that supports your suspicion that a hazard exists (for instance, a recent accident or physical symptoms of employees at your site) include the information in your description. If you need more space than is provided on the form, continue on any other sheet of paper. After you have completed the form, return it to your local OSHA office.

Here are tips for completing the form:

1. Be specific and include appropriate details: The information on the complaint form may be the only description of the hazard that the inspector will see before the inspection. The inspector will base his or her research and planning on this information.
2. Establishment Name, Address, & Type of Business: Be thorough and specific. The inspector's research on the company and the industry's hazards will be based on this information.
3. Hazard Description/Location: The hazard description is the most important part of the form. Your answer should explain the hazards clearly. If your complaint is about chemicals, identify them whenever possible and attach copies of labels or SDSs if you can. Identify the location so the inspector will know where to look.
4. Has this condition been brought to the attention of the employer or another government agency? You should indicate on the form if you have tried to get the employer to fix the hazard before filing the complaint. Also, if another agency, such as a local fire or building department, has been notified of these hazards, OSHA may want to consult with them.
5. Do NOT reveal my name: OSHA will keep your name off the complaint, if you wish. Remember that discrimination for health and safety activity is illegal. If you are a union representative, you may wish to have your name on the complaint.
6. Signature and address: It is important to sign the complaint if you want OSHA to conduct an onsite inspection. Also, your address will allow OSHA to send copies of inspection related materials to you.

U. S. Department of Labor Occupational Safety and Health Administration		1	
Notice of Alleged Safety or Health Hazards			
		Complaint Number	
Establishment Name			
Site Address	Site Phone	2	Site FAX
Mailing Address	Mail Phone		Mail FAX
Management Official		Telephone	
Type of Business			
HAZARD DESCRIPTION/LOCATION. Describe briefly the hazard(s) which you believe exist. Include the approximate number of employees exposed to or threatened by each hazard. Specify the particular building or worksite where the alleged violation exists.			
3			
Has this condition been brought to the attention of:	<input type="checkbox"/> Employer	<input type="checkbox"/> Other Government Agency (specify)	4
Please Indicate Your Desire:	<input type="checkbox"/> Do NOT reveal my name to my Employer <input type="checkbox"/> My name may be revealed to the Employer		
The Undersigned believes that a violation of an Occupational Safety or Health standard exists which is a job safety or health hazard at the establishment named on this form.	(Mark "X" in ONE box) <input type="checkbox"/> Employee <input type="checkbox"/> Representative of Employees <input type="checkbox"/> Federal Safety and Health Committee <input type="checkbox"/> Other (specify)		
Complainant Name			Telephone
Address (Street, City, State, Zip)	6		
Signature			Date
If you are an authorized representative of employees affected by this complaint, please state the name of the organization that you represent and your title:			
Organization Name:	Your Title:		

Notice of Alleged Safety or Health Hazards

For the General Public:

This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the U.S. Department of Labor.

Sec 8(f)(1) of the Williams-Steiger Occupational Safety and Health Act, 29 U.S.C. 651, provides as follows: Any employees or representative of employees who believe that a violation of a safety or health standard exists that threatens physical harm, or that an imminent danger exists, may request an inspection by giving notice to the Secretary or his authorized representative of such violation or danger. Any such notice shall be reduced to writing, shall set forth with reasonable particularity the grounds for the notice, and shall be signed by the employee or representative of employees, and a copy shall be provided the employer or his agent no later than at the time of inspection, except that, upon request of the person giving such notice, his name and the names of individual employees referred to therein shall not appear in such copy or on any record published, released, or made available pursuant to subsection (g) of this section. If upon receipt of such notification the Secretary determines there are reasonable grounds to believe that such violation or danger exists, he shall make a special inspection in accordance with the provisions of this section as soon as practicable to determine if such violation or danger exists. If the Secretary determines there are no reasonable grounds to believe that a violation or danger exists, he shall notify the employees or representative of the employees in writing of such determination.

NOTE: Section 11(c) of the Act provides explicit protection for employees exercising their rights, including making safety and health complaints.

For Federal Employees:

This report format is provided to assist Federal employees or authorized representatives in registering a report of unsafe or unhealthful working conditions with the U.S. Department of Labor.

The Secretary of Labor may conduct unannounced inspection of agency workplaces when deemed necessary if an agency does not have occupational safety and health committees established in accordance with Subpart F, 29 CFR 1960; or in response to the reports of unsafe or unhealthful working conditions upon request of such agency committees under Sec. 1-3, Executive Order 12196; or in the case of a report of imminent danger when such a committee has not responded to the report as required in Sec. 1-201(h).

INSTRUCTIONS:

Open the form and complete the front page as accurately and completely as possible. Describe each hazard you think exists in as much detail as you can. If the hazards described in your complaint are not all in the same area, please identify where each hazard can be found at the worksite. If there is any particular evidence that supports your suspicion that a hazard exists (for instance, a recent accident or physical symptoms of employees at your site) include the information in your description. If you need more space than is provided on the form, continue on any other sheet of paper.

After you have completed the form, return it to your local OSHA office.

NOTE: It is unlawful to make any false statement, representation or certification in any document filed pursuant to the Occupational Safety and Health Act of 1970. Violations can be punished by a fine of not more than \$10,000, or by imprisonment of not more than six months, or by both. (Section 17(g))

Public reporting burden for this voluntary collection of information is estimated to vary from 15 to 25 minutes per response with an average of 17 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An Agency may not conduct or sponsor, and persons are not required to respond to the collection of information unless it displays a valid OMB Control Number. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Directorate of Enforcement Programs, Department of Labor, Room N-3119, 200 Constitution Ave., NW, Washington, DC; 20210.

OMB Approval# 1218-0064; Expires: 03-31-2011

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Filing an OSHA Complaint – Tips for Completing the Complaint Form

INSTRUCTIONS Provided on the Form:

Open the form and complete the front page as accurately and completely as possible. Describe each hazard you think exists in as much detail as you can. If the hazards described in your complaint are not all in the same area, please identify where each hazard can be found at the worksite. If there is any particular evidence that supports your suspicion that a hazard exists (for instance, a recent accident or physical symptoms of employees at your site) include the information in your description. If you need more space than is provided on the form, continue on any other sheet of paper. After you have completed the form, return it to your local OSHA office.

Here are tips for completing the form:

1. Be specific and include appropriate details: The information on the complaint form may be the only description of the hazard that the inspector will see before the inspection. The inspector will base his or her research and planning on this information.
2. Establishment Name, Address, & Type of Business: Be thorough and specific. The inspector's research on the company and the industry's hazards will be based on this information.
3. Hazard Description/Location: The hazard description is the most important part of the form. Your answer should explain the hazards clearly. If your complaint is about chemicals, identify them whenever possible and attach copies of labels or SDSs if you can. Identify the location so the inspector will know where to look.
4. Has this condition been brought to the attention of the employer or another government agency? You should indicate on the form if you have tried to get the employer to fix the hazard before filing the complaint. Also, if another agency, such as a local fire or building department, has been notified of these hazards, OSHA may want to consult with them.
5. Do NOT reveal my name: OSHA will keep your name off the complaint, if you wish. Remember that discrimination for health and safety activity is illegal. If you are a union representative, you may wish to have your name on the complaint.
6. Signature and address: It is important to sign the complaint if you want OSHA to conduct an onsite inspection. Also, your address will allow OSHA to send copies of inspection related materials to you.

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