

Employer Responsibilities Under the OSH Act

SAFETY AND HEALTH IS THE LAW

Your employer has the responsibility to provide a safe and healthful workplace for all employees within your organization. Your organization must comply with applicable Occupational Safety and Health Administration (OSHA) regulations and the [Occupational Safety and Health \(OSH\) Act](#). Your organization must:

- Ensure your workplace is free from recognized safety and health (S&H) hazards
- Correct S&H problems and deficiencies that arise
- Eliminate or reduce hazards by improving your S&H processes
- Make beneficial workplace changes

EMPLOYER RESPONSIBILITIES UNDER THE OSH ACT

Under the OSH Act, some of your organization's responsibilities are to:

- Inform workers about hazards (e.g., training, labels, alarms, color-coded systems, safety data sheets)
- Provide and pay for most PPE
- Inspect all workplaces
- Abate hazardous conditions following the [hierarchy of controls](#)
- Train workers in an understandable manner (i.e., familiar language and vocabulary)
- Perform workplace testing and surveying (e.g., air sampling), as required by OSHA regulations
- Provide required medical monitoring and surveillance
- Keep accurate work-related injury and illness records
- Post OSHA citations and injury and illness data where workers can see them
- NOT retaliate against workers for using their rights under the law, including their right to report a work-related injury, illness, or S&H concern to management or OSHA
- Notify OSHA of workplace fatalities (within 8 hours) and any work-related inpatient hospitalizations, amputations, or losses of an eye (within 24 hours)



A Navy officer uses a sound level meter to test for high decibel levels. Image retrieved from Bing Images (free to use and share license)

DoD POSTERS

As a DoD workplace, you must prominently display these posters:

OSH Act for Private Sector Workers



**Job Safety and Health
IT'S THE LAW!**

All workers have the right to:

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

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

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

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

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

Federal Agency Occupational Safety and Health Protection for Employees, S&H Protection Program

Occupational Safety and Health Protection For Employees of the *(Insert Your Agency Here)*

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

Responsibilities of Your agency

- General Requirements**
The *insert your agency* will furnish *insert your agency* employees places and conditions of employment that are free from on-the-job safety and health hazards.
- OSHA Regulations**
insert your agency will comply with applicable regulations of the Occupational Safety and Health Administration.
- Reporting Hazards**
insert your agency will respond to employee reports of hazards in the workplace.
- Workplace Inspections**
insert your agency will insure that each workplace is inspected annually for hazardous conditions. *insert your agency* will post Notices of Unsafe or Unhealthy Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.
- Correction of Unsafe Conditions**
insert your agency will take prompt action to assure that hazardous conditions are corrected. Imminent danger conditions will be corrected immediately.
- Safety and Protective Equipment**
insert your agency will acquire, maintain and require use of appropriate protective and safety equipment.
- Safety and Health Training**
insert your agency will provide occupational safety and health training for employees.

- Reporting Accidents, Injuries and Occupational Illnesses**
Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

- Safety and Health Committees**
insert your agency will support any safety and health committees that are formed from management and employee representatives.

Employee Responsibilities

- Compliance with Standards**
Employees shall comply with all OSHA and approved *insert your agency* occupational safety and health standards, policies and directives.
- Safety and Protective Equipment**
Employees shall use appropriate protective and safety equipment provided by *insert your agency*.

Rights of Employees and Their Representatives

- Participation in Safety and Health Program**
Employees and their representatives shall have the right to participate in the *insert your agency* Safety and Health Program. Employees shall be authorized official time for these activities.
- Access to Records and Documents**
Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; *insert your agency* safety and health policies and directives; accident, injury and illness statistics of the *insert your agency*.

- Reporting Hazards**
Employees and their representatives shall have the right to report unsafe or unhealthy working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

- Freedom from Fear of Retaliation**
Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the *insert your agency* Safety and Health Program.

Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for *insert your agency* is *insert name, title*.

The Safety and Health Designee for this workplace is:

and may be contacted at

(Telephone and location)

Further Information

This notice highlights the *insert your agency* employee job safety and health program. More information about the *insert your agency* program or its standards and procedures may be obtained from the workplace Safety and Health Designee.

Washington D.C.
2000

Agency Logo

Agency Head Signature

SMS CRITERIA

Implementing a safety management system (SMS) requires your organization to ensure its workers are fully aware of their employee rights. Some tips for meeting this expectation are to:

- Integrate basic employee S&H rights into new employee orientation
- Reinforce S&H information for employees on a routine basis through training and education
- Show workers the location of rights and responsibilities posters
- Prepare workers to answer interview questions regarding their rights and responsibilities

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://smcx.org/>.