

OSHA's Small Business Resources

Smithsonian American Art Museum,
Washington D.C.

Tuesday, November 8, 2016

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Office of Small Business Assistance

OSHA's Directorate Of Cooperative and State Programs

Washington, DC



The Occupational Safety and Health Administration (OSHA)

OSHA's Mission: To assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

The Cost of Injury and Illnesses in the Workplace

Over One Billion Dollars Per Week!

- An average of 12 working men and women are killed on the job in America every day
- Every year, approximately 3.3 million other workers suffer serious occupational injuries and illnesses.
- Direct cost of the most disabling workplace injuries and illnesses in 2013 totaled nearly \$62 billion

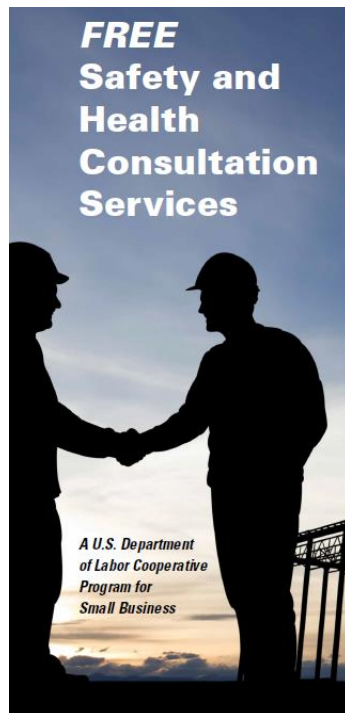
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OSHA Outreach Efforts and Resources

–www.osha.gov/smallbusiness

- Publications
- Online Resources
- OSHA's Cooperative Programs



The OSHA Poster – It's the Law!

- It's Free
- It's Required
- Posted in a conspicuous location
- State Plan states would have their own posters.

Federal OSHA:

<http://www.osha.gov/Publications/poster.html>



The poster features a blue and yellow color scheme. At the top left, it reads 'Job Safety and Health' in large white letters, followed by 'It's the law!' in yellow. The OSHA logo is in the top right corner. The text is organized into sections for 'EMPLOYEES' and 'EMPLOYERS', each with a list of rights and responsibilities. On the right side, there are four small images: a person in a hard hat, a person in a white protective suit, a construction site with a crane, and a person at a computer. At the bottom right, there is contact information and a QR code.

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 representatives 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 (6742)
www.osha.gov

2009-12-16-0001

OSHA Publications

www.osha.gov/publications

- Small Business Handbook
- On-site Consultation Tri-Fold
- QuickCards
- Fact Sheets
- Hazard Alerts



OSHA's Online Resources

Electronic Resources

- Quick Start
- Safety and Health Topic Pages
- eTools
- Training Resources
- Sample Programs
- Standard Interpretation



Resource Topics for Conservators

- Ventilation
- Fire Suppression
- Chemical use and storage
- Ladders
- Scaffolds
- Mold

Safety and Health Information Bulletins (SHIBs)

- Fire Safety
- Flammable Materials
- Hazardous and Toxic Substances
- Indoor Air Quality
- Laboratory Safety
- Respiratory Protection
- Scaffolding

<https://www.osha.gov/dts/shib/index.html#!tab3>

Evacuation Plans and Procedures eTool

[Home](#) [Emergency Action Plan](#) [Emergency Standards](#) [Expert Systems](#) [Additional Assistance](#)

OSHA's Expert Systems



[Am I required to have an Emergency Action Plan \(EAP\)](#)

Based on an evaluation of your evacuation policy, the Expert System informs you if you are required to have an EAP.



[Create Your Own Emergency Action Plan](#)

This expert system will help you to create a basic EAP. This basic plan likely will be adequate for needs of many small and medium-sized entities. Most small and medium-sized entities can create basic plans using this system in 10 to 15 minutes.

It may not be adequate for large establishments or those with unusual hazards.

Users in such establishments should consider the special characteristics of their workplaces and can build upon this basic plan to address situations that require special attention.

Am I required to have an emergency action plan (EAP)?

Does your facility use a total flooding extinguishing system that provides any one of the following design concentrations:

- 4% or greater of Halon 1211?
- 4% or greater of carbon dioxide?
- 10% or greater of Halon 1301?
- Concentrations exceeding 7% when egress from an area cannot be accomplished in one minute?

Create Your Own Emergency Action Plan (EAP)

- An expert system that helps you to create a basic EAP.
- Adequate for needs of many small and medium-sized entities.
- Create basic plans in 10 to 15 minutes.
- May not be adequate for large establishments or with unusual hazards.

Technical Information Bulletin Example

Total Flooding Carbon Dioxide (CO₂) Fire Extinguishing System

Technical Information Bulletin

TIB 01-12-22

This TIB is not a new standard or regulation and it creates no new legal obligations. It is advisory in nature, informational in content, and is intended to assist employers in providing a safe and healthful workplace.

OSHA's Directorate of Technical Support (DTS) issues Technical Information Bulletins (TIBs) to provide information about occupational hazards and /or to provide information about noteworthy, innovative, or specialized procedures, practices and research that relate to occupational safety and health. DTS selects topics for TIBs from recognized scientific, industrial hygiene, labor, industry, engineering, and/or medical sources.

The *Occupational Safety and Health Act* requires employers to comply with hazard-specific safety and health standards. In addition, employers must provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm under Section 5(a)(1), the General Duty Clause of the Act. Employers can be cited for violating the General Duty Clause if there is a recognized hazard and they do not take appropriate steps to prevent or abate the hazard. However, the failure to implement TIB recommendations is not, in itself, a violation of the General Duty Clause. Citations can only be based on standards, regulations, and the General Duty Clause.

Further information about this bulletin may be obtained by contacting OSHA's Directorate of Technical Support and Emergency Management (formerly Directorate of Technical Support) at 202-693-2300.



Publication 3384-09 2011



Small Entity Compliance Guide for the Respiratory Protection Standard



OSHA 3384-09 2011



Chemical Use and Storage

Chemical use and Storage (29 CFR 1910.1450)

- keep labels on containers
 - maintain SDSs for each hazardous chemical
 - inform and train employees
 - maintain a written “Chemical Hygiene Plan”
- Laboratory Safety Chemical Hygiene Plan (CHP)
Fact Sheet (OSHA FS-3461)

Ladder and Scaffold Safety



Portable Ladder Safety



Falls from portable ladders (step, straight, combination and extension) are the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings
- Avoid electrical hazards! – Look for power lines before handling a ladder. Do not use a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to use. If a ladder is damaged, it must be removed from service and tagged until repaired or replaced.



3-Point Contact

- Always maintain 3-point contact (two feet and one hand or two hands and one foot) on the ladder while climbing. Keep your body near the middle of the ladder and always face the ladder while climbing.
- Only use ladders with appropriate access devices (levelers, jacks) as designed.
- Ladders must be free of slippery materials, rungs, steps or protrusions.

- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.



Scaffolding eTool

Home Overview Planking Suspended Scaffolds Supported Scaffolds All Types

An estimated 2.3 million construction workers, or 65 percent of the construction industry, work on scaffolds frequently. Protecting these workers from scaffold-related accidents would prevent 4,500 injuries and 50 deaths every year, at a savings for American employers of \$90 million in workdays not lost. [Safety Standards for Scaffolds Used in the Construction Industry. OSHA Federal Register Final Rule 61:46025-46075, (August 30, 1996)]

This eTool* provides illustrated safety checklists for specific types of scaffolds. It identifies hazards, as well as the controls that keep those hazards from becoming tragedies. **At this time only Suspended Scaffolds and Supported Scaffolds are available. More sections will be added as they are completed.**

Additional Resources

- OSHA Fact Sheet: [Narrow Frame Scaffolds*](#), (April 2014).
- OSHA Hazard Alert: [Working Safely with Scissor Lifts*](#), (January 2016).



OSHA's On-site Consultation Program

www.osha.gov/consultation

- Services are **FREE** and **CONFIDENTIAL**
- In all 50 states and several Territories
- Assistance with Hazard identification and correction
- Assistance in Safety and Health Program development
- Employee Training
- **Deferral from OSHA programmed inspection schedule**

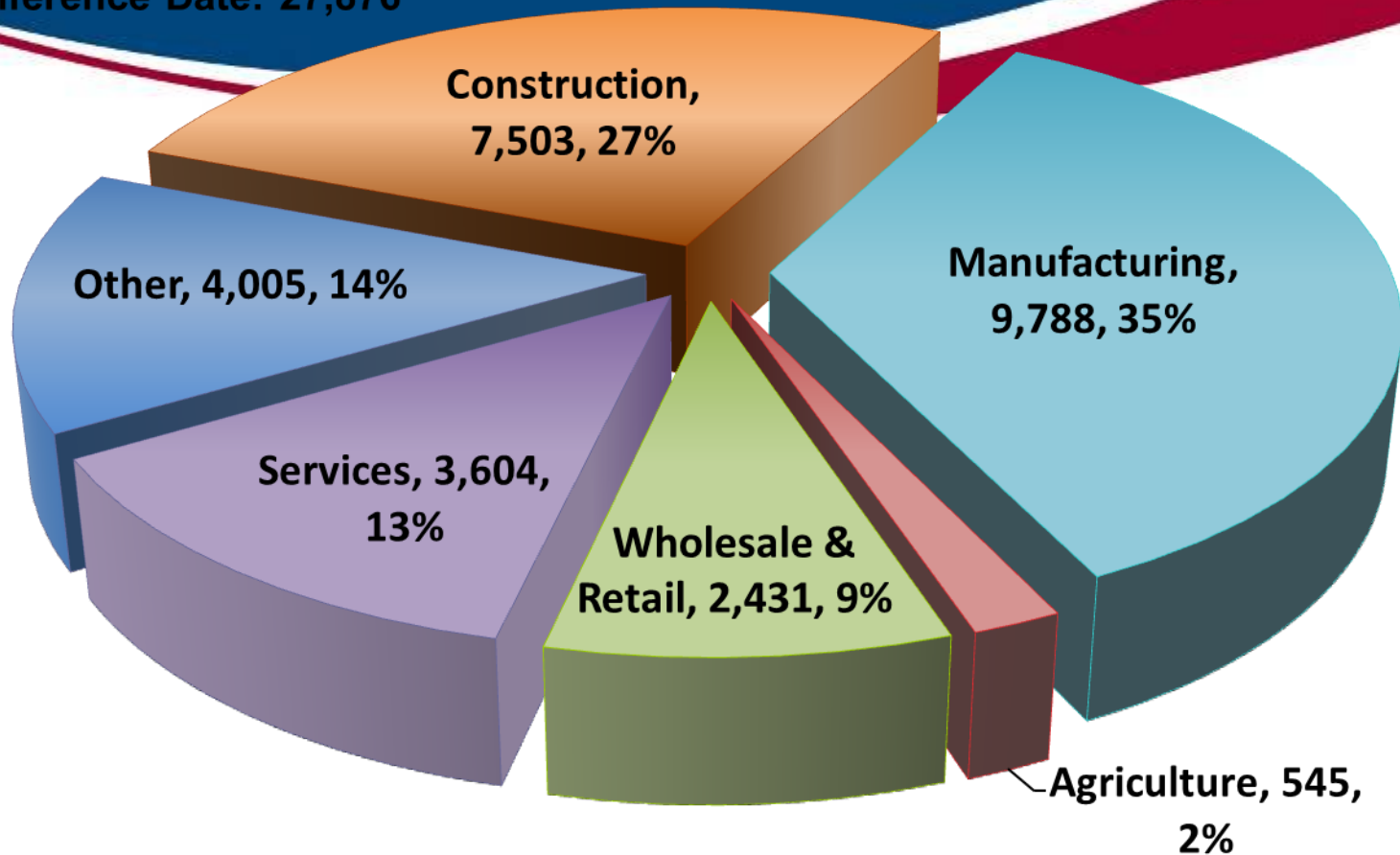
On-site Consultation Program Benefits to Small Businesses

www.osha.gov/consultation

- **For Your Workforce**
 - Remove hazards from your workplace
 - Protect your workers from injury and illness
- **For Your Managers**
 - Comply with federal requirements
 - Avoid costly citations
 - Become more effective at their jobs.
- **For Your Business as a Whole**
 - Lowering injury and illness rates
 - Decreasing workers' compensation costs

On-site Consultation Visits by Industry Sector

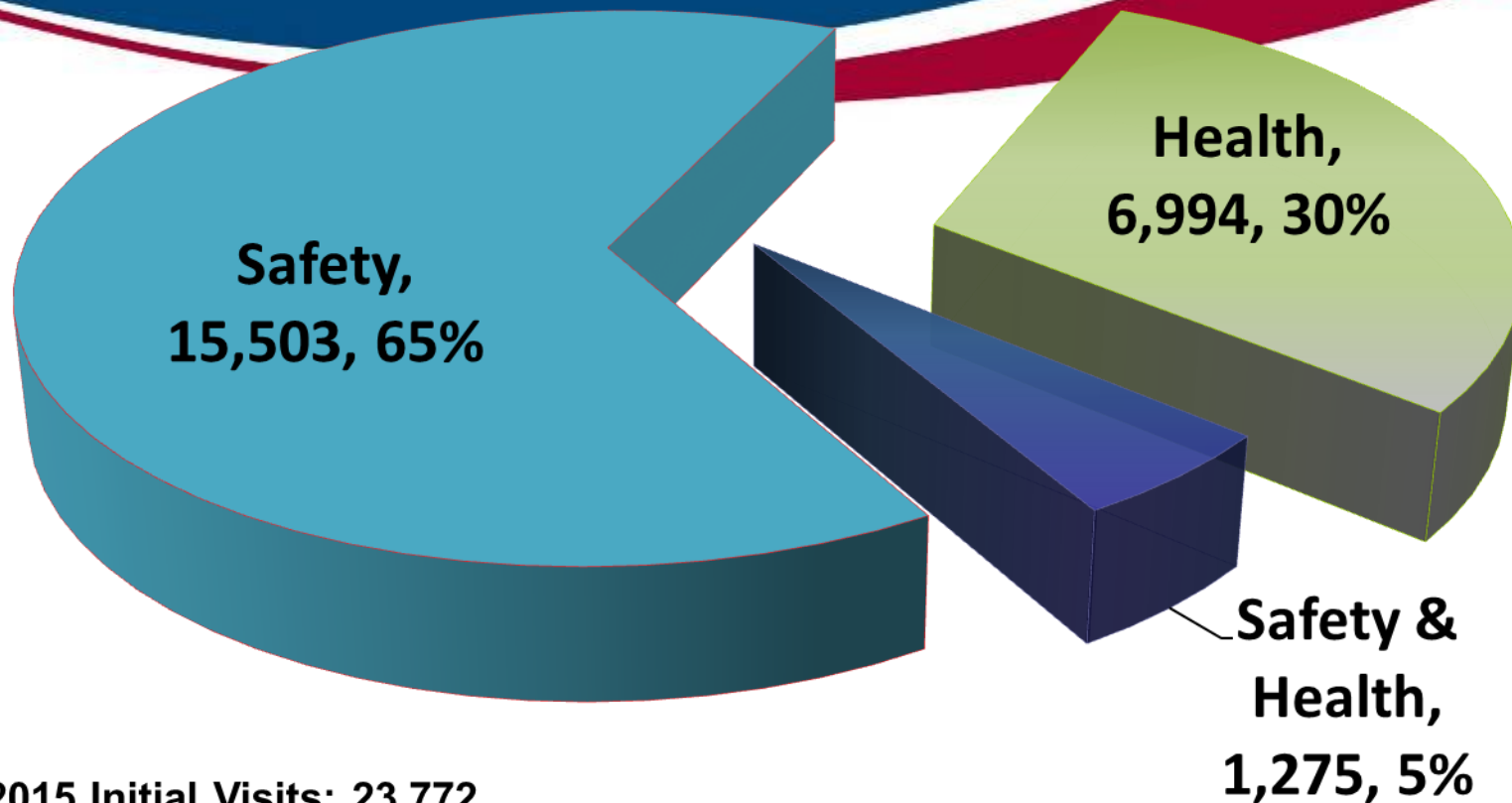
Total FY 2015 Visits with a Closing Conference Date: 27,876



- Sources: On-site Consultation Report for FY 2015 generated on November 12, 2015 and FY 2015 OIS Report generated on November 12, 2015.
- Parameters: Private Sector, Closing Conference Date: October 1, 2014 – September 30, 2015.
- Totals include 21(d) and 23(g) On-site Consultation Project data.



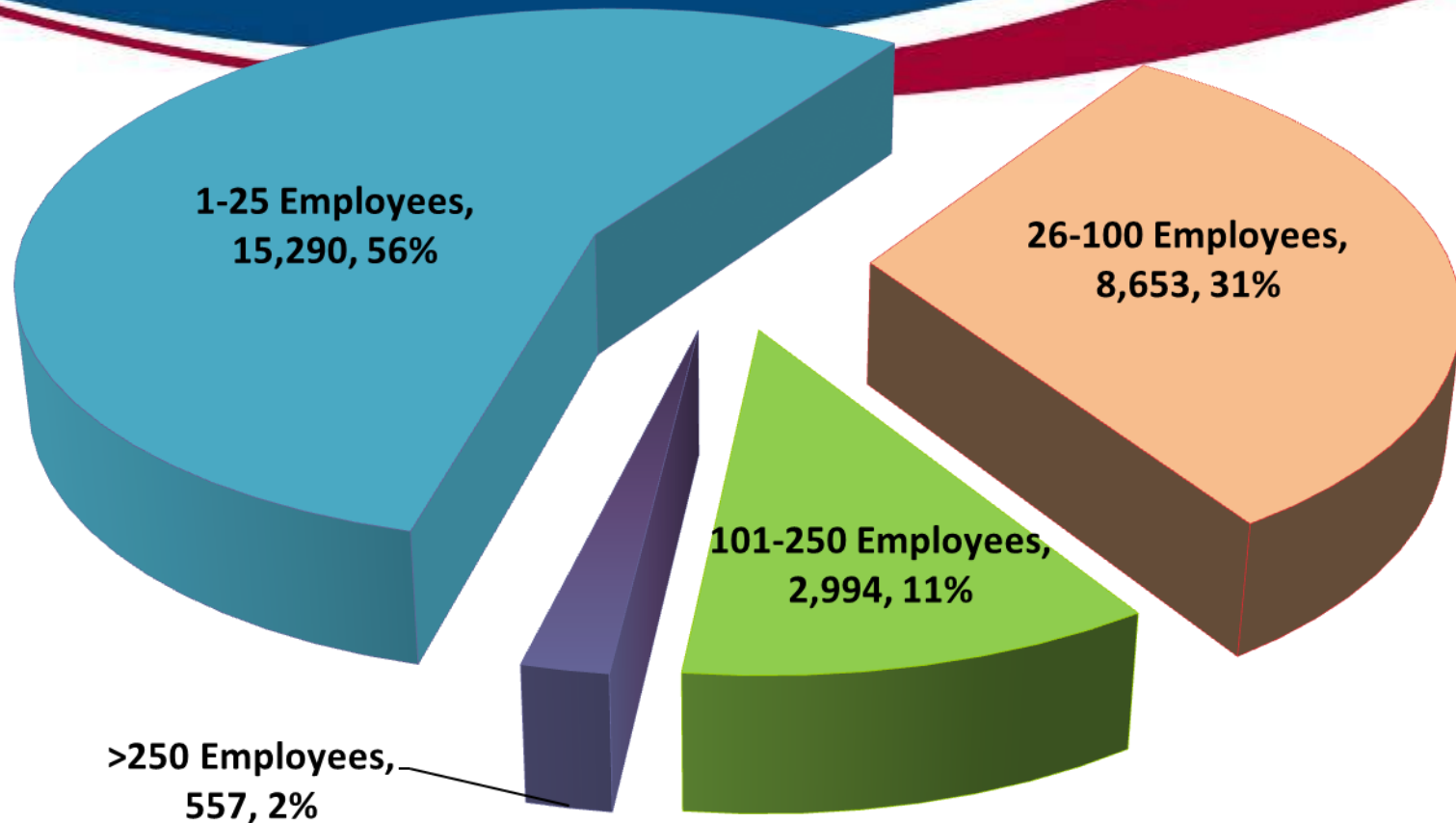
On-site Consultation Initial Visits by Category FY 2015



- Sources: FY 2015 On-site Consultation Report generated on November 12, 2015 and FY 2015 OIS Report generated on November 12, 2015.
- Parameters: Private Sector, Opening Conference Date: October 1, 2014 – September 30, 2015.
- Totals include 21(d) and 23(g) On-site Consultation Project data.



Size of Employers Receiving Consultation Services (FY 2015)



•Sources: On-site Consultation Report for FY 2015 generated on November 12, 2015 and FY 2015 OIS Report generated on November 12, 2015.
•Parameters: Private Sector, Closed Visits: October 1, 2014 – September 30, 2015.
•Totals include 21(d) and 23(g) On-site Consultation Project data.



On-site Consultation Hazards Identified and Workers Removed from Hazards: FY 2015

Hazard Type	# Identified	Workers Removed
Serious	105,114	2,568,763
Other than Serious	30,851	825,593
Regulatory	3,833	138,465
Imminent Danger	205	1,463
TOTAL	140,003	3,534,284

- Sources: On-site Consultation Report for FY 2015 generated on November 12, 2015 and FY 2015 OIS Report generated on November 12, 2015.
- Parameters: Private Sector, Opening Conference Date: October 1, 2014 – September 30, 2015.
- Total number of workers at sites receiving consultation visits in FY 2015 is 1,400,159. The “total number of workers removed from hazards” figure is the sum of all workers removed from each hazard.
- Totals include 21(d) and 23(g) On-site Consultation Project data.



Safety and Health Achievement Recognition Program (SHARP)



- Recognizes small employers who operate exemplary safety and health management systems
- Singles out organizations as models for worksite safety and health
- Exemptions from OSHA's programmed inspections while SHARP certification is valid

OSHA's Small Business Resources

Questions?

www.osha.gov/smallbusiness

800-321-OSHA (6742)

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