Welcome to Course #7510
Introduction to OSHA for Small Businesses in the Forging Industry

Presented by the FIA Safety & Health Committee
Objectives

1. Describe the tools OSHA uses to reduce workplace injuries and illnesses
2. Identify basic employer and employee responsibilities and rights under OSHA
3. Recognize how OSHA standards are organized and developed
4. Understand the steps of the OSHA inspection process
5. Recognize the four elements of a safety and health management system
6. Obtain information about compliance assistance
Overview

Small Businesses
• Represent more than 99.7% of employers in the US
• Employ more than half of all private sector employees
• Pay 44.5% of total U.S. private payroll
• Generate 60 – 80% of new jobs annually
OSHA’s Establishment

- Occupational Safety and Health Administration
- Law signed on December 29, 1970
- To require employers to comply with occupational safety and health standards promulgated under the Act
Why OSHA is Needed

Prior to 1970
- More than 14,000 worker deaths annually
- 2.5 million workers disabled by work-related injuries
- Estimated 300,000 cases of work-related illness
OSHA’s Impact

Since 1970

- Work-related fatalities decreased by 62%
- Overall injury and illness rate reduced 42%
OSHA’s Tools

• Strong, fair and effective enforcement
• Outreach, education and compliance assistance
• Partnerships and other cooperative programs
Summary of Section 1 - Background of OSHA

- When was the Occupational Safety and Health Act signed?
- Why was OSHA necessary?
- What are the 3 tools OSHA uses to fulfill its mission?
OSHA Coverage

• All private sector employers and their employees in the U.S. and its territories and jurisdictions

• Does not cover:
  • The self-employed
  • Immediate members of farming families with no outside workers
  • Mine workers, certain truckers and transportation workers, atomic energy workers
  • Public employees including state and federal government
OSHA Coverage

1. Dana Wilson, a public school teacher at Apple Valley Elementary.
2. Harry Adams, a miner at Below Ground Inc.
3. Adrian Smith, one of 3 employees of ABC landscaping.
4. Taylor Dell, an accountant in business for herself.
Major Employer Responsibilities

• Provide a workplace free from recognized hazards
• Comply with OSHA standards and regulations
• Be familiar with standards applicable to your workplace and make copies available upon request. Std.1903.2 (c)
Major Employer Rights

- Obtain free advice and on-site consultation
- Accompany compliance officer on inspection Std. 1903.8 (a)
- Request an informal conference Std. 1903.20
- Contest citations and penalties Std. 1903.17 (a)
Employee Responsibilities and Rights

Responsibilities include:
• Complying with OSHA standards
• Wearing required PPE Std. 1910.123
• Reporting hazards to supervisor

Rights include:
• Reviewing standards
• Receiving training
• Requesting an OSHA investigation Std. 1903.11 (a)
• Reviewing the OSHA 300 Log
Section 11(c)

Whistleblower Protection Act prohibits any person from discharging or discriminating in any manner against an employee because the employee has exercised rights under the Act.

Discrimination can include:
- Firing or laying off
- Blacklisting
- Demoting
- Denying overtime or promotion
- Disciplining
- Denial of benefits
- Failure to hire or rehire
- Intimidation
- Reassignment affecting future promotions
- Reducing pay or hours
Summary of Section 2 - Coverage, Responsibilities and Rights

• True or False? The OSH Act covers the self-employed.

• Name one of an employer’s three major responsibilities under OSHA.

• What is Section 11(c)?
OSHA Standards Overview

29 CFR (Code of Federal Regulations)
• Part 1910 – OSH Act
  General Industry Regulations
  - Occupational Safety and Health Standards
Finding Standards on OSHA’s Website

![Full Site Search Results](https://www.osha.gov)

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General Duty Clause

- Section 5(a)(1) of the Act of 1970
- Employers must furnish a place of employment free from recognized hazards
- Applies when there is no specific standard
How OSHA Develops Standards

- OSHA initiates or in response to petitions from other parties
- Intention to propose, amend, or revoke a standard published in the *Federal Register*
- Interested parties may submit written information; OSHA may schedule a public hearing
- Final outcome is a standard or amendment, or a determination that none is necessary
Reporting and Recordkeeping

- Report fatality/ catastrophes within 8 hours
- Maintain injury and illness records - OSHA 300
- Post annual OSHA 300A Summary February 1 to April 30 of previous year
Summary of Section 3 - Standards

• OSHA standards are broken into parts. Which part contains standards for General Industry?

• What must employers report to OSHA within eight hours?
Inspection Priorities

- Imminent danger Std. 1903.13
- Catastrophes and fatal accidents
- Employee complaints
- Referrals
- Planned or Targeted High-Hazard Inspections
- Follow-up inspections
Inspection Process

- Opening conference
- Inspection tour
- Closing conference
OSHA Citations

Inform employers and employees of:

- Regulations and standards the employer allegedly violated Std. 1903.14 (b)
- Hazardous working conditions Std. 1903.13
- Proposed length of time set for abatement of hazards Std. 1903.16 (b)
- Any proposed penalties Std. 1903.15 (a)
Violations and Penalties

- Other-than-serious
- Serious (up to $7,000)
- Willful (up to $70,000)
- Repeated (up to $70,000)
- Failure to abate
Appeals Process

• May seek an informal conference or settlement prior to contest
• Contest must be done within 15 working days
• In writing to area office
Summary of Section 4 - OSHA Inspection Process

- What are the stages of an OSHA inspection?
- What are the types of OSHA violations?
Safety and Health Management System

Four elements:
1. Management Leadership and Employee Involvement
2. Worksite Analysis
3. Hazard Prevention and Control
4. Safety and Health Training
Element 1 - Management Leadership and Employee Involvement

Management Leadership
- Motivating force and resources
- Safety and health is a fundamental value

Employee Involvement
- Workers develop and express their own commitment to safety and health, for themselves and fellow workers
Element 2 – Worksite Analysis

Involves 4 major actions:
• Comprehensive survey of facility
• Change analysis
• Routine hazard analyses
• Periodic and daily safety and health inspections
Element 3 – Hazard Prevention and Control

Systems used to prevent and control hazards include:

- Engineering controls
- Safe work practices
- Administrative controls
- Personal protective equipment
Element 4 – Safety and Health Training

Types of training include:

- Orientation training
- Hazard recognition training
- Training required by OSHA standards
- Emergency response training
- Accident investigation training
- Emergency drill training
Summary of Section 5 - Implementing a Safety & Health Management System

• What are the four elements of a safety and health management system?

• What are some important factors in making your safety and health program successful?
Office of Small Business Assistance

- Administers On-Site Consultation Program
- Serves as liaison within OSHA for small businesses
- Provides outreach and compliance assistance to small businesses
Compliance Assistance Quick Start: General Industry

Follow the steps below to identify the major OSHA general industry requirements and guidance materials that may apply to your workplace. These steps will lead you to resources on OSHA’s website that will help you comply with OSHA requirements and prevent workplace injuries and illnesses.

- **Step 1:** OSHA Requirements That Apply to Most General Industry Employers
- **Step 2:** OSHA Requirements That May Apply to Your Workplace
- **Step 3:** Survey Your Workplace for Additional Hazards
- **Step 4:** Develop a Comprehensive Jobsite Safety and Health Program
- **Step 5:** Train Your Employees
- **Step 6:** Recordkeeping, Reporting and Posting
- **Step 7:** Find Additional Compliance Assistance Information

For more information, see the General Industry Quick Start Library. This includes a collection of forms, resources, publications, and sample programs that are incorporated into the Quick Start steps, plus additional compliance assistance resources. You can use this collection as a reference after completing the steps.

**NOTE:** If you have Spanish-speaking employees, visit OSHA's Compliance Assistance: Hispanic Employers and Workers page and OSHA en Español. If you employ teen or young workers, visit OSHA’s Teen Workers page.
On-Site Consultation Program

- Free, confidential advice to small and medium-sized businesses
- Priority to high-hazard worksites
- Separate from enforcement
- No penalties or citations
- Employers may qualify for a one-year exemption from routine inspections
Other Cooperative Programs

- Alliance
  An OSHA Cooperative Program

- Partnership
  An OSHA Cooperative Program

- VPP
  Voluntary Protection Programs
  An OSHA Cooperative Program

- SHARP
  Safety & Health Achievement Recognition Program
  Consultation: An OSHA Cooperative Program
Compliance Assistance

- Compliance assistance resources
- Compliance Assistance Specialists (CASs)
- OSHA website
Training

- OSHA Office of Training and Education
- OSHA Training Institute Education Centers
Summary of Section 6 - Assistance to Small Businesses

• What are some benefits of working with the On-Site Consultation program?

• How would you obtain information on resources available to small businesses?
Review of Objectives

- Describe the tools OSHA uses to reduce workplace injuries and illnesses
- Identify basic employer and employee responsibilities and rights under OSHA
- Recognize how OSHA standards are organized and developed
- Select the steps of the OSHA inspection process
- Recognize the four elements of a safety and health management system
- Obtain information about compliance assistance
Closing

- Any questions?
- Remember to turn in evaluation forms