

# Are Your Employees Safe?

3 minute read

Is your office/shop OSHA compliant? Have your employees had OSHA training? If you have answered no, you should get your employees trained. If an accident happens on the job or a disgruntled employee calls OSHA, you need to be prepared. As an employer you are responsible. Under OSHA law, an employer has the responsibility to provide a safe workplace.

## Let us start with the office check list:

- Federal and State labor laws posted in a visible area for employees. Break room or time clock areas are the most visible for employees. These are required by law to be posted.
- Your First Aid kit is in a marked area, so everyone knows where it is located in case of an emergency
- OSHA Safety posters are posted
- ADA signs
- Exit signs
- All staff is trained on workplace harassment

## That was the easy part. Here is another list that requires constant attention.

- Provide a workplace free from serious recognized hazards and comply with standards, rules and regulations issued under the OSH Act.
- Examine workplace conditions to make sure they conform to applicable [OSHA standards](#).
- Make sure employees use safe tools and equipment and properly maintain this equipment.
- Use color codes, posters, labels, or signs to warn employees of potential hazards.
- Establish or update operating procedures and communicate them so that employees follow safety and health requirements.

- Employers must provide safety training that workers can understand, perhaps in their language. Employers with hazardous chemicals in the workplace must develop and implement a written hazard communication program and train employees on the hazards they are exposed to and proper precautions (and a copy of safety data sheets must be readily available). See the OSHA page on [Hazard Communication](#).
- Report to the nearest [OSHA office](#) all work-related fatalities within 8 hours, and all work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.
- [Keep records](#) of work-related injuries and illnesses. (Note: Employers with 10 or fewer employees and employers in certain low-hazard industries are exempt from this requirement.)
- Provide employees, former employees and their representatives access to the Log of Work-Related Injuries and Illnesses ([OSHA Form 300](#)).
- [Provide access](#) to employee medical records and exposure records to employees or their authorized representatives.
- Provide to the OSHA compliance officer the names of authorized employee representatives who may be asked to accompany the compliance officer during an [inspection](#).
- Not discriminate against employees who exercise their rights under the Act. See "[Whistleblower Protection](#)"
- Post OSHA citations at or near the work area involved. Each citation must remain posted until the violation has been corrected, or for three working days, whichever is longer. Post abatement verification documents or tags.
- Correct cited violations by the deadline set in the OSHA citation and submit required abatement verification documentation.
- OSHA encourages all employers to adopt a safety and health program. Most successful safety and health programs are based on a common set of key elements. These include management leadership, worker participation, and a systematic approach to finding and fixing hazards. OSHA's [Safe and Sound page](#) contains more information.

For more information visit the website [osha.gov](https://www.osha.gov).

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