



Training Solutions, Delivered!

INTRODUCTION TO OSHA

***As Part of the OSHA 10 Hour
Training for General Industry***

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5057

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the pages containing the answers to the quiz come before the quiz itself.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5057 INTRODUCTION TO OSHA
As Part of the OSHA 10 Hour Training for General Industry
FACT SHEET

VIDEO LENGTH: 29 MINUTES

COURSE DURATION: 1 HOUR

PROGRAM SYNOPSIS:

This program provides one hour of training on Introduction to OSHA, which is one of the six mandatory training topics selected by OSHA as part of its 10 Hour Training for General Industry Program. In addition to the six hours of training on required topics, OSHA requires four more hours of instruction on various elective topics. The combination of required training and elective training must total 10 hours. The 29-minute video presentation in this program, when combined with the included sectional review quiz questions, will provide approximately one hour of training on Introduction to OSHA.

The content in this program is not certified by OSHA, but may be used by an organization as part of a training curriculum which is equivalent to that provided in OSHA's 10 Hour General Industry Training.

In the United States, workplace safety and health is regulated by the Occupational Safety and Health Administration, an agency of the United States Dept. of Labor. Commonly referred to as OSHA, the Occupational Safety and Health Administration has responsibility for protecting workers' safety and health. They achieve this by developing and enforcing safety and health standards, maintaining a recordkeeping system that tracks job-related injuries and illnesses and by providing training programs related to occupational safety and health. This program discusses these primary functions of OSHA and how they affect employers and their employees.

Other topics include OSHA's mission and jurisdictions, PPE and other employer responsibilities, employee rights mandated by the OSH Act and how workers can file a complaint.

PROGRAM OBJECTIVES:

Upon completion of the program, viewers should be able to explain the following:

- How and why OSHA was created and what its mission and jurisdictions are;
- What types of standards OSHA enforces and how these regulations are created;
- What OSHA requires employers to provide their employees to maintain their safety;
- How workers can file a complaint with OSHA;
- How the entire onsite OSHA inspection process works, including employee rights during the course of the investigation;
- What OSHA's injury illness recordkeeping and reporting requirements mandate.

INSTRUCTIONAL CONTENT:

SECTION 1: The Creation of OSHA

- In the United States, workplace safety and health is regulated by the Occupational Safety and Health Administration, an agency of the United States Dept. of Labor.
- Commonly referred to as OSHA, the Occupational Safety and Health Administration has responsibility for protecting workers' safety and health.
- In 1911, 146 employees of The Triangle Shirtwaist Company were killed in a workplace fire due to locked doors and a lack of fire escapes.
- Frances Perkins, who later became the first United States Secretary of Labor, investigated the fire and tried to devise ways to prevent future occurrences of a similar tragedy.
- During World War I, the government created a "Working Conditions Service" to help the States inspect workplaces and reduce hazards related to poor working conditions in American factories.
- As part of President Roosevelt's "New Deal" of the 1930s, the federal government began to provide safety and health information to state governments.
- By the late 1950s, however, this federal/state partnership could no longer accommodate the growing workforce and increasing hazards.

- By the 1960s, 14,000 workers died every year and more than 2.2 million were disabled due to injuries and illnesses incurred in the workplace.
- Congress soon realized that something had to be done to improve the safety and health of America's workers.
- In 1970, the Occupational Safety and Health Act was passed by Congress and established the Occupational Safety and Health Administration "to assure, so far as possible, every working man and woman in the nation safe and healthful working conditions and to preserve our human resources."
- President Nixon signed the act on December 29, 1970 and OSHA came into existence on April 28, 1971.
- With the creation of OSHA, for the first time, all employers in the United States had the legal responsibility to provide a safe and healthful workplace for employees.

SECTION 2: OSHA's Mission and Jurisdictions

- The Occupational Safety and Health Act covers employers and workers in many fields including manufacturing, construction, long shoring, agriculture, medicine and disaster relief.
- OSHA's mission is to save lives, prevent injuries and protect the health of America's workers. Some of the things that OSHA does to carry out their mission of saving lives and preventing injuries include:
 - Developing safety and health standards, and enforcing them through worksite inspections;
 - Maintaining a reporting and recordkeeping system that tracks job-related injuries and illnesses;
 - Providing training programs to increase people's knowledge about occupational safety and health.
- OSHA also helps to ensure safe and healthy working conditions by assisting with safety and health programs that are operated by individual states.
- Most employees in the nation come under OSHA's jurisdiction. OSHA covers most private sector employers and employees in all 50 states, the District of Columbia, and other US jurisdictions either directly through federal OSHA or through an OSHA-approved state plan.
- All state-run health and safety plans are required to be at least as effective as the Federal OSHA program.
- Employees who work for state and local governments are not covered by federal OSHA but do have Occupational Safety and Health Act protections if they work in those states that have an OSHA-approved state plan.
- The following 22 states or territories have OSHA-approved programs: Alaska, Arizona, California, Hawaii, Indiana, Iowa, Kentucky, Maryland, Michigan, Minnesota, Nevada, New Mexico, North Carolina, Oregon, South Carolina, Tennessee, Utah, Vermont, Virginia, Washington, Wyoming and Puerto Rico.
- The following five additional states and one US territory have OSHA-approved plans that cover public-sector workers only. In these areas, all private-sector workers are covered by federal OSHA: Connecticut, Illinois, Maine, New Jersey, New York, and the US Virgin Islands.
- Federal agencies must have a safety and health program that meets the same standards as private employers.
- Although OSHA does not fine federal agencies, it does monitor federal agencies and responds to workers' complaints.
- One exception is the United States Postal Service. The postal service is covered by OSHA and is subject to OSHA's fines and regulations.
- Not covered under the Occupational Safety and Health Act are those workers who are self-employed or are immediate family members of farm employers.
- Also not regulated by OSHA are those workplace hazards regulated by another federal agency such as the Mine Safety and Health Administration, the Department of Energy or the Coast Guard.

SECTION 3: OSHA Standards

- The Occupational Safety and Health Administration may be best known for its standards, sometimes called "safety standards."
- OSHA standards are rules that describe the methods that employers must use to protect their employees from hazards.
- There are four groups of OSHA standards: General Industry, Construction, Maritime, and Agriculture. These standards are designed to protect workers from a wide range of hazards as well as limit their exposure to certain hazardous substances, materials or conditions.
- OSHA standards also require employers to monitor certain hazards and keep records of workplace injuries and illnesses.
- Some examples of the types of requirements mandated by the OSHA standards include:
 - Provide fall protection;

- Prevent trenching cave-ins;
- Ensure the safety of workers who enter confined spaces;
- Prevent exposure to damaging levels of noise;
- Install guarding on machines;
- Prevent exposure to harmful levels of hazardous substances like asbestos and lead;
- Provide workers with respirators and other needed safety equipment;
- Train workers using a language and vocabulary they understand about hazards and how to protect themselves.

SECTION 4: The Standard Creation Process

- There are a variety of ways a new OSHA Standard may come into being. The Occupational Safety and Health Administration can begin the standards-setting procedures on its own, or in response to petitions from other parties, including:
 - The Secretary of Health and Human Services (HHS),
 - The National Institute for Occupational Safety and Health (NIOSH),
 - State and local governments,
 - Nationally recognized standards-producing organizations,
 - Employer or labor representatives,
 - Any other interested parties.
- OSHA has a specific rulemaking process to develop its standards. These seven steps are as follows:
 - Step 1: Make the decision to create, amend, or revoke a standard, which involves conducting research and meeting with stakeholders.
 - Step 2: Develop the proposed rule, including discussion about the intended rule.
 - Step 3: Publish the proposed rule and make public a plan of public hearings for review.
 - Step 4: Develop and analyze the rulemaking record, which includes reviewing the public comments.
 - Step 5: Develop the final rule with any updates based on research.
 - Step 6: Publish the final rule.
 - Step 7: Perform post-promulgation activities, including guidelines for compliance.

SECTION 5: The General Duty Clause and Work Practice Controls

- One of the most commonly cited aspects of the Occupational Safety and Health Act is its General Duty Clause.
- Found in Section 5(a)(1) of the Act, this clause requires employers to provide their employees with a place of employment that is “free from recognized hazards that are causing or are likely to cause death or serious physical harm.”
- This clause is generally cited when no specific OSHA standard applies to a particular hazard.
- To achieve and maintain a safe workplace, employers often implement administrative controls, sometimes called work practice controls, which are changes in work procedures such as written safety policies, rules, supervision, schedules and training with the goal of reducing the duration, frequency and severity of exposure to hazards.
- Employers also use engineering controls to protect workers by removing hazardous conditions or by placing a barrier between the worker and the hazard. Examples include local exhaust ventilation to capture and remove airborne contaminants or machine guards to shield a worker’s body parts from harm.

SECTION 6: PPE and Other Employer Responsibilities

- When administrative and engineering controls cannot reduce hazards to acceptable levels, the employer is required by OSHA to provide employees with the appropriate personal protective equipment or PPE.
- PPE is considered the “last line of defense” against hazards that cannot be fully controlled by other means.
- With few exceptions, OSHA requires employers to pay for the personal protective equipment used to comply with OSHA’s standards.
- Examples include specialized safety footwear, non-prescription eye protection, hard hats, hearing protection and respirators.
- Employers cannot require workers to provide their own PPE and workers’ 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 the hazards present in his or her work environment.
- In addition to providing certain types of PPE employers have a large number of other responsibilities that are required by OSHA. Employers must:
 - Prominently display the official OSHA “Job Safety and Health – It’s the Law” poster that describes rights and responsibilities under the Occupational Safety and Health Act;
 - Provide safety training to workers in a language and vocabulary they can understand;
 - Keep accurate records of work-related injuries and illnesses;
 - Perform tests in the workplace, such as air sampling or noise measuring, as required by some OSHA standards;
 - Provide hearing exams or other medical tests required by OSHA standards;
 - Post OSHA citations and injury and illness data where workers can see them;
 - Notify OSHA within eight hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation or loss of an eye;
 - Employers whose facilities contain hazardous chemicals must have a comprehensive written Hazard Communication Program that includes information on container labeling, Safety Data Sheets (SDSs) and worker training;
 - Keep a log of all work-related injuries and illnesses that result in an employee being away from work, restricted as to the type of work he or she can do or transferred to another job. The injury log must also document any incident where the victim requires more than simple first aid.
- Also, employers must not retaliate against workers for using their rights under the law, including their right to report a work-related injury or illness.
- Examples of prohibited retaliation can include being fired, laid off, demoted or disciplined, being denied overtime or a promotion, having work hours or pay reduced or similar punishments.

SECTION 7: Employee Rights

- The Occupational Safety and Health Act also contains a list of Employee Rights, which include:
 - The right to a safe and healthy workplace,
 - The right to information about injuries and illnesses that occur in your workplace,
 - The right to complain about a hazard to your employer, and request that it be corrected,
 - The right to know about the hazardous chemicals you may work with,
 - The right to be trained on how to deal with safety and health hazards.
- In addition, there are various types of important information that you have the right to access, including illness and injury reports, exposure data and medical records.
- You also have the right to file a complaint and ask OSHA to inspect your workplace if you believe there is a serious hazard or that your employer is not following OSHA standards.
- If you send in a complaint requesting an OSHA inspection, you have the right to find out the results of the OSHA inspection and request a review if OSHA does not issue citations.
- It is a violation of the Occupational Safety and Health Act for an employer to fire, demote, transfer or retaliate in any way against a worker for filing a complaint or using other OSHA rights.

SECTION 8: Filing a Complaint

- If you are an employee who wishes to file a complaint, there are several options you may choose. You can visit OSHA’s website, osha.gov, and complete the 19-section complaint form.
- You may also download the form, fill it out and fax it to OSHA or mail it through the postal service. You can call or visit the nearest OSHA office as well.
- Don’t delay if you feel the issue is life threatening.
- When submitting a complaint, make sure to be as specific as possible in your description of the problem, including as many details as you can.
- Also, include your organization's name, address and the nature of its business. Describe in detail the hazard and its location at your facility.
- You should indicate whether the hazard has been brought to the attention of your employer or another governmental agency.
- Also, specify whether you tried to have your employer address the issue before you filed the complaint.

- You should also indicate if any other authorities, such as a local fire department, have been notified about the hazard. If so, OSHA may want to contact them.
- Be sure to sign the complaint and provide your personal mailing address.

If you want to keep your complaint confidential, make sure to let OSHA know. They will remove your name from the official copy of the complaint; however, you do need to understand that written complaints that are signed by a worker or a worker's representative and submitted to the closest OSHA office are more likely to result in an on-site OSHA inspection.

Section 9: Worker's Rights During an Inspection

- During an on-site OSHA inspection, workers and their representatives have the right to:
 - Go along on the inspection;
 - Talk privately with the OSHA inspector;
 - Take part in meetings with the inspector and the employer before and after the inspection is conducted.
- Where there is no union or employee representative, the OSHA inspector must talk confidentially with a reasonable number of workers during the course of the investigation.
- When an inspector finds violations of OSHA standards or serious hazards, OSHA may issue citations and/or fines. A citation includes the methods an employer may use to fix a problem and the date by when the corrective actions must be completed.
- Workers have the right to challenge the deadline for when the problem must be resolved. Employers, on the other hand, have the right to contest any part of the citation.
- If the employer challenges a citation and the workers or their representatives want to be involved in the appeals process then they must notify OSHA of such.

SECTION 10: Inspection Priorities and the Four Stages on an Inspection

- Because OSHA can't inspect all of the 8 million US worksites that they oversee, the agency created a system of inspection priorities that includes imminent danger situations, situations where fatalities or catastrophes have occurred, complaints and referrals and regularly-scheduled programmed inspections that address targeted hazards.
- There are four major stages in an OSHA inspection: presenting credentials, the opening conference, the walk around and the closing conference.
- An OSHA Compliance Safety and Health Officer, or CSHO, who has specialized knowledge and experience in workplace safety and health will conduct a workplace inspection to determine if workers can perform their jobs in a safe and healthy way.
- While OSHA conducts most inspections without advance notice; there are some special circumstances when OSHA may give an employer up to 24 hours advance notice.
- These include imminent danger situations that require immediate correction, inspections that must take place after regular business hours or require special preparation, cases in which OSHA must provide advance notice to assure that the employer and employee representative or other personnel will be present and situations in which OSHA determines that advance notice would produce a more thorough or effective inspection.

SECTION 11: The Inspection Process

- When the inspector arrives at a workplace, he will first present his credentials, including US Department of Labor ID with serial number, to the proper authority.
- OSHA can take legal action if an employer refuses to admit an officer after an inspection warrant has been obtained or if an employer attempts to interfere with an inspection.
- The inspector will then hold the opening conference to explain why OSHA has chosen that particular facility for inspection.
- He will also gather information about the company, including copies of all hazard assessments and explain the scope of the inspection, including the specific procedures that will be followed.
- The inspector, along with employer and worker representatives, will then proceed through the workplace, checking work areas to determine if there are any hazardous conditions.
- The inspector will also ensure that the required OSHA poster is displayed, verify that the company's Summary of Work-Related Injuries and Illnesses is posted from February 1st to April 30th each year and check the facility's injury and illness records.

- The inspector may also interview employees, collect evidence via photographs and/or video and monitor worker exposure to various hazards within the workplace.
- Workers are permitted to point out hazards and describe injuries, illnesses, or near misses that resulted from those hazards.
- They may also explain any issues they may have about any safety or health-related issue. Some violations detected during the inspection can be corrected immediately.
- The inspector will record the corrections to help evaluate the employer's good faith for compliance; however, the apparent violations may still serve as the basis for a citation or notice of proposed penalty or both.
- Upon completion of the walk around, the inspector will hold a closing conference with the employer and worker representatives.
- They will discuss any apparent violations that they have observed and how and when these problems should be corrected. The employer will be informed of their rights and responsibilities regarding the inspection as well.
- After returning to his office, the inspector will compose a report of their findings.
- The area OSHA director will then review the report and make a final determination as to what citations and penalties, if any, should be imposed.

SECTION 12: After an Inspection

- After an inspection, OSHA has up to six months to issue a final report of findings.
- After the inspector reports the inspection's results, the OSHA area director determines whether citations and penalties are appropriate for any violations.
- If a citation is issued, it will explain what violations exist and what OSHA standards are involved, what hazardous working conditions have been found, how long the employer has to correct or abate the hazards and what penalties, if any, have been proposed.
- The employer must post a copy of each citation at or near the place where the violation occurred for three days or until the violation is corrected, whichever is longer.
- Any penalties depend on the category in which the violation falls. These include, in order of severity, "de minimis", "other than serious", "serious", "willful" and "repeated".
- "De minimis" simply means the violation is trivial.
- A violation falls into a sixth category of violations known as "failure to abate" when an employer fails to correct a previously cited violation beyond the prescribed abatement date.
- After receiving the inspection results and reviewing any citations, the time set for abatement and proposed penalties, the employer has 15 business days to file a notice of contest by contacting the OSHA area director in writing.
- This notice must include the employer's basis for contesting the citation and notice of proposed penalty, abatement period or notification of failure to correct the violation.
- If an employee believes any of the abatement dates set for violations are infeasible, he or she may request an informal conference with OSHA.
- The employee or the employee representative must file a written "Notice of Intent to Contest with OSHA" within 15 working days after the employer received the citation.
- OSHA must conduct the informal conference within the 15 working day contest period.
- Employees may also contest their employer's request for an extension of the abatement period within 10 working days of its posting or 10 working days after the authorized employee representative has received a copy.
- Employees may not contest citations, penalties or lack of penalties.

SECTION 13: Illness and Injury Recordkeeping

- OSHA's injury and illness recordkeeping and reporting requirements mandate that most employers with more than 10 employees maintain records of occupational injuries and illnesses as they occur.
- This allows OSHA to compile survey material, identify high-hazard industries and inform employees about their employers' workplace safety record.
- Keeping injury records also assists employers in identifying potential sources of injuries and illnesses at their worksites.
- Employers must use three OSHA forms in their recordkeeping program:
 - Form 300: Generally referred to as the "OSHA log," this form is used to log work-related injuries and illnesses;
 - Form 300A: A summary of work-related injuries and illnesses for the worksite;

—Form 301: The injury and illness incident report.

- Employers must log injuries and illnesses on record keeping forms, keep the logs current, and retain them for five years at each workplace.
- Some organizations may also be required to submit their data to OSHA electronically.
- Employers are required to make the injury and illness records accessible to employees.
- Workers have the right to review the current log and those stored for the past five years.
- Workers may view the annual summary of the injuries and illness (OSHA 300A), which is posted from February 1 through April 30 each year.
- It is critical that employees regularly report injuries that occur on the job.
- The employer is responsible for informing workers of the proper channels for reporting an injury or illness.
- Any workplace incident that results in a fatality must be reported to the nearest OSHA area office or by the 24-hour OSHA hotline number within eight hours.
- All work-related inpatient hospitalizations, loss of an eye or an amputation must be reported to OSHA within 24 hours.
- All employers must follow this requirement, even those partially exempted because of company size or industry classification.
- When reporting a fatality of hospitalization, the employer should provide the following information:
 - The name of the establishment,
 - The location and time of the incident,
 - The number of fatalities or hospitalized employees,
 - The employer's contact person and their phone number,
 - A brief description of the incident.
- Employers must also report all fatal heart attacks that happen in the workplace.

SECTION 14: Conclusion

- As we have learned in this program, the Occupational Safety and Health Administration, "OSHA", is an agency of the federal government charged with protecting worker's safety and health.
- They achieve this by developing and enforcing safety and health standards, maintaining a recordkeeping system that tracks job-related injuries and illnesses and by providing training programs related to occupational safety and health.
- The Occupational Safety and Health Act requires all employers in the United States to provide a safe and healthful workplace for employees.
- OSHA can issue citations and fines to employers in violation of OSHA's standards or its general duty clause that requires employers to provide their employees with a place of employment that is "free from recognized hazards that are causing or are likely to cause death or serious physical harm."

INTRODUCTION TO OSHA
As Part of the OSHA 10 Hour Training for General Industry

ANSWERS TO THE REVIEW QUIZ

SECTION 1: The Creation of OSHA

1. c
2. a
3. b

SECTION 2: OSHA's Mission and Jurisdictions

1. d
2. a
3. b
4. c

SECTION 3: OSHA Standards

1. d
2. a
3. e

SECTION 4: The Standard Creation Process

1. a
2. a
3. c

SECTION 5: The General Duty Clause and Work Practice Controls

1. a
2. b
3. b

SECTION 6: PPE and Other Employer Responsibilities

1. b
2. a

3. a

4. b

5. b

SECTION 7: Employee Rights

1. c

2. b

3. a

SECTION 8: Filing A Complaint

1. b

2. b

3. a

SECTION 9: Workers' Rights During an Inspection

1. a

2. b

3. b

SECTION 10: Inspection Priorities and the Four Stages of an Inspection

1. d

2. a

3. b

SECTION 11: The Inspection Process

1. a

2. b

3. b

4. c

SECTION 12: After an Inspection

1. a

2. b

3. c

4. c

5. a

SECTION 13: Illness and Injury Reporting

1. b

2. b

3. b

4. c

INTRODUCTION TO OSHA
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REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

SECTION 1: The Creation of OSHA

1. OSHA is an agency of the U.S. Department of _____.
 - a. Commerce
 - b. Education
 - c. Labor
 - d. Treasury

2. During World War I, the U.S. government created a “Working Conditions Service” to help the States inspect workplaces and reduce hazards related to poor working conditions in American factories.
 - a. True
 - b. False

3. As part of President Roosevelt’s “New Deal” of the 1930s, all employers in the United States had the legal responsibility to provide a safe and healthful workplace for employees.
 - a. True
 - b. False

SECTION 2: OSHA’s Mission and Jurisdictions

1. OSHA’s mission is to _____.
 - a. Save lives
 - b. Prevent injuries
 - c. Protect the health of American workers
 - d. All of the above

2. Most employees in the U.S. come under OSHA’s jurisdiction.
 - a. True
 - b. False

3. Federal agencies are exempt from having safety and health programs that meet the same standards as private employers.
 - a. True
 - b. False

4. Which of the following is covered by OSHA and is subject to OSHA’s fines and regulations?
 - a. Self-employed workers
 - b. The Coast Guard
 - c. The U.S. Postal Service
 - d. The Department of Energy

SECTION 3: OSHA Standards

1. Which of the following is NOT one of the four groups of OSHA standards?
 - a. General Industry
 - b. Construction
 - c. Agriculture
 - d. Administration
2. OSHA standards require employers to monitor certain hazards and keep records of workplace injuries and illnesses.
 - a. True
 - b. False
3. Which of the following is mandated by OSHA standards?
 - a. Providing fall protection
 - b. Installing guards on machines
 - c. Preventing trenching cave-ins
 - d. Preventing exposure to damaging noise levels
 - e. All of the above

SECTION 4: The Standard Creation Process

1. The Occupational Safety and Health Administration can begin the standards-setting procedures on its own or in response to petitions from others.
 - a. True
 - b. False
2. OSHA has a specific, 7-step rulemaking process to develop its standards.
 - a. True
 - b. False
3. What is the final step in OSHA's rulemaking process for developing its standards?
 - a. Publishing the final rule
 - b. Developing and analyzing the rulemaking record
 - c. Performing post-promulgation activities including guidelines for compliance

SECTION 5: The General Duty Clause and Work Practice Controls

1. The General Duty Clause requires employers to provide their employees with a place of employment that is "free from recognized hazards that are causing or are likely to cause death or serious physical harm."
 - a. True
 - b. False
2. The General Duty Clause may only be cited when a hazard is regulated by a specific OSHA standard.
 - a. True
 - b. False
3. Employers use _____ to protect workers by removing hazardous conditions or by placing a barrier between the worker and the hazard.
 - a. Administrative Controls
 - b. Engineering Controls
 - c. Personal Protective Equipment

SECTION 6: PPE and Other Employer Responsibilities

1. Personal Protective Equipment is always the first choice used to protect workers from hazards.
 - a. True
 - b. False

2. Employers cannot require workers to provide their own PPE and workers' use of PPE they already own must be completely voluntary.
 - a. True
 - b. False

3. Employers must notify OSHA within _____ of a workplace fatality.
 - a. 8 hours
 - b. 12 hours
 - c. 24 hours

4. Employers whose facilities contain hazardous chemicals may participate in a voluntary Hazard Communication Program that includes information on container labeling, Safety Data Sheets and worker training.
 - a. True
 - b. False

5. Employers must only use the injury log to document workplace injuries that require hospitalization.
 - a. True
 - b. False

SECTION 7: Employee Rights

1. Which of the following is NOT contained in OSHA's list of Employee Rights?
 - a. The right to a safe and health workplace
 - b. The right to complain about a hazard to your employer
 - c. The right to modify or adjust hazard guarding
 - d. The right to know about hazardous chemicals you may work with

2. You are NOT permitted to file a complaint and ask OSHA to inspect your workplace if you believe there is a serious hazard or that your employer is not following OSHA standards.
 - a. True
 - b. False

3. It is a violation of the Occupational Safety and Health Act for an employer to fire, demote, transfer or retaliate in any way against a worker for filing a complaint or using other OSHA rights.
 - a. True
 - b. False

SECTION 8: Filing A Complaint

1. If you wish to file an OSHA complaint, it must be done in person at the nearest OSHA office.
 - a. True
 - b. False

2. When filling out the complaint, you should always exclude your organization's name and address to protect its privacy.
 - a. True
 - b. False

3. Written complaints that are signed by a worker or a worker's representative and submitted to the closest OSHA office are more likely to result in an on-site OSHA inspection.
 - a. True
 - b. False

SECTION 9: Workers' Rights During an Inspection

1. During an on-site OSHA inspection, workers and their representatives have the right to talk privately with the OSHA inspector.
 - a. True
 - b. False

2. _____ have the right to contest any part of a citation issued after an OSHA inspection.
 - a. Workers
 - b. Employers
 - c. Any interested party

3. If an employer challenges a citation, workers are NOT permitted to be involved in the appeals process.
 - a. True
 - b. False

SECTION 10: Inspection Priorities and the Four Stages of an Inspection

1. Which of the following is NOT a major stage of an OSHA inspection?
 - a. Presenting credentials
 - b. The opening conference
 - c. The walk around
 - d. The issuance of citations or fines

2. During an inspection, an OSHA Compliance Safety and Health Officer who has specialized knowledge and experience in workplace safety and health will conduct a workplace inspection to determine if workers can perform their jobs in a safe and healthy way.
 - a. True
 - b. False

3. OSHA conducts all of its inspections without advance notice.
 - a. True
 - b. False

SECTION 11: The Inspection Process

1. OSHA can take legal action if an employer refuses to admit an officer after an inspection warrant has been obtained or if an employer attempts to interfere with an inspection.
 - a. True
 - b. False

2. During an inspection, workers are NOT permitted to point out hazards to the OSHA inspector. The inspector must find all hazards or violations independently.
 - a. True
 - b. False

3. An employer must wait until an inspection is complete before correcting any violations found during the inspection.
 - a. True
 - b. False

4. Who makes the final determination as to what citations and penalties should be imposed as the result of an inspection?
 - a. The officer who conducted the inspection
 - b. The Department of Labor secretary
 - c. The area OSHA director

SECTION 12: After an Inspection

1. After an inspection, OSHA has up to _____ to issue a final report of findings.
 - a. 6 months
 - b. 1 year
 - c. 2 years

2. The employer must post a copy of each citation at or near the place where the violation occurred for 7 days or until the violation is corrected, whichever is longer.
 - a. True
 - b. False

3. Which of the following violation is the most severe?
 - a. De minimis
 - b. Serious
 - c. Repeated
 - d. Willful

4. After receiving the results of an inspection and reviewing any citations, the time set for abatement and proposed penalties, the employer has _____ to file a notice of contest by contacting the OSHA area director.
 - a. 5 business days
 - b. 10 business days
 - c. 15 business days

5. Employees may NOT contest citations, penalties or lack of penalties.
 - a. True
 - b. False

SECTION 13: Illness and Injury Reporting

1. OSHA's injury and illness recordkeeping and reporting requirements mandate that most employers with more than 100 employees maintain records of occupational injuries and illnesses as they occur.
 - a. True
 - b. False

2. Which recordkeeping form is the summary of work-related injuries and illnesses for the worksite?
 - a. Form 300
 - b. Form 300A
 - c. Form 301

3. Employees may view form 300A the annual summary of the injuries and illnesses when it is posted from _____ each year.
 - a. January 1 through March 31
 - b. February 1 through April 30
 - c. October 1 thorough December 31

4. All work-related inpatient hospitalizations, loss of an eye or an amputation must be reported to OSHA within _____.
 - a. 6 hours
 - b. 12 hours
 - c. 24 hours