

OSHA Safety

Space Saver-2™ All-On-One OSHA Safety Poster

OSHA's new poster, Space Saver-2™, is a comprehensive, easy-to-read poster that covers all OSHA safety topics. It is designed to be a one-stop resource for employers and employees alike. The poster is available in both English and Spanish and is suitable for use in a variety of work environments.

OSHA Whistleblower Protection Program

OSHA's Whistleblower Protection Program is designed to protect employees who report safety violations. The program covers a wide range of safety issues, including workplace safety, health, and environmental concerns. Employees who report violations in good faith are protected from retaliation by their employer.

All Work-Related Injuries and Illnesses Must Be Reported Immediately

Employers must report all work-related injuries and illnesses to OSHA. This includes injuries that result in death, hospitalization, or loss of consciousness. Employers must also report illnesses that require medical treatment beyond first aid. Reporting is required for all employees, including those who are not directly involved in the incident.

Protecting Workers Against COVID-19

OSHA provides guidance on how to protect workers from COVID-19. Key measures include:

- Encourage employees to get vaccinated.
- Implement workplace safety measures, such as physical distancing, mask-wearing, and hand hygiene.
- Provide training on COVID-19 prevention.
- Establish protocols for sick leave and return-to-work procedures.

Accident Prevention Signs

OSHA provides a list of accident prevention signs that employers should use in their workplaces. These signs are designed to alert workers to potential hazards and encourage safe work practices. The signs cover a variety of safety topics, including fall protection, electrical safety, and fire safety.

2023 Safety Meeting Schedule

Month	Day	Topic
January	15th	OSHA Safety Meeting
February	15th	OSHA Safety Meeting
March	15th	OSHA Safety Meeting
April	15th	OSHA Safety Meeting
May	15th	OSHA Safety Meeting
June	15th	OSHA Safety Meeting
July	15th	OSHA Safety Meeting
August	15th	OSHA Safety Meeting
September	15th	OSHA Safety Meeting
October	15th	OSHA Safety Meeting
November	15th	OSHA Safety Meeting
December	15th	OSHA Safety Meeting

Job Safety and Health IT'S THE LAW!

OSHA's Job Safety and Health poster is a key document for employers and employees. It outlines the rights and responsibilities of both parties. Key points include:

- Employers must provide a safe and healthy workplace.
- Employees have the right to a safe workplace.
- Both parties have a responsibility to follow safety rules and regulations.

Employee Retaliation Protection for Reporting Work-Related Injuries and Illnesses

OSHA provides protection for employees who report work-related injuries and illnesses. This protection covers a wide range of retaliation actions, including firing, demotion, and harassment. Employees who report violations in good faith are protected from these actions.

Standard Access to Medical and Exposure Records

OSHA's Standard Access to Medical and Exposure Records poster outlines the requirements for employers to provide access to these records. Employees have the right to view and obtain copies of their medical and exposure records. Employers must provide this access in a timely and accessible manner.

First-Aid & Bloodborne Pathogens Procedures

OSHA provides guidance on first-aid and bloodborne pathogens procedures. Key requirements include:

- Employers must have first-aid kits available in the workplace.
- Employers must have procedures in place for handling blood and other potentially infectious materials.

2023 Safety Meeting Schedule

Month	Day	Topic
January	15th	OSHA Safety Meeting
February	15th	OSHA Safety Meeting
March	15th	OSHA Safety Meeting
April	15th	OSHA Safety Meeting
May	15th	OSHA Safety Meeting
June	15th	OSHA Safety Meeting
July	15th	OSHA Safety Meeting
August	15th	OSHA Safety Meeting
September	15th	OSHA Safety Meeting
October	15th	OSHA Safety Meeting
November	15th	OSHA Safety Meeting
December	15th	OSHA Safety Meeting

OSHA Summary of Work-Related Injuries and Illnesses

OSHA's Summary of Work-Related Injuries and Illnesses poster provides a detailed overview of the OSHA 300A form. The form is used to record and report work-related injuries and illnesses. Key information includes:

- Date and time of the incident.
- Location of the incident.
- Description of the incident.
- Name and position of the injured employee.
- Name and position of the supervisor.
- Name and position of the OSHA representative.

PPE - Personal Protective Equipment

OSHA provides guidance on the use of personal protective equipment (PPE). Key requirements include:

- Employers must identify and assess workplace hazards.
- Employers must provide PPE to employees who are exposed to these hazards.
- Employees must use PPE correctly and consistently.

GHS Compliance Information

OSHA provides information on how to comply with the Globally Harmonized System (GHS) for hazard communication. Key requirements include:

- Employers must classify hazards and prepare safety data sheets (SDS).
- Employers must use standardized hazard labels and pictograms.

OSHA Whistleblower Protection Program

OSHA's Whistleblower Protection Program is designed to protect employees who report safety violations. The program covers a wide range of safety issues, including workplace safety, health, and environmental concerns. Employees who report violations in good faith are protected from retaliation by their employer.

Employee Notice: All Employees Must Read this Poster Prior to Employment in this Department

OSHA provides a notice for employers to post in their workplaces. The notice states that all employees must read the OSHA Safety poster prior to employment. This notice is a key document for employers and employees alike.

Emergency Dial 911 or

OSHA provides information on how to dial 911 in an emergency. Key information includes:

- How to dial 911 from a landline or mobile phone.
- How to provide emergency services to OSHA.

Space Saver-2™ All-On-One OSHA Safety Poster

OSHA's new poster, Space Saver-2™, is a comprehensive, easy-to-read poster that covers all OSHA safety topics. It is designed to be a one-stop resource for employers and employees alike. The poster is available in both English and Spanish and is suitable for use in a variety of work environments.

OSHA Safety

OSHA is a federal government agency, created to assure safe and healthful working conditions for all employees by setting and enforcing standards and by providing training, outreach, education, and assistance. As your employer, we have provided this collection of notices to be viewed in a public location as required by OSHA laws and regulations. These notices are provided to better inform you of your rights as an employee of our company. If you have any questions or concerns, please contact your immediate supervisor or your human resources representative.

Whistleblower Protection Program

Your Rights as a Whistleblower

You may file a complaint with OSHA if your employer retaliates against you by taking unfavorable personnel action because you engaged in protected activity relating to workplace safety or health, such as reporting safety concerns to OSHA.

Unfavorable Personnel Actions

Your employer may have retaliated against you if your protected activity was a factor in its decision to take unfavorable personnel action against you.

Such actions may include:

- Reassignment to a less desirable position
- Denying overtime or promotion
- Failing to hire or rehire
- Reducing pay or hours
- Demoting
- Disciplining
- Denying benefits
- Firing or laying off
- Intimidation
- Blacklisting

Filing a Complaint

An employee can file a complaint with OSHA by visiting or calling his or her local OSHA office, sending a written complaint to the closest OSHA office, or filing a complaint online. The date when the complaint is received by an OSHA office, no matter the filing method used, is considered the date filed for purposes of any applicable limitations period. No particular form is required and complaints may be submitted in any language.

For OSHA area office contact information, please call 1-800-321-OSHA (6742) or visit www.osha.gov/whistleblower/WBComplaint.html.

Whistleblower Laws Enforced by OSHA

Each law requires that complaints be filed within a certain number of days after the alleged retaliation.

- Asbestos Hazard Emergency Response Act (90 days)
- Clean Air Act (30 days)
- Comprehensive Environmental Response, Compensation, and Liability Act (30 days)
- Consumer Financial Protection Act of 2010 (180 days)
- Consumer Product Safety Impt. Act (180 days)
- Energy Reorganization Act (180 days)
- Federal Railroad Safety Act (180 days)
- Federal Water Pollution Control Act (30 days)
- International Safe Container Act (60 days)
- Moving Ahead for Progress in the 21st Century Act (motor vehicle safety) (180 days)
- National Transit Systems Security Act (180 days)
- Occupational Safety and Health Act (30 days)
- Pipeline Safety Impt. Act (180 days)
- Safe Drinking Water Act (30 days)
- Sarbanes-Oxley Act (180 days)
- Seaman's Protection Act (180 days)
- Solid Waste Disposal Act (30 days)
- Section 402 of the FDA Food Safety Modernization Act (180 days)
- Section 1558 of the Affordable Care Act (180 days)
- Surface Transportation Assistance Act (180 days)
- Toxic Substances Control Act (30 days)
- Wendell H. Ford Aviation Investment and Reform Act for the 21st Century (90 days)

CONTINUED >>>

OSHA Safety



U.S. Department of Labor



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 a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or 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.

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.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- 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.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.



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

OSHA 3165(04) 2019

OSHA Safety



Summary of Work-Related Injuries and Illnesses

Form 300A (Rev. 04/2004)
Form approved OMB no. 1218-0176

Year 20 __ __
U.S. Department of Labor
Occupational Safety and Health Administration

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you make for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0." Logged entries must include work-related cases of COVID-19 which have been confirmed. Work-related cases of COVID-19 illness must be documented if: (1) the case is a confirmed case of COVID-19; (2) the case is work-related (as defined by 29 CFR 1904.5); and (3) the case involves one or more relevant recording criteria (set forth in 29 CFR 1904.7).

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types			
Total number of . . . (M)			
(1) Injuries	_____	(4) Poisonings	_____
(2) Skin disorders	_____	(5) Hearing loss	_____
(3) Respiratory conditions	_____	(6) All other illnesses	_____

Establishment information	
Your establishment name _____	
Street _____	
City _____	State _____ ZIP _____
Industry description (e.g., <i>Manufacture of motor truck trailers</i>) _____	
North American Industrial Classification (NAICS), if known (e.g., 336212) _____	
Employment information	
Annual average number of employees	_____
Total hours worked by all employees last year	_____
Sign here	
Knowingly falsifying this document may result in a fine.	
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.	
Company executive _____	Title _____
() _____	Date _____
Phone _____	Date _____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

CONTINUED >>>

All Work-Related Injuries and Illnesses Must be Reported Immediately

OSHA's recordkeeping rule contains the list of severe injuries that all employers must report to OSHA. Establishments located in states under federal OSHA jurisdiction must comply with the requirements. Establishments located in states that operate their own safety and health programs should check with their state plan for the implementation date of any new requirements.

How soon must I report a fatality or severe injury or illness?

Employers must report work-related fatalities within 8 hours of finding out about them. For any inpatient hospitalization, amputation, or eye loss employers must report the incident within 24 hours of learning about it.

Employee Notice: All employees must promptly report any occupational injury or illness to their direct supervisor or the administrator of the company's Injury and Illness Prevention Program (IIPP). If neither of those individuals is present, the report must be made to any on-site member of management.

The IIPP Administrator or other designated company official will document the incident as required by state and federal safety regulations, and will initiate an investigation as to the cause of the incident. Employees, former employees, and their authorized personal representatives are entitled to request access to company records of work-related injuries and illnesses, subject to certain limitations imposed by 29 CFR 1904.35(b)(2). The statute and implementing regulations expressly permits the disclosure of otherwise protected health information to the extent required by law.

To report a work-related injury or illness or to request copies of occupational injury and illness records, please contact:

Company IIPP Administrator/Safety Manager

at _____
Phone / Extension

What information do I need to report?

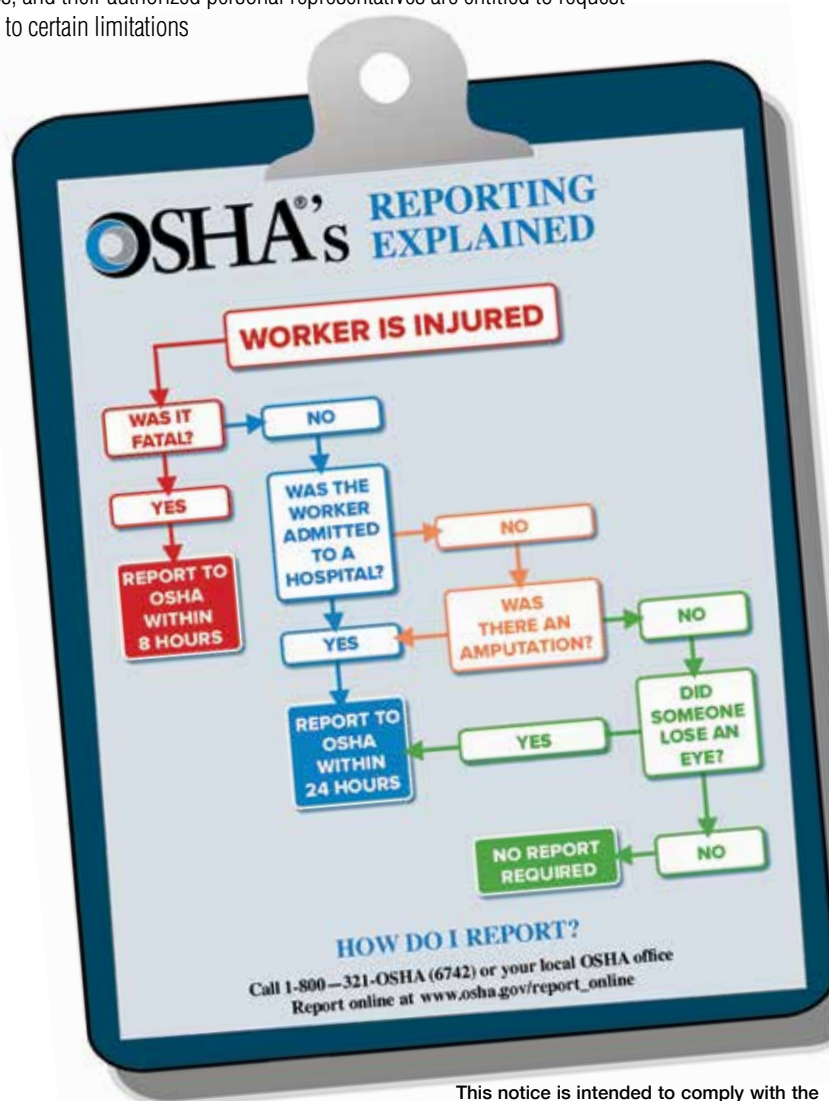
Employers reporting a fatality, inpatient hospitalization, amputation, or loss of an eye to OSHA must report the following information:

- Business name
- Names of employees affected
- Location and time of the incident
- Brief description of the incident
- Contact person and phone number

How do I report an event to OSHA?

Employers have three options for reporting the event:

- By telephone to the 24-hour OSHA hotline at 1-800-321-OSHA (6742).
- By telephone to the nearest OSHA Area Office during normal business hours.
- Online using OSHA's Serious Event Reporting Online Form at www.osha.gov/pls/ser/serform.html.

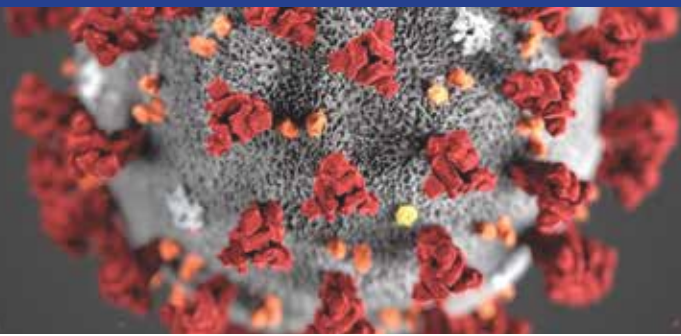


This notice is intended to comply with the employee notification requirements of 29 CFR 1904.35.

Employee Retaliation Protection for Reporting Work-Related Injuries and Illnesses

As an employee, you need to have the freedom to discuss safety issues in the workplace without repercussions. As such, OSHA included anti-retaliation protections in the Improve Tracking of Workplace Injuries and Illnesses regulation prohibiting employers from discouraging you from reporting an injury or an illness. Specifically, you are hereby informed of your right to report work-related injuries and illnesses without fear of retaliation. You also have the right to follow a reporting procedure that is reasonable and will not deter or discourage you from reporting any work-related injuries and illnesses, no matter how severe.

Protecting Workers Against COVID-19



All workplaces can take the following infection prevention measures to protect workers:

1. Facilitate employees getting vaccinated.
2. Instruct any workers who are infected, unvaccinated workers who have had close contact with someone who tested positive for SARS-CoV-2, and all workers with COVID-19 symptoms to stay home from work.
3. Implement physical distancing in all communal work areas for unvaccinated and otherwise at-risk workers.
4. Provide workers with face coverings or surgical masks, as appropriate, unless their work task requires a respirator or other PPE.
5. Educate and train workers on company COVID-19 policies and procedures using accessible formats and in languages they understand.
6. Suggest or require that unvaccinated customers, visitors, or guests wear face coverings in public-facing workplaces such as retail establishments, and that all customers, visitors, or guests wear face coverings in public, indoor settings in areas of substantial or high transmission.
7. Maintain ventilation systems.
8. Perform routine cleaning and disinfection.
9. Record and report COVID-19 infections and deaths.
10. Implement protections from retaliation and set up an anonymous process for workers to voice concerns about COVID-19-related hazards.
11. Follow other applicable mandatory OSHA standards.

CONTINUED >>>

PPE – Personal Protective Equipment

What is Personal Protective Equipment (PPE)?

PPE is any clothing or equipment that is designed to protect any part of the body from workplace hazards that can be absorbed, inhaled, or physically touched.

OSHA requires employers to protect employees from potentially hazardous conditions in the workplace. When all identified hazards are unable to be eliminated, employers must provide equipment specifically suited to act as a barrier for the employee against illness and injury.

What is the employee's PPE responsibility?

Employees must:

- Properly wear PPE
- Attend training sessions on PPE
- Care for, clean, and maintain PPE
- Inform a supervisor of the need to repair or replace PPE

Who pays for PPE?

The Company will pay for the PPE (with some exceptions) that is necessary for you to perform your job safely in accordance with OSHA regulations.

The Company will pay for replacement PPE used to comply with OSHA standards. However, when an employee has lost or intentionally damaged PPE, the employee is required to pay for its replacement.

Employers are not required to pay for some PPE in certain circumstances:

- Non-specialty safety-toe protective footwear and non-specialty prescription safety eyewear provided that the employer permits such items to be worn off the job site.
- "Everyday" clothing.
- Ordinary clothing or other items used solely for protection from weather.
- Items worn by food workers for consumer safety.
- Lifting belts.

Can employees buy and wear their own PPE?

Yes, as long as that PPE is as equally protective as the kind provided by the employer. If employees choose to use PPE they own, employers will not need to reimburse the employees for the PPE. However, employers cannot require employees to provide their own PPE and the employee's use of PPE they already own must be completely voluntary. Even when an employee provides their own PPE, the employer must ensure that the equipment is adequate to protect the employee from hazards at the workplace.

What training must employees receive regarding PPE?

Training must cover the following:

- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust, and wear PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life, and disposal of the PPE.

Employees should be able to demonstrate that they understand the PPE training and can use PPE properly before being allowed to use it on the job.

Training in the use of the appropriate PPE for specific tasks or procedures is provided by:

CONTINUED >>>

OSHA Safety

Warning!

Any employee who does not wear the required safety equipment is subject to disciplinary action that may lead to termination.

The following safety equipment must be worn in this department:

 Indicates Required

Department	Eye Protection	Hand Protection	Hearing Protection	Head Protection	Protective Footwear	Other Equipment

All employees must wear the specified safety equipment at all times when working in these departments. Please see your department supervisor for information on receiving the above safety equipment.

CONTINUED >>>



Standard Access to Medical and Exposure Records

YOU HAVE THE RIGHT TO SEE AND COPY:

(29 CFR 1910.1020)

- Your medical records and records of exposure to toxic substances or harmful physical agents.
- Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.
- Safety Data Sheets or other information that exists for chemicals or substances used in the workplace, or to which employees may be exposed.

THESE RECORDS ARE AVAILABLE AT: _____ (Location)

FROM: _____ (Person Responsible)

A COPY OF REGULATION STANDARD 29 CFR 1910.1020 IS AVAILABLE FROM:

GHS Compliance Information

On March 20th, 2012, OSHA announced that its Hazard Communication Standard (HCS) had been revised to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update affected 43 million workers in over 5 million workplaces with changes centering on hazard classification, labels, safety data sheets, and training.

There are four key compliance dates related to the adoption of GHS that all affected employers must follow:

- **December 1st, 2013** — Employers must train employees on how to read GHS formatted labels and safety data sheets.
- **June 1st, 2015** — Chemical manufacturers and distributors must complete hazard reclassification and produce GHS styled labels and safety data sheets. Distributors get an additional 6 months to complete shipments of old inventory.
- **December 1st, 2015** — Distributors must comply fully with HCS requirements. (Grace period for shipments of old inventory ends.)
- **June 1st, 2016** — Employers must be in full compliance with revised HCS, including complete training of employees on new hazards and/or revisions to workplace hazard communication program.

CONTINUED >>>

Safety Meeting Schedule

January

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

July

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

February

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

August

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

March

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

September

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

April

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

October

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

May

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

November

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

June

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

December

Safety Topic _____
Day _____ Date _____
Location _____ Time _____
Meeting Conducted by _____

CONTINUED >>>

OSHA Safety

Employee Notice: All Employees Must Read this Poster Prior to Employment in this Department

The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions.
The safety and health of our employees continues to be the first consideration in the operation of this business.

This company has designed a formal Safety Program and has implemented this program with the intent of protecting our employees from job related illness or injury. This Safety Program can only be effective when all employees adhere to our Safety Policies and Procedures as outlined in our formal Injury & Illness Prevention Program.

**ANY EMPLOYEE WHO VIOLATES THE COMPANY'S SAFETY POLICIES AND PROCEDURES
WILL BE SUBJECT TO DISCIPLINARY ACTION THAT MAY LEAD TO TERMINATION.**

Our Company policy is
SAFETY FIRST AND FOREMOST.

If you have any questions regarding our Safety Policies and Procedures, please contact the safety manager or your immediate supervisor.

Emergency Dial 911 or

Ambulance: _____ Poison Control: _____ Hospital: _____
Physician: _____ OSHA: _____ Police: _____
Fire-Rescue: _____ Alternate: _____ Other: _____

CONTINUED >>>

Accident Prevention Signs

As part of our commitment to providing a safe and healthful work environment, the Company utilizes color-coded accident prevention signs throughout the workplace to convey important safety information to employees. Each type of sign conveys a different type of safety information as prescribed by OSHA regulations.



Danger Signs

indicate immediate danger and specify that special precautions are necessary.

Examples: High Voltage; Be Sure Everyone Is Clear Before Starting Machines; Do Not Enter



Caution Signs

warn against potential hazards and/or caution against unsafe practices.

Examples: Forklifts Go Slow; Do Not Block This Area; Wet Floor



Notice Signs

communicate general safety information not directly associated with a physical hazard.

Examples: Turn Off Power After Use; Door For Emergency Use Only



Safety Instruction Signs

are typically used where there is a need for general instructions and suggestions relative to safety measures.

Examples: Do Not Try To Lift More Than You Are Able; Safety Information Available From

First-Aid & Bloodborne Pathogens Procedures



THE NEAREST MEDICAL FACILITY IS LOCATED AT:

TELEPHONE: _____

When providing first aid for bleeding or other potential exposure to bloodborne pathogens, follow universal precautions:

1. **Wear protective gloves.** Gloves can be latex, nitrile, or rubber. Do not re-use gloves and wash your hands with soap and water after removing gloves.
2. **Wear safety goggles** if there is potential of contaminants splashing in the eyes.
3. **Wear a mask** if there is potential of contaminants splashing in the mouth or nose.
4. **If your skin is not covered,** wear additional protective clothing.
5. **In the event you become exposed to a bloodborne pathogen,** wash the area immediately and report it to management so professional medical attention can be provided, including the hepatitis B vaccine, if prescribed by a physician.
6. **Regulated waste** must be properly bagged, labeled, and disposed of, according to Infection Control Procedures.

Personnel Concepts assumes no responsibility for the effectiveness of the information provided herein or the actions undertaken by someone using the information on this poster.