

## Employee Workplace Rights and Safety Responsibilities

### Preparation

1. Read Applicable Background information and related Company Policy Chapter.
2. Make \_\_\_\_\_ Copies of this Lesson Plan for Personnel
3. Make Transparency, procure transparency pens, etc.
4. Coffee, tea, snacks

Other:

### Material

1. Personal Protective Equipment (PPE)
- 2.

### Objective

By the end of this session, personnel will demonstrate an understanding of:

1. Employee Rights
2. Employee Responsibilities
3. Employee Safety Steps to be followed at the Company
4. Protecting Themselves by Using PPE

### Background

New employees risk of injury is much greater than for experienced co-workers. The Bureau of Labor Statistics (BLS) has reported that 40% of workers injured have been on the job less than one year. Their studies show that employees injured lack one vital tool needed to protect themselves: **Information**

### Lesson

#### **Your Employee Rights**

The employer has a legal obligation to inform employees of OSHA safety and health standards that apply to their workplace. Upon request, the employer must make available copies of those standards and the OSHA law itself. Under the *Occupational Safety and Health (OSH) Act*, employers have a general duty to provide work and a workplace free from recognized hazards. The employer also must display in a prominent place the official OSHA poster that describes rights and responsibilities under the OSH Act.

### Notes

[illegible]

1. Review copies of appropriate standards, rules, regulations and requirements that the employer should have at the workplace
2. Request information from the employer on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if the employee is involved in an accident or is exposed to toxic substances.
3. Have access to relevant employee exposure and medical records.
4. Request the area OSHA area director to conduct an inspection if they believe hazardous conditions or violations of standards exist in the workplace.
5. Have an authorized employee representative accompany the OSHA compliance officer during the inspection tour.
6. Have their names withheld from their employer, upon request to OSHA, if they sign and file a written complaint

Each employee “shall comply with all OSH standards and all rules, regulations, and orders issued under the Act” that are applicable. Employees shall do the following:

- Read the OSHA Poster at the job site
- Comply with all applicable OSHA standards
- Follow all lawful employer safety and health rules and regulations, and wear or use prescribed protective equipment while working
- Report hazardous conditions to their supervisor
- Report any job-related injury or illness to the employer, and seek treatment promptly
- Cooperate with the OSHA compliance officer conducting an inspection if he or she inquires about safety and health conditions in the workplace
- Exercise rights under the Act in a responsible manner

[illegible]

- ~ Be sure you understand all necessary safety measures before you start to work. If the explanation is unclear, ask again.
- ~ If respirators, hard hats, gloves, safety goggles, etc., or other personal protective equipment are required, wear them consistently and maintain them properly.
- ~ If guards are required on equipment, make sure they are in place.
- ~ Don't take shortcuts: follow safety and health instructions to the letter.
- ~ Follow the hazard warning on chemicals you use. Obtain further information from the MSDS (Material Safety Data Sheet).
- ~ Ask your employer about emergency procedures and be prepared to follow them in the event of a chemical spill, fire, or other emergency.

Hard hats, goggles, face shields, earplugs, steel toed shoes, respirators, gloves, and car seat belts are all forms of Personal Protective Equipment. They are designed to protect workers from injury and illness.

OSHA standards require employers to furnish and require employees to use suitable PPE where there is a “reasonable probability” that an injury can be prevented from such equipment.

**Head Protection-** Cuts or bruises to the scalp and forehead occurred in 85% of reported cases, concussions in 26%. Over one third of the cases resulted in falling objects striking the head.

Protective head protection against blows must be able to withstand penetration and absorb the shock of a blow, and in some cases protect against electric shock.

[illegible]

## Closure

Using personal protective equipment requires hazard awareness and training on the part of the user. Employees must be aware that the equipment alone does not eliminate the hazard. If the equipment fails, exposure will occur.

## What questions do you have?

## Notes

[illegible]