



How to Improve Your Safety Program

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Compliance Assistance Specialist
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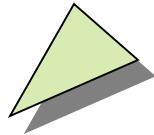
Pennsylvania Health Care Association
Harrisburg, Pennsylvania
February 6, 2020



CAS Material Developed & Distributed

This information has been developed by an OSHA Compliance Assistance Specialist and is intended to assist employers, workers, and others as they strive to improve workplace health and safety. While we attempt to thoroughly address specific topics **[or hazards]**, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive statement of an employer's legal obligations, which are defined by statute, regulations, and standards. Likewise, to the extent that this information references practices or procedures that may enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Finally, over time, OSHA may modify rules and interpretations in light of new technology, information, or circumstances; to keep apprised of such developments, or to review information on a wide range of occupational safety and health topics, you can visit OSHA's website at www.osha.gov.

OSHA's Mission



**Assure so far as possible every working man
and woman in the nation safe and healthful
working conditions.**

***PEOPLE ARE
OUR MISSION***

People at Work



Employer Responsibilities

- **OSH Law:** Workplace safety and health is the responsibility of **employers**
- **Cornerstone: Prevention**
- **Set the tone:** Make safety and health a workplace **priority**
- **Right incentives:** Reward workers for showing initiative, **raising safety concerns**, and participating in prevention efforts

The screenshot shows the official website of the United States Department of Labor, Occupational Safety & Health Administration (OSHA). The header includes the OSHA logo, a search bar, and links for 'A to Z Index', 'En Español', and 'Contact Us'. Below the header, there's a navigation menu with links to Home, Workers, Regulations, Enforcement, Data & Statistics, Training, Publications, Newsroom, Small Business, and Anti-Retaliation. A 'We Can Help' section is also present. The main content area features a blue banner titled 'Help for Employers' with the subtext 'How to comply, go beyond compliance, and improve your bottom line'. To the right, a sidebar contains a 'Remember' note about employer responsibilities under the Occupational Safety and Health Act, followed by a photograph of a hand writing on a clipboard next to a calculator and a computer mouse. A list of frequently asked questions is provided below the sidebar.

Remember: Under the Occupational Safety and Health Act, employers are responsible for providing a safe and healthy workplace and workers' [new rights](#).

Updates to OSHA's Recordkeeping/Repor

- Am I covered by OSHA?
- What are my [responsibilities](#) as an employer?
- How do I identify and control safety and health hazards in my business?
- How do I comply with OSHA standards and rules?
- How do I comply with OSHA's injury and illness recordkeeping, reporting and poster requirements?
- How can I go beyond compliance and improve my bottom line?
- What happens if OSHA inspects my workplace?
- What resources does OSHA have for my small business?
- Where can I get information on safety and health [training](#) for my workers?

www.osha.gov/employers

Part 2200
Review Comm.

Part 1908
Consultation

Part 1926
Construction

Part 1918
Longshoring

Part 1910
General Industry

Part 1903
Inspections

Part 1915
Shipyards

Part 1917
Marine Terminals

Part 1904
Recordkeeping

Part 1928
Agriculture

OSHA Standards

29 CFR

Best Practices / Voluntary



Industry Consensus Standards

- ANSI/AIHA Z10 – 2005, “Occupational Safety and Health Management Systems”
- Occupational Health and Safety Assessment Series (OHSAS) Project Group
- OSHA FR 54:3904-3916 , “Safety and Health Program Management Guidelines; Issuance of Voluntary Guidelines”, Jan 1989



Safe + Sound Campaign

- **Goal:** Every workplace should have a safety and health program that includes management leadership, worker participation, and a systematic approach to finding and fixing hazards.
- Good for workers and businesses' **bottom line**
- Targets **small and medium**-sized businesses
- National Safe + Sound Week: August **12-18, 2019**

SAFE + SOUND



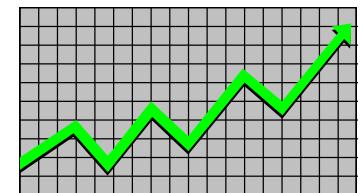


Elements of an Effective Safety and Health Program

1989 Voluntary Safety and Health Program Management Guidelines



Effective Safety and Health Programs

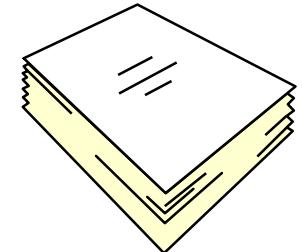


- It has been found that effective management of worker safety and health programs
 - Reduces the extent and severity of work related injuries and illnesses
 - Improves employee morale and productivity
 - Reduces workers' compensation costs

Common Characteristics of Exemplary Workplaces

- Use of organized and systematic methods to
 - Assign responsibility to managers, supervisors, and employees
 - Inspect regularly for and control hazards
 - Orient and train all employees to eliminate or avoid hazards

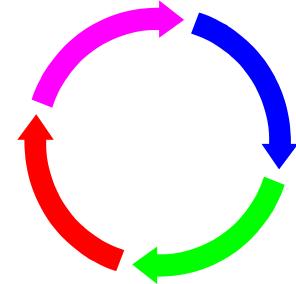




The Guidelines - General

- An effective program
 - Includes provisions for systematic identification, evaluation and prevention or control of hazards
 - Goes beyond specific requirements of the law to address all hazards
- Written program
 - “In writing” less important than its effectiveness
 - As size and complexity of worksite or process increases, so does need for written guidance

Major Elements



- An effective occupational safety and health program will include the following four elements
 - Management commitment and employee involvement
 - Worksite analysis
 - Hazard prevention and control
 - Safety and health training

Exercise

- **Management commitment and employee involvement**
- Worksite analysis
- Hazard prevention and control
- Safety and health training



Management Commitment and Employee Involvement

- Management commitment and employee involvement are complementary
- Management commitment provides the motivating force and resources for organizing and controlling activities within an organization
- Employee involvement provides the means through which workers develop and express their own commitment to S&H protection



Management Commitment and Employee Involvement

(cont'd)

Recommended Actions:

- State clearly a worksite safety and health policy
- Establish and communicate a clear goal and objective for the safety and health program
- Provide visible top management involvement in implementing the program



Management Commitment and Employee Involvement

(cont'd)

Recommended Actions:

- Encourage employee involvement in the program and in decisions that affect their safety and health (e.g., inspection or hazard analysis teams; developing or revising safe work rules; training new hires or co-workers; assisting in accident investigations)
- Assign and communicate responsibility for all aspects of the program



Management Commitment and Employee Involvement

(cont'd)

Recommended Actions:

- Provide adequate authority and resources to responsible parties
- Hold managers, supervisors, and employees accountable for meeting their responsibilities
- Review program operations at least annually, to evaluate, identify deficiencies, and revise, as needed



Management Leadership

- Commitment to set safety and health as a top priority
- Planning: Setting goals
- Written Program/Policies
- Providing resources
- Lead by Example
- Line Accountability
- Compliments Employee Involvement
- Contract Worker Coverage
- Temporary Agencies/Workers Planning:
Setting goals

Ideas



Employee Involvement/Support

1. Look for active and meaningful ways to participate in the safety and health problem identification and resolution, such as:
2. Serving on safety and health committees
3. Participate in audits or worksite inspections
4. Participating in ad hoc safety and health teams/problem-solving groups.
5. Participating in accident and incident investigations.
6. Analyzing job/process hazards.
7. Preparing / revising JHA / JSAs.
8. Acting as safety observers.
9. Participate in the suggestion program.
10. Developing and/or participating in employee improvement suggestion programs.
11. Training other employees in safety and health
12. Given responsibility for a particular safety program.
13. Free to participate without retaliation
14. Conduct worker perception surveys

IDEAS

Worksite Analysis



- Worksite analysis involves a variety of worksite examinations, to identify not only existing hazards, but also conditions and operations where changes might occur to create hazards
- Effective management actively analyzes the work and the worksite to *anticipate* and prevent harmful occurrences

Exercise

- Management commitment and employee involvement
- **Worksite analysis**
- Hazard prevention and control
- Safety and health training



Worksite Analysis (cont'd)

Recommended Actions:

- So that all hazards are identified
 - Conduct comprehensive baseline and periodic surveys for safety and health
 - Analyze planned and new facilities, processes, materials, and equipment
 - Perform routine job hazard analyses



Worksite Analysis (cont'd)

Recommended Actions:

- Provide for regular site safety and health inspections
- Provide a reliable system for employees, without fear of reprisal, to notify management about apparent hazardous conditions and to receive timely and appropriate responses



Worksite Analysis (cont'd)

Recommended Actions:

- Provide for investigation of accidents and “near miss” incidents, so that their causes and means for prevention are identified
- Analyze injury and illness trends over time, so that patterns with common causes can be identified and prevented



Worksite analysis

1. Baseline
2. External help.
3. Evaluate new equipment / processes
4. Daily work area inspections*
5. Monthly worksite inspections.
6. Quarterly, documented, routine self-inspections of the whole worksite.
7. Include safety and health (sampling).
8. Annual Industrial Hygiene plan.
9. Accident investigation system. Include near-misses, trend accident data.
10. Documented hazards, for management action, with timely responses, tracked until completed. =>

Ideas

Job Hazard Analysis

OSHA 3071
2002 (Revised)



Occupational
Safety and Health
Administration

U.S. Department of Labor

Job Hazard Analysis Guide

(OSHA 3071 - 2002)

<https://www.osha.gov/Publications/osha3071.pdf>



SAMPLE JOB HAZARD ANALYSIS WORKSHEET

Sample form for Job Hazard Analysis Worksheet

JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

NAME OF DEPARTMENT

TITLE OF JOB OR TASK

TASK	HAZARDS	CONTROLS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Required Training:

Required Personal Protective Equipment (PPE)

Other Information: See (insert link) for more information on (insert titles of linked documents)
Contributors: Department: Working Job Title, Individual's Name; Working Job Title, Individual's Name
Created: Month Year

JSA Library Number: (EH&S will insert number here, if applicable)

Hazard Prevention and Control



- Triggered by a determination that a hazard or potential hazard exists
- Where feasible, prevent hazards by effective design of job or job site
- Where elimination is not feasible, control hazards to prevent unsafe and unhealthful exposure
- Elimination or control must be accomplished in a timely manner



Exercise

- Management commitment and employee involvement
- Worksite analysis
- **Hazard prevention and control**
- Safety and health training



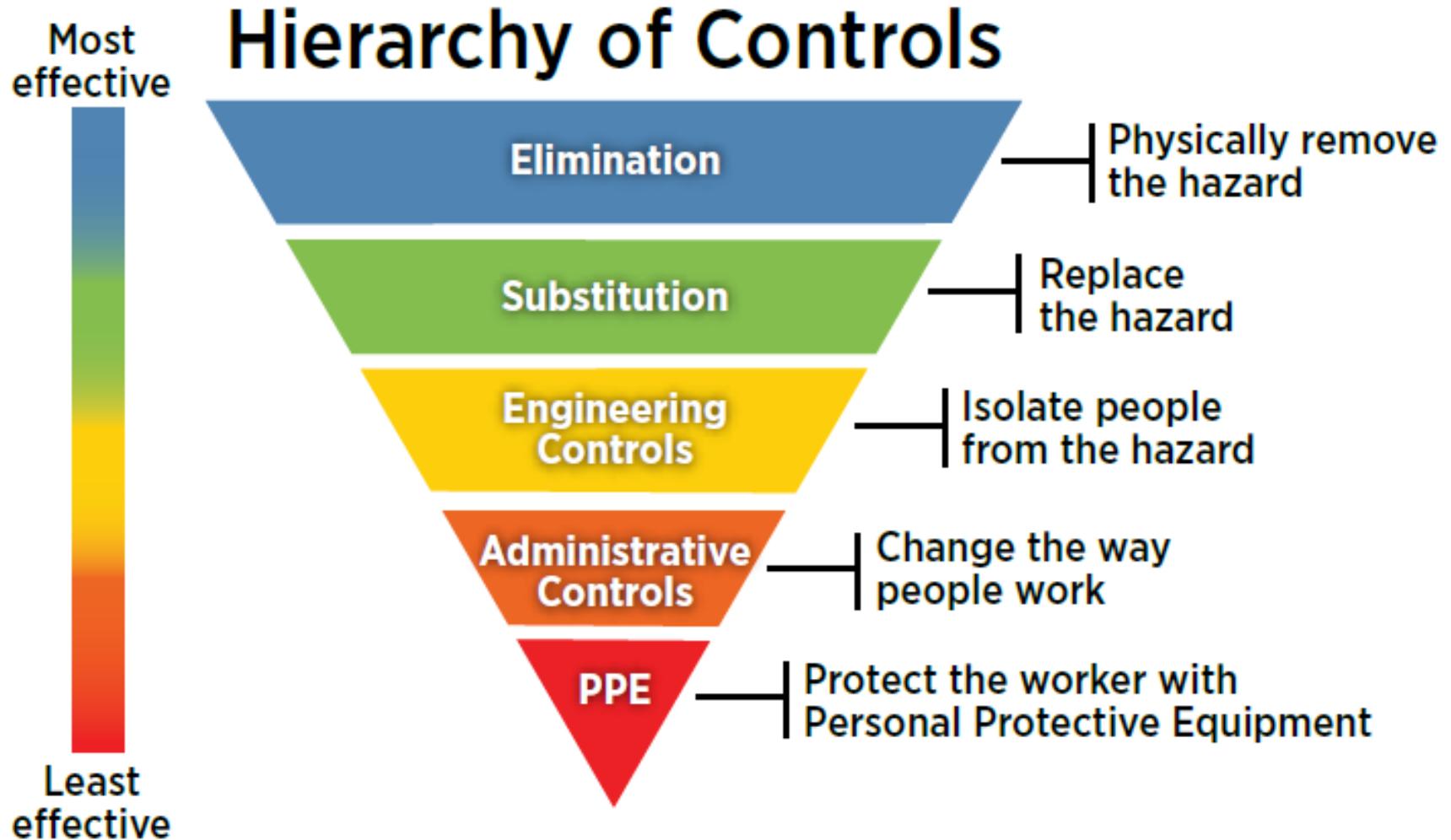
Hazard Prevention and Control (cont'd)

Recommended Actions:

- Establish procedures for timely correction or control of hazards, including
 - Engineering techniques, where feasible and appropriate
 - Administrative controls
 - Procedures for safe work which are understood and followed as a result of training, positive reinforcement, correction of unsafe performance, and enforcement
 - Provision of personal protective equipment



Controlling Hazards



Source: NIOSH

Add training.

Hazard Prevention and Control (cont'd)

Recommended Actions:

- Provide for facility and equipment maintenance
- Plan and prepare for emergencies
 - Training and drills, as needed
- Establish a medical program
 - First aid on site
 - Physician and emergency care nearby



Find and Fix

1. A system to track hazards and their correction
2. Using the hierarchy of controls (engineering, work practices, training, discipline, PPE <feasibility>)
3. Interim controls
4. Are controls appropriate to the hazard?
5. Written Programs, procedures
6. Emergency Preparedness
7. Get the employees involved.
8. Give finder/submitter continuous feedback, communicated.
9. Track hazards till completion
10. Is discipline appropriate, is there a system for this.

Ideas



Find and Fix

Ideas

11. Documented preventive maintenance program.
12. Occupational Health Care Program
13. Injured employees and an occupational health care program. Prevention and an occupational health care program.



Safety and Health Training

Hazard Recognition

Rights and Responsibilities

Safety and Health Management Systems



Safety and Health Training

- Addresses the safety and health responsibilities of all personnel, whether salaried or hourly
- Most effective when incorporated into other training about performance requirements and job practices
- Complexity depends on size and complexity of worksite and nature of hazards



Exercise

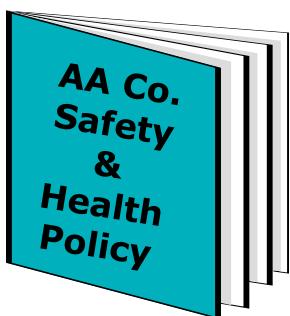
- Management commitment and employee involvement
- Worksite analysis
- Hazard prevention and control
- **Safety and health training**



Safety and Health Training (cont'd)

Recommended Actions:

- Ensure that managers understand their safety and health responsibilities, as described under the Management Commitment and Employee Involvement element of the guidelines



Safety and Health Training

(cont'd)

Recommended Actions:

- Ensure that supervisors carry out their safety and health responsibilities, including
 - Analyzing the work under their supervision to identify unrecognized potential hazards
 - Maintaining physical protections in work areas
 - Reinforcing employee training through continual performance feedback and, if needed, enforcement of safe work practices



Safety and Health Training

(cont'd)

Recommended Actions:

- Ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards



Safety and Health Orientation



- Employees must understand the hazards they may be exposed to and how to prevent harm to themselves and others from hazard exposure
- Orientation training must be given to site and contract workers





Specific Training Needs

- Rights and responsibilities
- Hazard recognition
- Training required in standards
- Accident investigation
- Emergency drills
- Emergency response

Employee Rights

- Modifications to 1904.35 make it a violation for an employer to discourage employee reporting of injuries and illnesses.
- Employers must inform employees of their right to report work-related injuries and illnesses free from retaliation. This obligation may be met by posting the OSHA “It’s The Law” worker rights poster v. April 2015 or later.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.



OSHA Poster – It's the Law!

- It's Free
- It's Required
- Post in a conspicuous location
- State Plans may have their own versions

 **OSHA**
Occupational Safety
and Health Administration

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 an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. 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. Report to OSHA all work-related fatalities within 8 hours, and all injuries, hospitalizations, amputations and losses of an eye within 24 hours.
- 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.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

Contact OSHA. We can help.

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



www.osha.gov/Publications/poster.html



Complain or Request Corrections

- Workers may bring up safety and health concerns in the workplace to their employers without fear of discharge or discrimination
- OSHA rules protect workers who raise concerns to their employer or OSHA about unsafe or unhealthful conditions in the workplace

Training / Communication

1. Training managers and employees:
2. Do the employees understand their rights and responsibilities?
3. New Employee Orientation, awareness
4. How to identify worksite hazards.
5. Controls to protect themselves (engineering, work practices, emergencies, PPE).
6. Training for the specific hazards on the site.
7. Is everyone trained?
8. Has the safety committee been trained.
9. What about contractors? Temp workers?
10. What language is it in?

Ideas



Safe + Sound Campaign

- **Goal:** Every workplace should have a safety and health program that includes management leadership, worker participation, and a systematic approach to finding and fixing hazards.
- Good for workers and businesses' **bottom line**
- Targets **small and medium**-sized businesses
- National Safe + Sound Week: August **12-18, 2019**

SAFE + SOUND



Safe + Sound Week

(Aug. 12-18, 2019)

- Nationwide event to raise awareness of value of safety and health programs
- Organizations of any size or in any industry can participate
- OSHA provides suggested activities

SAVE THE DATE



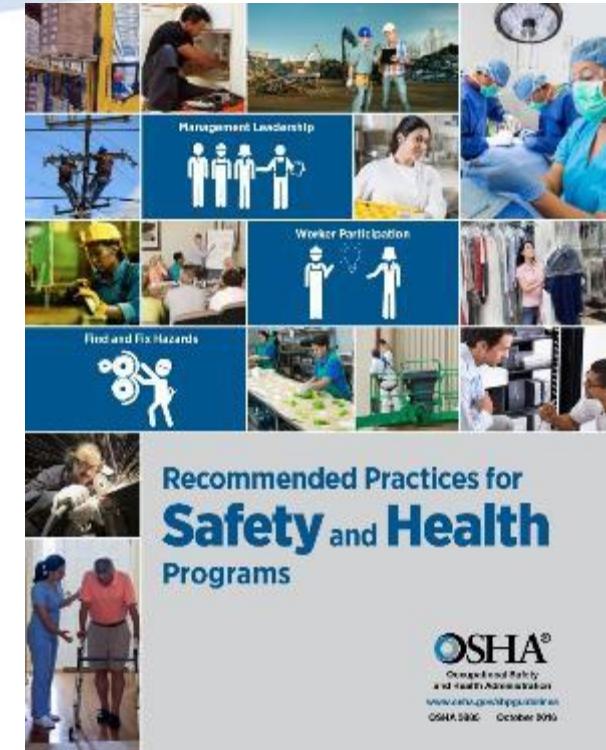
SHOW YOUR COMMITMENT TO SAFETY

Safety and Health Programs:

OSHA's Recommended Practices (Aug. 12-18, 2019)

- Based on best thinking and experiences of **successful employers**
- Will help **small and medium-sized employers** find and fix hazards before workers are harmed
- Shows how **multiple employers** on same worksite **can coordinate efforts** to ensure all workers are given equal protection

<https://www.osha.gov/shpguidelines/>



Safety and Health Programs:

Seven Core Elements

(Aug. 12-18, 2019)

- Management leadership
- Worker participation
- Hazard identification and assessment
- Hazard prevention and control
- Education and training
- Program evaluation and improvement
- Coordination and Communication on Multi-Employer Worksites



Safe + Sound Week

(Aug. 12-18, 2019)



A journey

What is the Consultation Safety & Health Achievement Recognition Program (SHARP)

- The program recognizes small business employers who have used OSHA's On-Site Consultation Program services and operate an exemplary safety and health programs. Acceptance of your worksite into SHARP from OSHA is an achievement of status that singles you out among your business peers as a model for worksite safety and health.



What is the OSHA Voluntary Protection Program (VPP)?

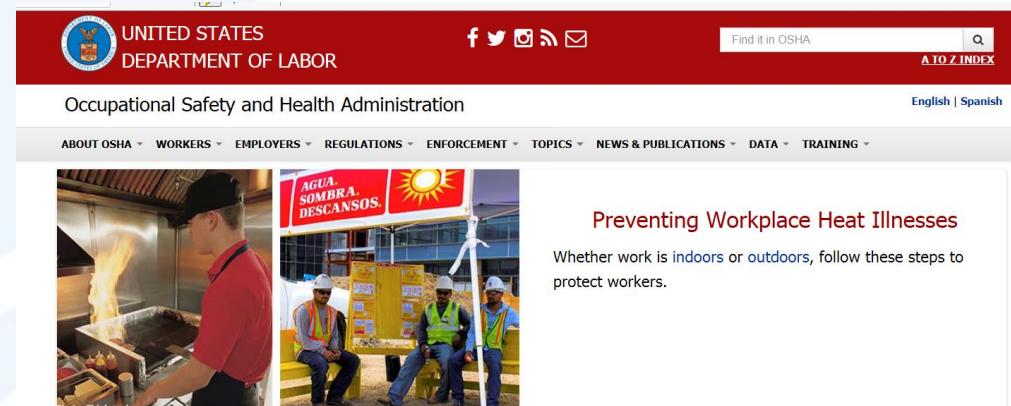
- A process for achieving safety and health excellence by implementing safety and health management systems
- Labor – Management - Government Cooperation
- Official recognition of excellence
- Began in 1982



- Do something to improve

OSHA Resources

- Webpage,
www.osha.gov



The screenshot shows the official website of the United States Department of Labor, Occupational Safety and Health Administration (OSHA). The header features the U.S. Department of Labor seal and links for social media (Facebook, Twitter, YouTube, RSS, Email) and search ('Find it in OSHA'). A navigation bar includes links for 'ABOUT OSHA', 'WORKERS', 'EMPLOYERS', 'REGULATIONS', 'ENFORCEMENT', 'TOPICS', 'NEWS & PUBLICATIONS', 'DATA', and 'TRAINING'. The main content area has a red banner with the text 'Preventing Workplace Heat Illnesses' and a subtext: 'Whether work is indoors or outdoors, follow these steps to protect workers.' Below the banner are two images: one of a worker at a grill and another of three construction workers sitting under a tent labeled 'AGUA SOMBRA DESCANSOS'.

 **OSHA QuickTakes Newsletter - Subscribe Now!**

- Publications
- Consultation
- Compliance Assistance



Publications

Occupational Safety and Health Administration

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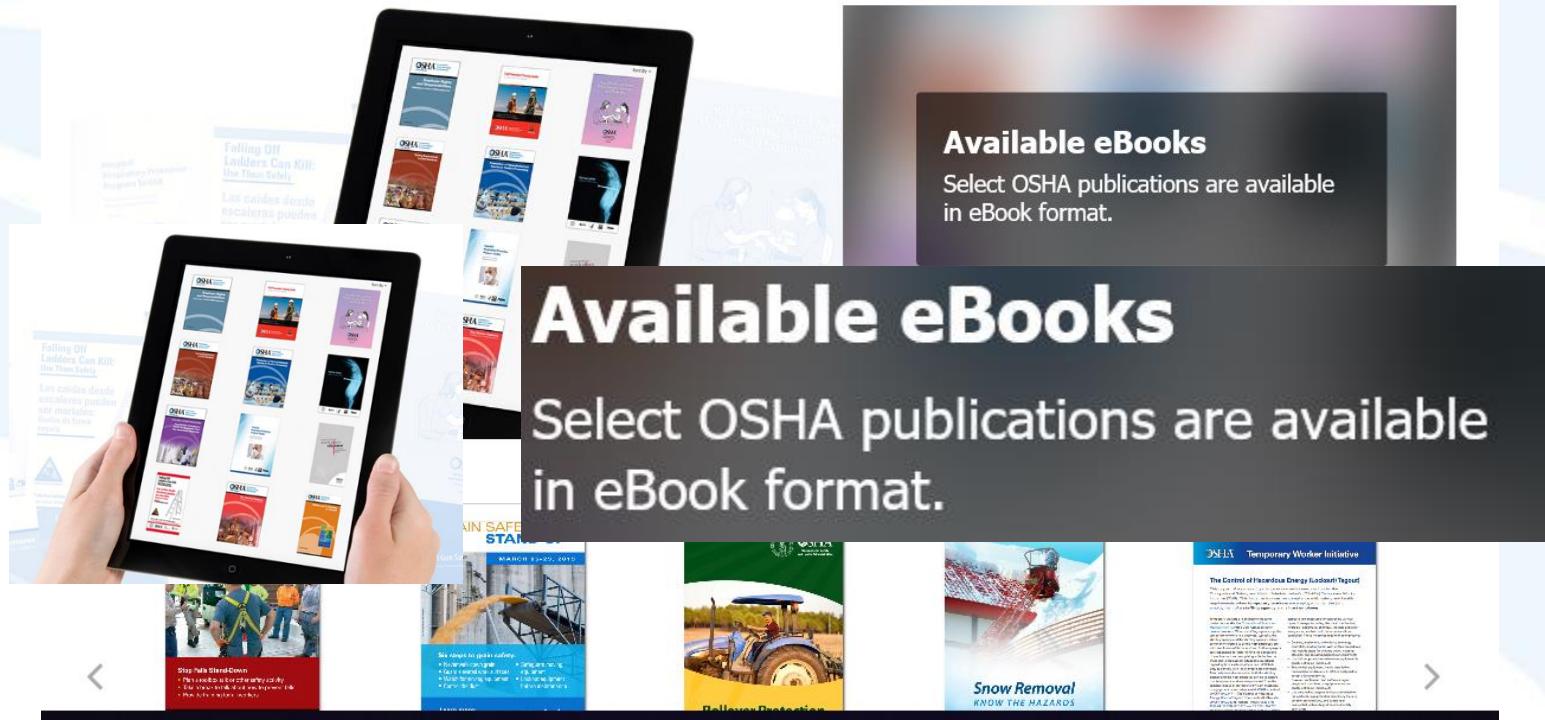
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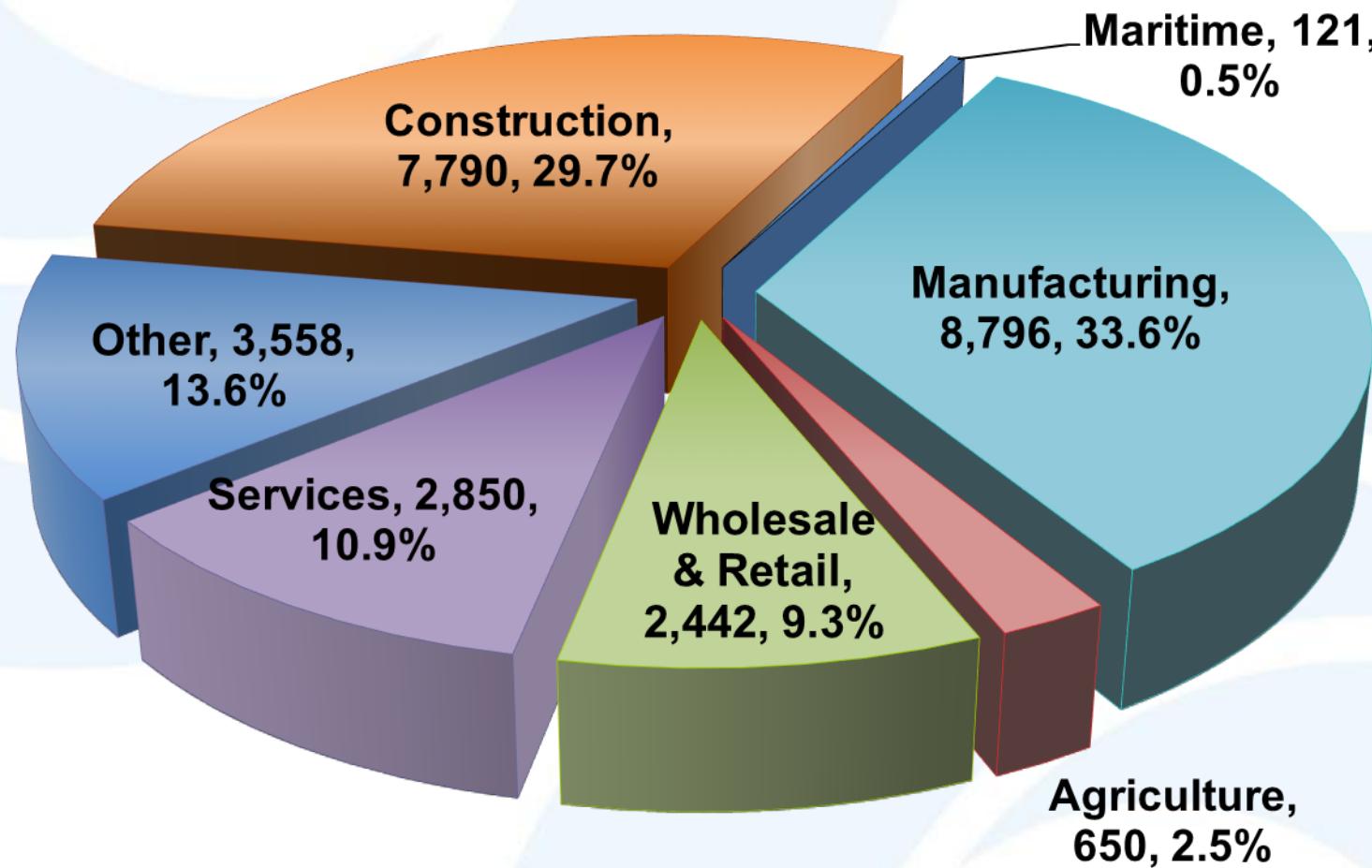
OSHA Consultation Service

Indiana University of Pennsylvania

- Aimed to help employers who want help in recognizing and correcting safety and health hazards and in improving their safety and health programs.
- Free, largely funded by OSHA
- Requirement: A commitment to correcting serious safety and health hazards
- Confidential, tailored to small business

On-Site Consultation Visits by Industry Sector

Total FY 2019 Visits: 26,213



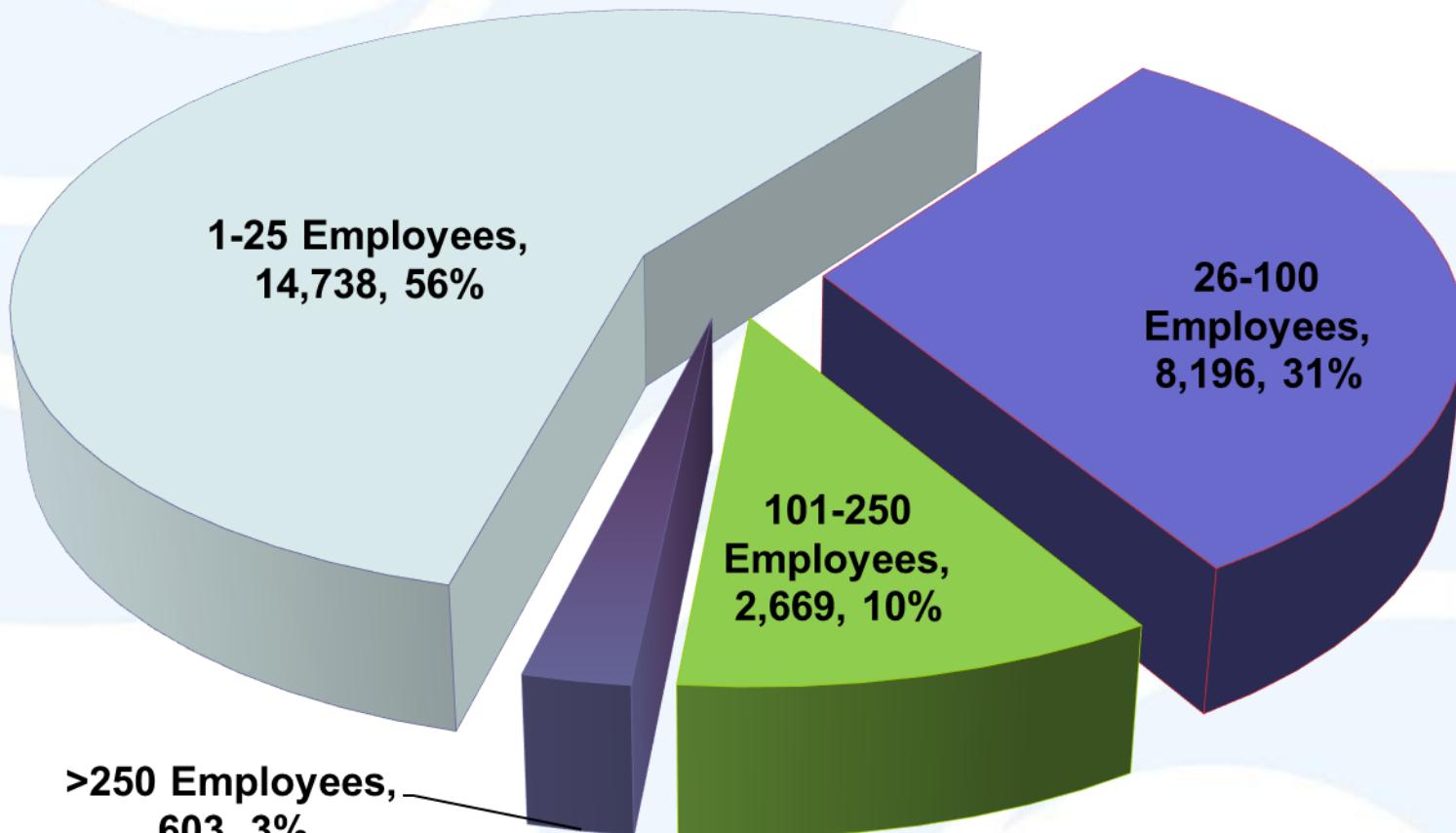
- Source: FY 2019 On-Site Consultation Report (OIS) generated on November 11, 2019.
- Parameters: Private Sector, Opening Conference Date: October 1, 2018 – September 30, 2019.
- Totals include 21(d) and 23(g) On-Site Consultation Program data.



OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION

Size of Employers Receiving Consultation Services FY 2019

Total Visits in FY 2019: 26,213



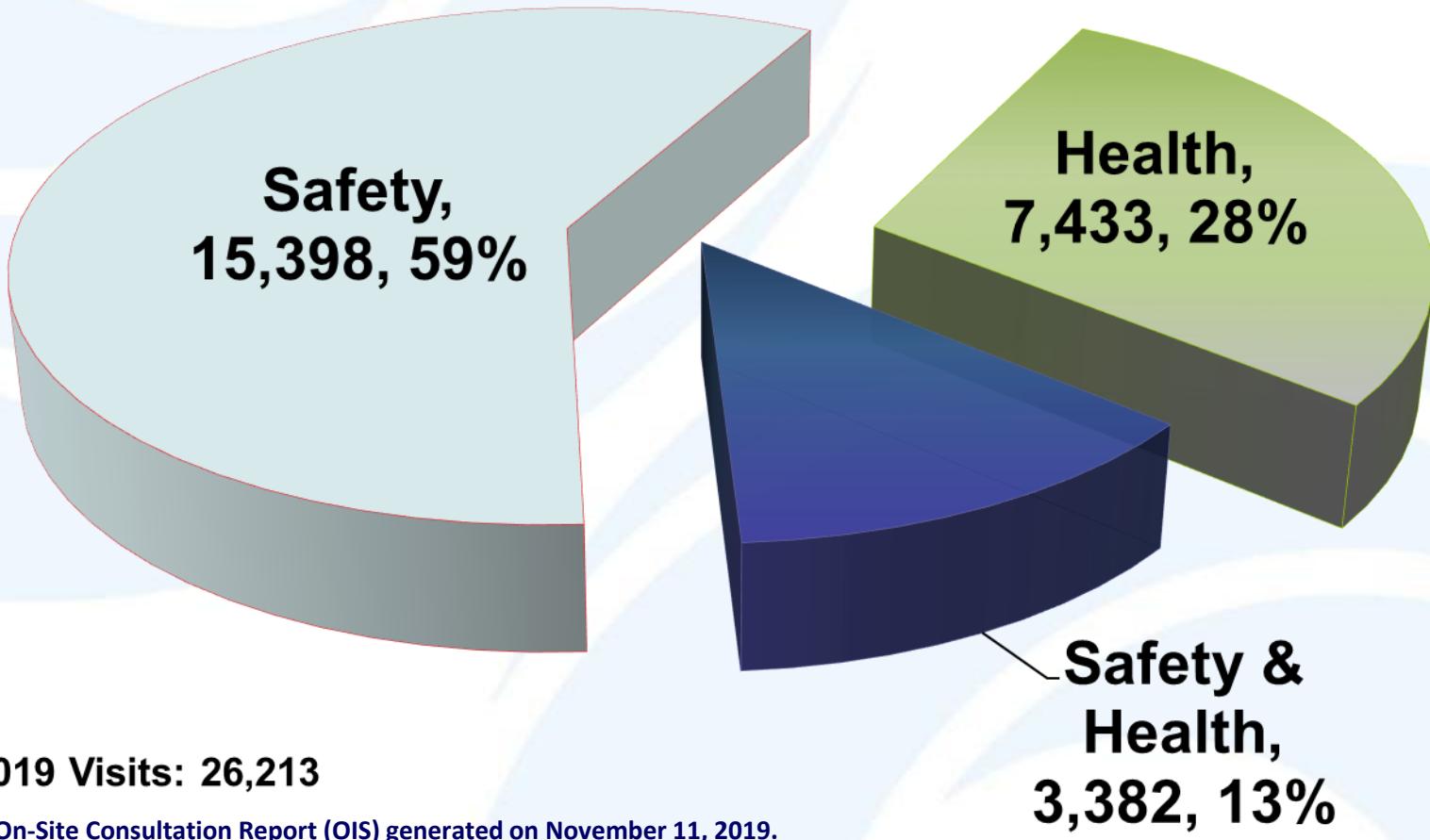
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OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION

On-Site Consultation Visits by Category

FY 2019



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On-Site Consultation Hazards Identified and Workers Removed from Hazards: FY 2019

Hazard Type	# Identified	Workers Removed
Serious	102,837	2,298,819
Other than Serious	30,397	763,814
Regulatory	4,536	159,704
Imminent Danger	115	1,140
TOTAL	137,885	3,223,477

• Sources:

- Parameters: Private Sector, Opening Conference Date: October 1, 2018 – September 30, 2019.
- Total number of workers at sites receiving consultation visits in FY 2019 is 1,062,730. The “total number of workers removed from hazards” figure is the sum of all workers removed from each hazard.
- Totals include 21(d) and 23(g) On-Site Consultation Program data.



OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION

OSHA Consultation Service

Indiana University of Pennsylvania

- Safety and Health Achievement Recognition Program (SHARP)
- Contact Information:

1 – 800 – 382 – 1241

www.hhs.iup.edu/sa/osha

Region III OSHA Consultation Projects



- **District of Columbia** **202-724-3690**
Office of Occupational Safety and Health
- **Delaware**  **302-761-8219**
DOL Office of Safety and Health Consultation
- **Maryland**  **410-527-4499**
MOSH Consultation Services
- **Pennsylvania**  **800-382-1241**
PA OSHA Consultation Program (IUP)
- **Virginia** **804-786-8707**
Occ. Safety and Health Training and Consultation
- **West Virginia**  **304-558-7890**
OSHA Safety Con Program

Scope of services- determined by Employer's Request

- Limited assessment of one area or process (Determined by employer) or
- Full scope Initial Safety and/or Health Visit

Can provide...

- Program Assistance (implementing SHP)
- Free Industrial Hygiene surveys!
 - Noise, chemical exposure assessments, etc.
- Training and Education!
 - Region III Consultants trained over 50,000 employers/employees in FY 2017 on various topics!

U.S. Department of Labor Forms Alliance to Promote Workplace Safety For Pennsylvania Employers and Employees

UNITED STATES
DEPARTMENT OF LABOR

[f](#) [t](#) [i](#) [r](#) [e](#) [m](#) [p](#)

Find it in OSHA

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[News Releases](#) / U.S. Department of Labor Forms Alliance to Promote Workplace Safety For Pennsylvania Employers and Employees

 OSHA News Release - Region 3

U.S. Department of Labor

September 9, 2019

U.S. Department of Labor Forms Alliance to Promote Workplace Safety For Pennsylvania Employers and Employees

PHILADELPHIA, PA – The U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) has signed a two-year alliance with the Pennsylvania OSHA Consultation Program at Indiana University of Pennsylvania, and the Pennsylvania Department of Labor and Industry's Bureau of Workers' Compensation to provide employers and employees with information, guidance and access to training resources to promote safe and healthful workplaces.

The new alliance between OSHA's Pennsylvania area offices in Allentown, Harrisburg and Philadelphia, and the two partners, will focus on promoting safety and health training, workplace safety and an understanding of employees' rights and employers' responsibilities under the Occupational Safety and Health Act (OSH Act).

The OSHA Alliance Program fosters collaborative relationships with groups committed to worker safety and health. Alliance partners help OSHA reach targeted audiences, such as employers and workers in high-hazard industries, giving them better access to workplace safety and health tools and information.

Under the OSH Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to help ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education, and assistance. For more information, visit <https://www.osha.gov>.

The mission of the Department of Labor is to foster, promote, and develop the welfare of the wage earners, job seekers, and retirees of the United States; improve working conditions; advance opportunities for profitable employment; and assure work-related benefits and rights.

#

Media Contacts:

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Joanna Hawkins, [\(215\) 861-5101](tel:(215)861-5101), hawkins.joanna@dol.gov

Release Number: 19-1466-PHI (OSHA 19-51 PA Alliance)

https://www.osha.gov/alliances/regiona l/region3/agreement_20190909





Workplace Safety Committee Certification Resources

How to Complete
an Initial
Application...

Certification
Renewal

HandS

Accident & Illness
Prevention
Service...

Safety Committee
Box Score

Resources:

[WCAIS](#)

[EDI](#)

[PATHS](#)

[HANDS](#)

[Claims Information](#)

[Fee Schedule](#)

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[Health & Safety Division](#)

[Publications](#)

[Workers' Compensation Forms](#)

[WC Insurance Search Form](#)

<https://www.dli.pa.gov/Businesses/Compensation/WC/safety/committee/Pages/default.aspx>

Certification Process Overview

Resources for Job Creators

You may have questions about your role as an employer. This site provides answers to common questions about workers and business.



What employment topic do you have questions about?



Pay and benefits

Understanding the minimum wage, overtime pay, recordkeeping, family and medical leave, and youth employment.

[Learn more](#)

Workplace safety and health

Ensuring a safe and healthy workplace for your workers.

[Learn more](#)

Small businesses

Resources to assist small business employers.

[Learn more](#)

Required posters

Providing notice of statutes and regulations to employees as required by law.

[Learn more](#)

Nondiscrimination

Treating all applicants and employees equally, regardless of race, religion, sex, age, disability, and other factors.



Federal contractor requirements

Complying with the law when doing business with the Federal Government.



Veteran and service member employment

Supporting America's current or former military personnel and their families.

<https://www.employer.gov/>



Worker Protections

You have rights. This site covers common workplace concerns and the Federal labor laws that protect you.



Learn about your rights



The right to be paid properly.

Labor laws establish standards for the minimum wage, overtime pay, recordkeeping, family and medical leave, and youth employment.



The right to a safe and healthy workplace.

Employers are responsible for providing a safe and healthy workplace, along with any necessary safety gear.



The right to be treated equally.

You are protected from discrimination on the basis of race, color, age, genetic information, sex, sexual orientation, gender identity, religion, national origin, disability, or status as a protected veteran.



The right to join with coworkers.

Labor laws protect your right to join together with your coworkers, with or without a union, to improve wages and working conditions.



The right to be treated fairly as a veteran or service member.

Employers may not discriminate based on current or former military status, and must sometimes extend hiring preferences.

<https://www.worker.gov/>

[Learn more](#)

[Learn more](#)

[Learn more](#)

[Learn more](#)

[Learn more](#)

Calendar of Events

January 2020

- [100 Years of the Hard Hat, 100 Years of Safety](#)
- [15 – OSHA, Annual Penalty Adjustment](#)

February 2020

-  [American Heart Month](#), [American Heart Association](#).
-  1 - OSHA, Post your [“Summary of Work-Related Injuries and Illnesses”](#), OSHA form [300A](#) records from the previous year at each establishment. (Until April 30).

March 2020

- Start of OSHA Region III's [Focus Four Campaign](#).  March is Electrical Safety.
-  [Ladder Safety Month](#), American Ladder Institute.
- 1 - 7 - [Women in Construction Week](#), National Association of Women in Construction.
-  2- OSHA, No later than the 2nd, Establishments with 250 or more employees in industries, as covered by the recordkeeping regulations, must [electronically submit](#) information from [recordkeeping form \(300A\)](#), “Summary of Work-Related Injuries and Illnesses”. Establishments with 20-249 employees in [certain high-risk industries](#), must [electronically submit](#) information from their recordkeeping Form 300A. Use the [Injury Tracking Application \(ITA\) System](#).

April 2020

- OSHA Region III's [Focus Four Campaign](#),  Struck By.

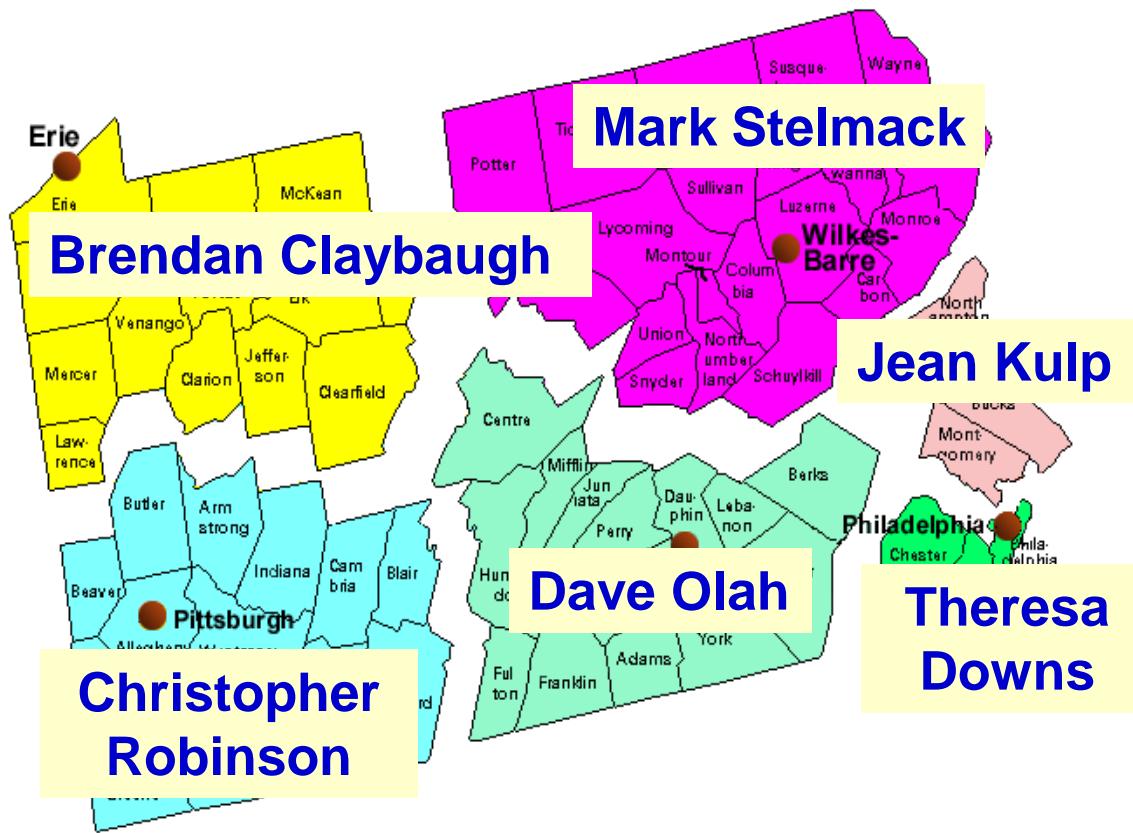


Contact Us

- Toll-free hotline: 1-800-321-OSHA (6742)
- Submit email questions through OSHA's website at www.osha.gov
- Contact your local OSHA Area Office



Pennsylvania OSHA Area Offices



Main OSHA Number:

1-800-321-OSHA,
1-800-321-6742

Allentown Area Office

(267) 429-7542

Erie Area Office

(814) 874-5150

Harrisburg Area Office

(717) 782-3902

Philadelphia Area Office

(215) 597-4955

Pittsburgh Area Office

(412) 395-4903

Wilkes-Barre Area Office

(570) 826-6538

Duty Officer

- Harrisburg Area Office:
- Duty Officer available: 08:00 to 4:30 during normally scheduled business days.
- (717) 782-3902, option 1.





www.osha.gov

800-321-OSHA (6742)