



# INDIANA DEPARTMENT OF LABOR

## Introduction to Indiana OSHA and INSafe

Gary Hulbert, CSP

# History of OSHA

- OSHA stands for the Occupational Safety and Health Administration, an agency of the U.S. Department of Labor
- OSHA's responsibility is worker safety and health protection
  - ▶ On December 29, 1970, President Nixon signed the OSH Act
  - ▶ This Act created OSHA, the agency, which formally came into being on April 28, 1971



# Employer Responsibilities

- Provide a workplace free from recognized hazards and comply with OSHA standards
- Provide training required by OSHA standards
- Keep records of injuries and illnesses
- Provide medical exams when required by OSHA standards and provide workers access to their exposure and medical records
- Not discriminate against workers who exercise their rights under the Act (Section 11(c))
- Post OSHA citations and abatement verification notices
- Provide and pay for PPE



# Rights Employees Have Under OSHA

- The right to:
  - A safe and healthful workplace
  - Know about hazardous chemicals
  - Information about injuries and illnesses in your workplace
  - Complain or request hazard correction from employer
  - Training
  - Hazard exposure and medical records
  - File a complaint with OSHA
  - Participate in an OSHA inspection
  - Be free from retaliation for exercising safety and health rights



# How OSHA Inspections are Conducted

- The OSH Act authorizes OSHA compliance safety and health officers (CSHOs) to conduct workplace inspections at reasonable times.
- OSHA conducts inspections without advance notice, except in rare circumstances (e.g. Imminent Danger)
- In fact, anyone who tells an employer about an OSHA inspection in advance can receive fines and a jail term.



# OSHA Inspection Priority List

Priority	Category of Inspection
1st	<b>Imminent Danger:</b> <i>Reasonable certainty an immediate danger exists</i>
2nd	<b>Fatalities:</b> <i>Reported to OSHA; inspected ASAP</i>
3rd	<b>Complaints/Referrals:</b> <i>Worker or worker representative can file a complaint about a safety or health hazard</i>
4th	<b>Programmed Inspections:</b> <i>Cover industries and employers with high injury and illness rates, specific hazards, or other exposures.</i>



# General Duty Clause

- *Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;*
- *Shall comply with occupational safety and health standards promulgated under this Act.*
- *Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.*
- Other consensus standards that may apply:
  - ANSI - American National Standards Institute
  - NFPA - National Fire Protection Association
  - NEC - National Electrical Code



# Citations and Penalties

VIOLATION TYPE	PENALTY
<b>WILLFUL</b> A violation that the employer intentionally and knowingly commits or a violation that the employer commits with plain indifference to the law.	OSHA may propose penalties of up to \$126,749.
<b>SERIOUS</b> A violation where there is substantial probability that death or serious physical harm could result and that the employer knew, or should have known, of the hazard.	There is a mandatory penalty for serious violations which may be up to \$12,675.
<b>OTHER-THAN-SERIOUS</b> A violation that has a direct relationship to safety and health, but probably would not cause death or serious physical harm.	OSHA may propose a penalty of up to \$12,675 for each other-than-serious violation.
<b>REPEATED</b> A violation that is the same or similar to a previous violation.	OSHA may propose penalties of up to \$126,749 for each repeated violation.





# OSHA's 2022 TOP TEN Most Frequently Cited Violations

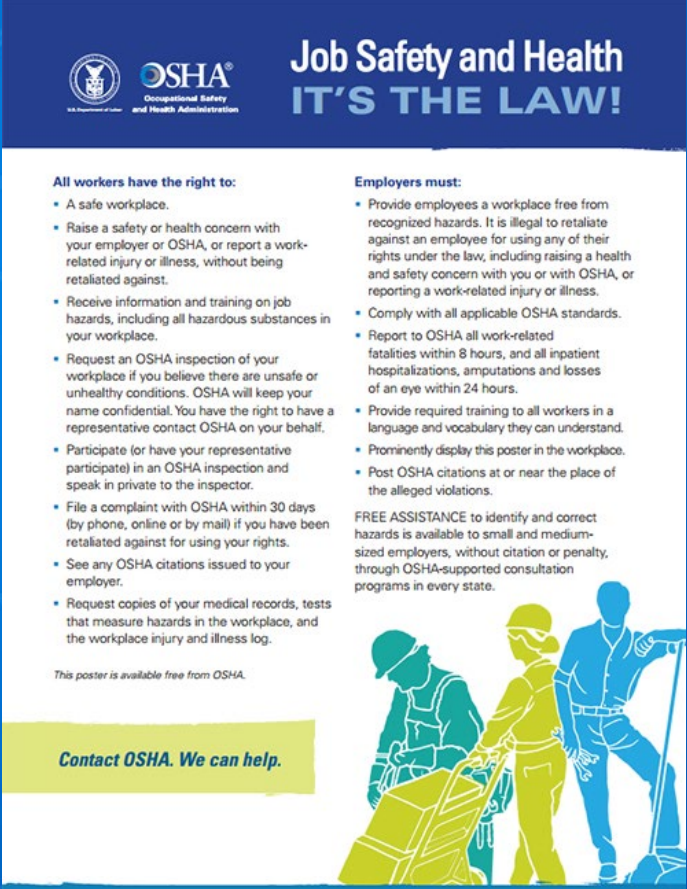
1. **Fall Protection, construction (1926.501)**
2. **Hazard Communication, general industry (1910.1200)**
3. **Ladders, construction (1926.1053)**
4. **Respiratory Protection, general industry (1910.134)**
5. **Scaffolding, construction (1926.451)**
6. **Control of Hazardous Energy (lockout/tagout), general industry (1910.147)**
7. **Powered Industrial Trucks, general industry (1910.178)**
8. **Fall Protection Training, construction (1926.503)**
9. **Eye and Face Protection, construction (1926.101)**
10. **Machinery and Machine Guarding, general industry (1910.212)**

Wednesday, February 7, 2024



# OSHA Poster

- 1903.2(a)(1) – Each employer shall post and keep posted a notice or notices, to be furnished by the Occupational Safety and Health Administration, U.S. Department of Labor, informing employees of the protections and obligations provided for in the act.



The poster features the OSHA logo and the text 'Job Safety and Health IT'S THE LAW!' at the top. It lists rights for workers and obligations for employers. A green box contains the text 'Contact OSHA. We can help.' At the bottom, it provides contact information: 1-800-321-OSHA (6742), TTY 1-877-889-5627, and www.osha.gov. An illustration of three workers in safety gear is on the right side.

**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.

*This poster is available free from OSHA.*

**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 inpatient 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.

**Contact OSHA. We can help.**

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)



# Employers are Required to:

## REPORTING AND RECORDING CHECKLIST

### *Employers must:*

- ✓ Report each worker death within 8 hours
- ✓ Report all amputations within 24 hours.
- ✓ Report all in-patient hospitalizations within 24 hours.
- ✓ Maintain injury & illness records
- ✓ Inform workers how to report an injury or illness to the employer
- ✓ Make records available to workers
- ✓ Allow OSHA access to records
- ✓ Post annual summary of injuries & illnesses

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# Recordkeeping

- Required to keep OSHA 300 logs unless partially exempt.
- Two classes of employers who may be partially exempt from OSHA recordkeeping
  - Employers with ten or fewer employees at all times during the previous calendar year.
  - Employers in low-hazard industries:
    - Based on North American Industry Classification System.
- Partially exempt employers don't have to keep OSHA 300 unless asked by OSHA or Bureau of Labor Statistics but must report workplace fatalities, amputations, loss of an eye, COVID related illnesses, or in-patient hospitalization.



# Personal Protective Equipment

- **Provisions of the standard that apply**
  - Personal protective equipment hazard assessment.
  - Providing the proper personal protective equipment based on the hazard assessment which could include:
    - Gloves
    - Safety glasses
    - Face shields
    - Protective clothing
    - Respiratory protection



# Sample PPE Hazard Assessment Form

## CERTIFICATION OF HAZARD ASSESSMENT FORM FOR PPE USE

This form may be used to certify (document in writing) your hazard assessment. Keep it on permanent file in your department.  
 The hazard assessment is accomplished by surveying the workplace to determine where physical or health hazards are present or likely to be present which necessitate the use of personal protective equipment. Any additional or unique hazards should be added to this list of common sources and hazards.

PERFORMED BY (Name & Title): \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

LOCATION (Building & Room): \_\_\_\_\_

NONE – Hazards requiring personal protective equipment are not present or likely to be present.

SOURCE	ASSESSMENT OF HAZARD	PPE REQUIRED	COMMENTS
<i>Use or handling of;</i> <input type="checkbox"/> Chemicals <input type="checkbox"/> Biological agents, human blood, OPIM <input type="checkbox"/> Radioactive materials	<i>Eye or face injury</i> <input type="checkbox"/> Impact from flying particles <input type="checkbox"/> Chemical splash in eyes <input type="checkbox"/> Facial skin chemical contact <input type="checkbox"/> Nose/mouth contact with blood/OPIM	<input type="checkbox"/> Safety glasses <input type="checkbox"/> With side shields <input type="checkbox"/> Safety goggles <input type="checkbox"/> Chemical splash goggles <input type="checkbox"/> Face shield <input type="checkbox"/> Face mask for blood/OPIM only <input type="checkbox"/> Other .....	See Eye and Face Protection Factsheet
	Body/skin/hand contact <input type="checkbox"/> Biological agents <input type="checkbox"/> Sharps <input type="checkbox"/> Radioactive materials <input type="checkbox"/> Chemicals <input type="checkbox"/> Hot or cold objects	<input type="checkbox"/> Lab coat / Gown <input type="checkbox"/> Latex gloves <input type="checkbox"/> Apron <input type="checkbox"/> Double latex gloves <input type="checkbox"/> Scrubs <input type="checkbox"/> Rubber gloves <input type="checkbox"/> Tyveks <input type="checkbox"/> Chemical resistant gloves <input type="checkbox"/> Other.....	See Protective Clothing Factsheet
<input type="checkbox"/> Operations generating airborne fiber, dust, fume, mist, or vapor	<input type="checkbox"/> Respiratory: inhalation exposure above exposure standards	<i>Respirator</i> <input type="checkbox"/> Filter or Cartridge EI SCBA or air line <input type="checkbox"/> Other .....	Respirator program is separate. See Factsheet. Notify HPO.
<input type="checkbox"/> High noise levels from equipment or operation	<input type="checkbox"/> Hearing: noise exposure above IOSH standards	<input type="checkbox"/> Muff <input type="checkbox"/> Plugs <input type="checkbox"/> Other.....	Hearing program is separate. See Factsheet.
<i>Non ionizing radiation sources</i> <input type="checkbox"/> Lasers <input type="checkbox"/> Welding <input type="checkbox"/> Infrared <input type="checkbox"/> Ultraviolet	<i>Radiation burns to:</i> <input type="checkbox"/> Eyes, <input type="checkbox"/> Body <input type="checkbox"/> Skin	<input type="checkbox"/> Shaded safety glasses <input type="checkbox"/> With side shields <input type="checkbox"/> Shaded safety goggles <input type="checkbox"/> Welding helmet <input type="checkbox"/> Protective clothing (welding leathers, etc.) <input type="checkbox"/> Barriers, shields <input type="checkbox"/> Other .....	See Eye and Face, Head, and Protective Clothing Factsheets
	<input type="checkbox"/> <i>General safety: physical hazards from equipment, process, or material</i>	<input type="checkbox"/> <i>Foot Injury. equipment or object that can fall or roll onto feet</i>  <input type="checkbox"/> <i>Impact or penetration to eye, face, head, body, or soles of foot</i> <input type="checkbox"/> Electrical contact	<input type="checkbox"/> Safety shoes <input type="checkbox"/> Other.....  <input type="checkbox"/> Safety glasses <input type="checkbox"/> With side shields <input type="checkbox"/> Safety goggles <input type="checkbox"/> Face shield <input type="checkbox"/> Safety shoes <input type="checkbox"/> Hard hats <input type="checkbox"/> Cut resistant gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Other.....
	<input type="checkbox"/> Other: <i>extreme heat or cold</i>	<input type="checkbox"/> Thermal gloves <input type="checkbox"/> Face shields <input type="checkbox"/> Thermal clothing <input type="checkbox"/> Safety glasses <input type="checkbox"/> Barriers /shields <input type="checkbox"/> Other	See Eye and Face, Hand, Foot, and Protective Clothing Fact sheets
<input type="checkbox"/> Other			



# Respiratory Protection

- **The OSHA respirator standard applies**
  - Exposed to a hazardous level of an airborne contaminant; or
  - Required by the employer to wear respirators; or
  - Permitted to wear respirators



# Respiratory Protection

- **Four major duties are imposed by each of these standards. These duties are:**
  - Use engineering controls where feasible to control the hazard.
  - Provide an appropriate respirator.
  - Ensure the use of an appropriate respirator.
  - Institute a respiratory protection program that complies with the rest of the standard.

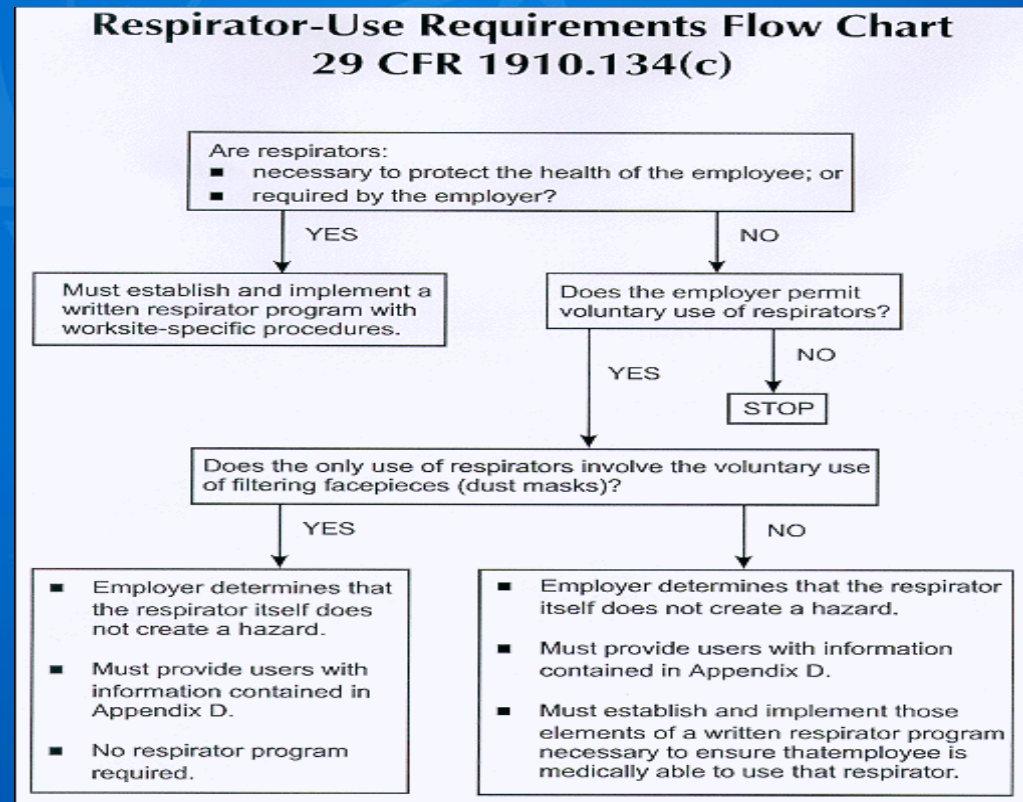




# Respiratory Protection Program

- **Written Respiratory Protection Program that includes:**

- Selection of respirators
- Medical evaluations
- Annual fit testing
- Maintenance of respirators
- Training
- Program evaluation
- Recordkeeping



# Electrical

## OSHA common electrical hazard:

- Exposed bare live parts
- Ungrounded attachment plugs on equipment
- Missing or damaged covers on light switches, receptacle covers, and breaker boxes
- Using extension cords/power strips as permanent wiring
- Ground Fault Circuit Interrupter (GFCI)



# Relocatable Power Taps (Power Strips)

- Power strips are designed for use with a number of low-powered loads, such as computers, peripherals, or audio/video components.
- Power loads are addressed by 29 CFR §1910.304(b)(2), *Outlet devices*:  
*"Outlet devices shall have an ampere rating not less than the load to be served"*
- Power strips are not designed for high power loads such as space heaters, refrigerators and microwave ovens, which can easily exceed the recommended ampere ratings on many power strips

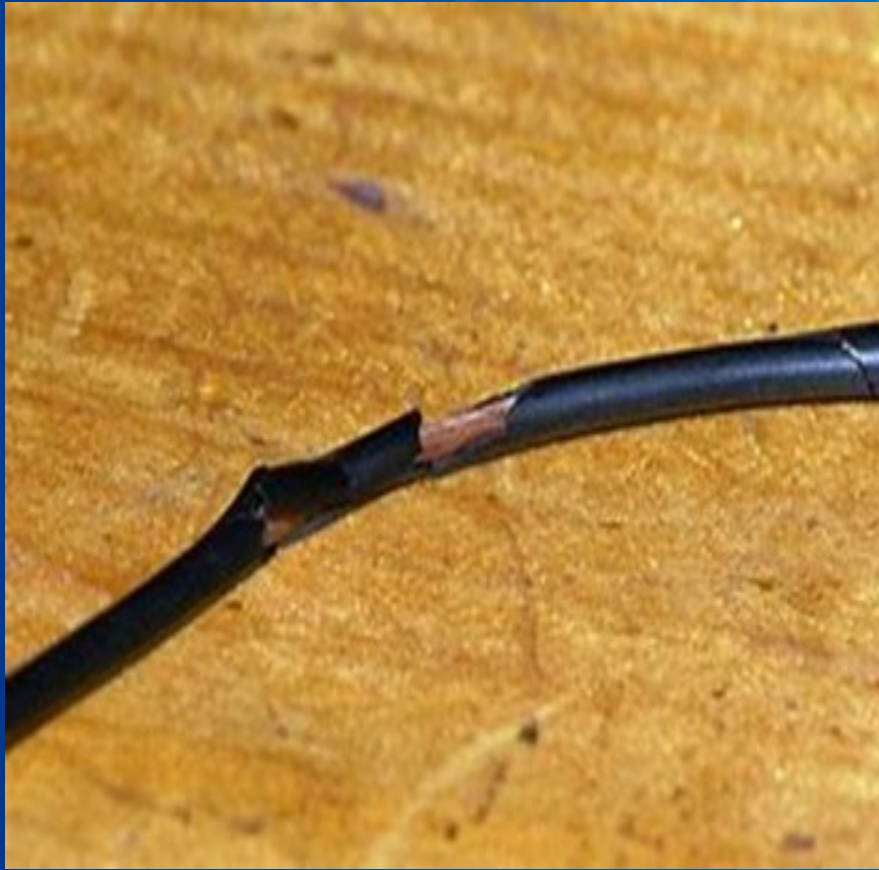


# Ground Fault Circuit Interrupter (GFCI)

- A device whose function is to interrupt the electric circuit to load when a fault current to ground exceeds some predetermined value, that is less than that required to operate the over-current protective device of the supply circuit.
- Designed to shut off electric power within as little as 1/40 of a second.
- Required in kitchens, restrooms, and on rooftops.

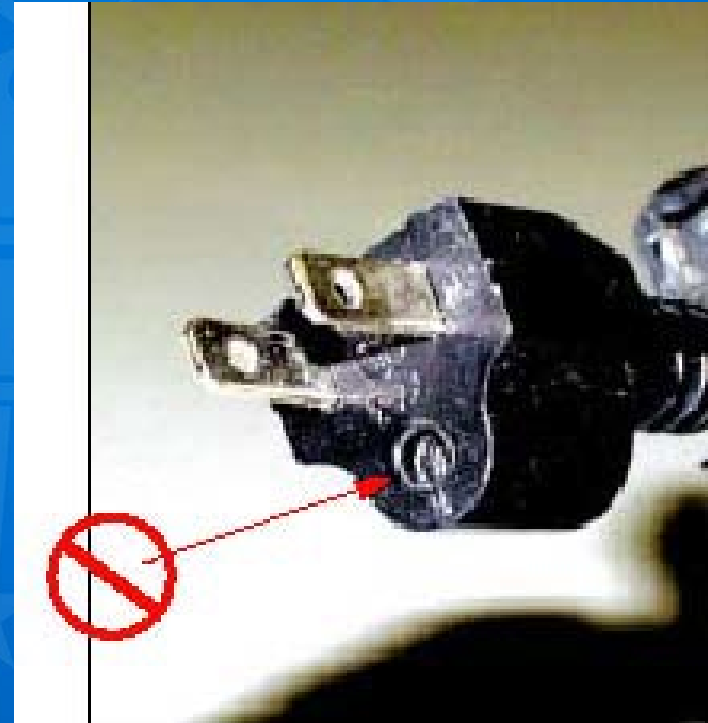


# Extension Cords





# Ungrounded Attachment Plugs



# Cover Missing from Breaker Box Exposing Bare Live Parts





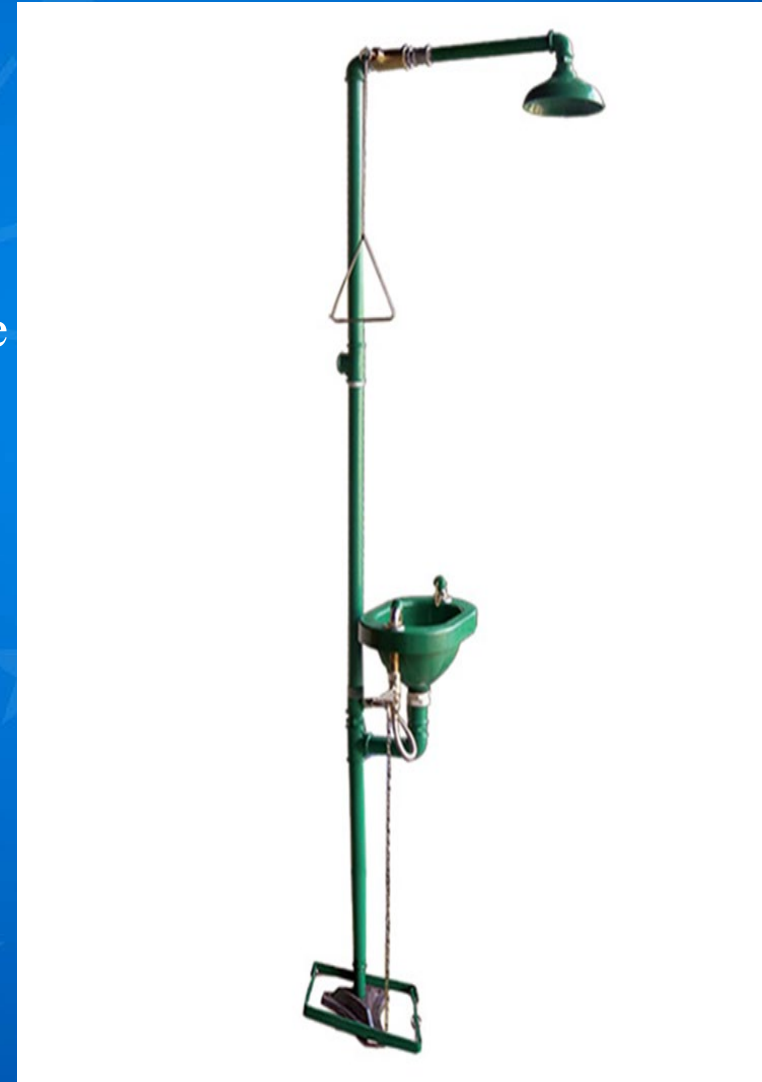
# Missing Blank



# Emergency Eye Wash Stations

OSHA 1910.51 Medical Services and First Aid  
1910.151(c)

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use



# Eye Wash and Shower Requirements

- ANSI Eyewash Z358.1-2014
- Can be used without requiring the use of the operator's hands
- Self-contained emergency showers/eyewash shall be visually checked weekly to determine if flushing fluid needs to be changed or supplemented
- Provide tepid water range of 60°-100°F
- Drench Shower and Eye/Eye Face Wash unit must accommodate simultaneous use
- All flushing equipment must be located in areas that are accessible within 10 seconds (roughly 55 feet
- installed in a well-lit area and identified with a highly visible safety sign



# Lockout/Tagout

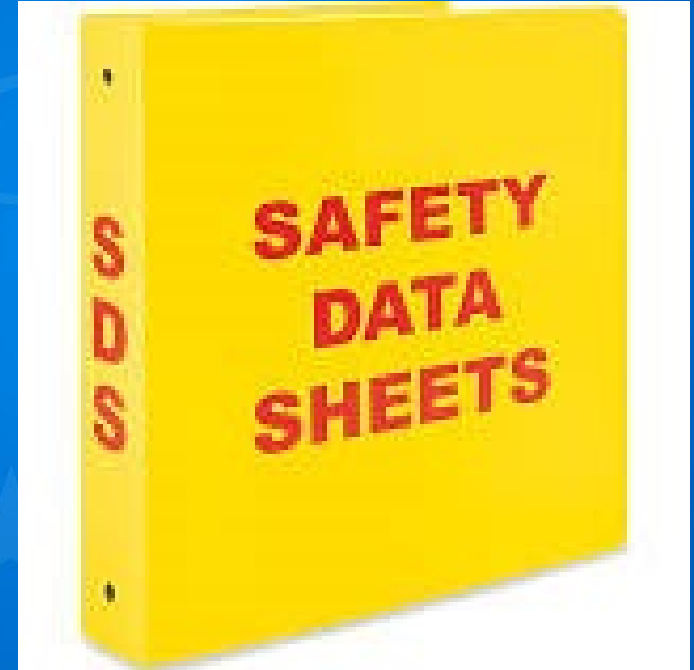
- Placement of a lockout device on an energy isolating device, **in accordance with an established procedure**, ensuring that energy isolating device and equipment being controlled cannot be operated until lockout device is removed

Any source of:

- Electrical,
- Mechanical,
- Hydraulic,
- Pneumatic,
- Chemical,
- Thermal, or
- Other energy



# Hazard Communication



# Hazard Communication

- **Written Plan**
  - All workplaces where employees are exposed to hazardous chemicals must have a written plan that describes how the standard will be implemented in that facility and includes a list of chemicals used in the workplace.
- **Labeling**
  - As the employer, you are required to ensure that containers in the workplace are labeled.
- **Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS)**
  - Employers must maintain copies of SDSs for all hazardous chemicals present in their workplaces.



# Hazard Communication

- **Employee Training**
  - Paragraph (h) of the HCS requires that employers train employees on the hazardous chemicals in their work area before their initial assignment and when new hazards are introduced into the work area, and this training must be conducted in a manner and language that employees can understand.
- **Evaluate and Reassess the Hazard Communication Program**
  - Although the HCS does not require you to evaluate and reassess your hazard communication program, it must remain current and relevant for you and your employees.



# Labeling

**Product Identifier**  
Should match the product identifier used on the Safety Data Sheets.

**Signal Word**  
Indicates the relative level of the hazard's severity. "Danger" and "Warning" are the GHS signal words.

**Pictograms**  
Graphics intended to convey specific hazard information.

**Hazard Statements**  
A phrase assigned to a hazard class and category that describes the nature of the product hazards.

**Supplier Identification**  
The Supplier Identification is the name, address and telephone number of the manufacturer or supplier.

**Precautionary Statements**  
Describes recommended measures to minimize or prevent adverse effects resulting from exposure.



**Health Hazard**  
Carcinogen  
Mutagenicity  
Reproductive Toxicity  
Respiratory Sensitizer  
Target Organ Toxicity  
Aspiration Toxicity



**Flame**  
Flammables  
Pyrophorics  
Self-Heating  
Emits Flammable Gas  
Self-Reactives  
Organic Peroxides



**Exclamation Mark**  
Irritant (skin and eye)  
Skin Sensitizer  
Acute Toxicity  
Narcotic Effects  
Respiratory Tract Irritant  
Hazardous to Ozone Layer (Non-Mandatory)



**Gas Cylinder**  
Gases Under Pressure



**Corrosion**  
Skin Corrosion/Burns  
Eye Damage  
Corrosive to Metals



**Explosion Bomb**  
Explosives  
Self-Reactives  
Organic Peroxides



**Flame Over Circle**  
Oxidizers



**Environment (Non-Mandatory)**  
Aquatic Toxicity



**Skull and Crossbones**  
Acute Toxicity (fatal or toxic)





# Occupational Noise Exposure

## 1910.95(d)(1)

- When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, the employer shall develop and implement a monitoring program
- According to OSHA's noise standard (29 CFR 1910.95), the noise dosimeter is the primary instrument for making compliance measurements



# Noise Monitoring

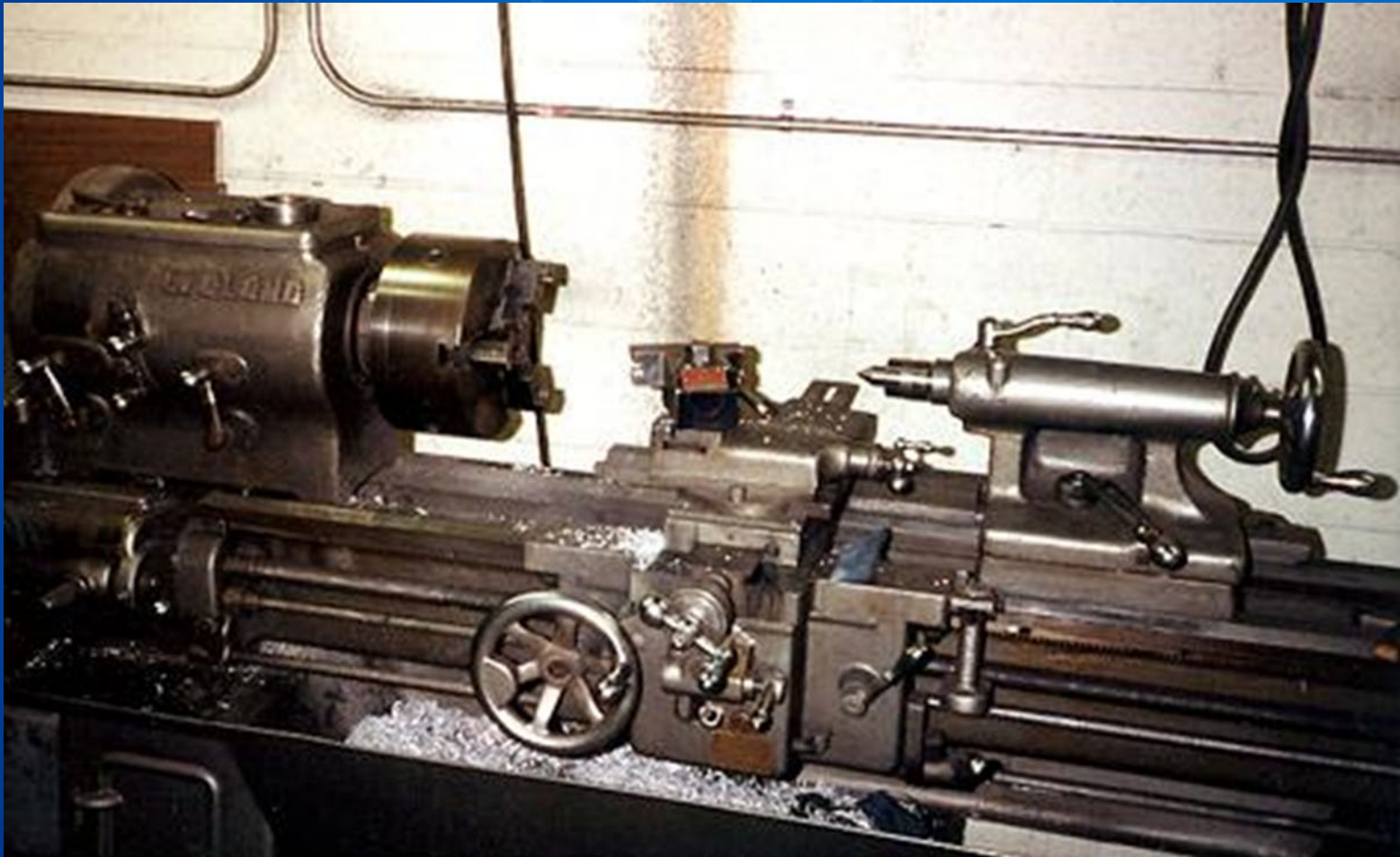
- The hearing conservation program requires employers to monitor noise exposure levels in a way that accurately identifies employees exposed to noise at or above 85 decibels (dB) averaged over 8 working hours, or an 8-hour time-weighted average (TWA)
- Employers must monitor all employees whose noise exposure is equivalent to or greater than a noise exposure received in 8 hours where the noise level is constantly 85 dB
- Employers must repeat monitoring whenever changes in production, process, or controls increase noise exposure



# Belts and Chains 1910.219



# Metal Lathes 1910.212




# Grinders 1910.215



Tongue  $\frac{1}{4}$ "

Use to check openings between grinding wheels, tongues, and work rests to meet OSHA and ANSI safety standards for grinders.



 Do not adjust openings while wheel is in motion!

Work Rest  $\frac{1}{8}$ "

# INSAFE What Are We?

## Indiana Occupational Safety and Health Consultation Program



# WHAT WE DO!

- Help Indiana businesses in meeting current OSHA standards.
- Aid in developing comprehensive safety and health management systems to ensure worker safety and health.



# HOW?

- Onsite Consultation
- Training
- Seminars
- Educational publications





# INSAFE SERVICES

- Program review
- Facility safety and health audit
- Air and noise sampling
- Safety and health training
- OSHA 10 hour class



# INSafe Consultation Service

Indiana Department of Labor  
402 West Washington Street, Room W195  
Indianapolis, Indiana 46204  
(317) 234-4792  
[insafe@dol.in.gov](mailto:insafe@dol.in.gov)

Gary Hulbert  
(574) 583-9216  
[ghulbert@dol.in.gov](mailto:ghulbert@dol.in.gov)

