

# OSHA Cheat Sheet

## Who's Covered?

All employers, regardless of size

## What's the Purpose of the Act?

To ensure that every employee works in a safe and healthy environment

## What's Required of Employers?

- Provide a workplace that is free from recognized hazards that are likely to cause death or serious physical harm to employees
- Comply with the safety and health regulations promulgated by OSHA
- Keep a log and summary of all workplace injuries and illnesses
- Keep records of safety training sessions
- Retain records for the period of time specified by statute

## What Types of Things Does OSHA Regulate?

- Hazardous chemicals
- Noise levels
- Protective gear
- Safety training

## What's Required When There's a Serious Accident?

Employers must notify OSHA within 8 hours of learning of any workplace accident resulting in the death of at least one employee or the hospitalization of three or more employees

## What Are the Potential Penalties?

- Monetary fines
- Citations
- Potential civil liability and criminal penalties for intentional violations

## Top OSHA Tips

- Post OSHA's "Job Safety and Health Protection" poster
- OSHA inspectors have the authority to show up and inspect certain workplaces without notice
- Inspections will frequently occur after serious accidents
- Have a plan in place regarding how to deal with OSHA inspections
- It is illegal to retaliate against employees that have complained to OSHA about unsafe or unhealthy conditions
- Employers with 10 or fewer employees don't have to comply with certain obligations otherwise imposed by the Act
- Keep track of additional safety regulations imposed by states in which you operate
- For additional information (including helpful tips and free on-site consultations for small businesses), visit [www.osha.gov](http://www.osha.gov)