



What OSHA Expects from Employers

1. Provide employees a workplace that is free from recognized hazards. OSHA expects you to be able to recognize hazards to employees and implement the proper steps to correct those hazards.
2. Keep employees informed about relevant workplace safety and health matters. You can keep employees informed through a variety of means - safety meetings, safety committee activities, in-house training, newsletters, toolbox safety talks, etc. Whatever method(s) are utilized must be effective and documented. Employers must ensure workers understand compliance, policies and procedures.
3. Responsibly comply with standards, rules and regulations. There are standard industry practices for most compliance requirements. Know these practices and put them to work in your place of business.
4. Be familiar with mandatory OSHA standards. If you have a general industry workplace, you'll need to be familiar with the standards outlined in OSHA 1910. If you have a construction workplace, you'll need to be familiar with the standards outlined in OSHA 1926. If you have both a general industry and construction workplace, you'll need to be familiar with both.
5. When requested, make copies of OSHA standards available to employees. Employees may want to read various sections in the OSHA Standards. It's a good idea to keep a copy of OSHA 1910, and OSHA 1926 if applicable, on hand for employee review or direct them to the OSHA website www.osha.gov.
6. Evaluate conditions where your employees work daily.
7. Minimize or eliminate potential hazards to employees daily.
8. Whenever employees are required to use tools and/or equipment to perform their job tasks, provide safe, well-maintained tools and equipment or if they use their own employers must ensure they are safe and meet requirements.
9. When conditions require its use, provide the proper personal protective equipment to employees and ensure they use it properly and are trained as per manufacturer's guidelines. Document training.
10. OSHA expects you to warn employees of potential hazards.
11. Provide employee medical examinations when Standards require.
12. Provide training required by OSHA Standards.
13. Report to OSHA within 8 hours any accident that results in a fatality or the hospitalization of three or more employees.
14. Keep OSHA required records of work related injuries and illnesses using the OSHA 300 log.
15. Post a copy of OSHA 300A, Summary of Work-Related Injuries and Illnesses, for the previous year from February 1 to April 30.
16. Post, at a prominent location within the workplace, the OSHA "It's The Law" poster, (OSHA 3165) informing employees of their rights and responsibilities under 11C of the OSH Act.
17. Provide access to employee medical records and exposure records to the employee and others as required by law.
18. Cooperate with OSHA Compliance Officers.
19. Don't discriminate against employees who properly exercise their rights under the OSH Act.
20. Post OSHA citations and abatement verification notices at or near the worksite involved for three days or until the violation is abated, whichever is longer.
21. Abate cited OSHA violations within the prescribed period.
22. Establish or update operating procedures and communicate them to employees.

