OSHA's Small Business Resources

Smithsonian American Art Museum, Washington D.C.
Tuesday, November 8, 2016

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OSHA’s Directorate Of Cooperative and State Programs
Washington, DC
The Occupational Safety and Health Administration (OSHA)

OSHA’s Mission: To assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.
The Cost of Injury and Illnesses in the Workplace

Over One Billion Dollars Per Week!

- An average of 12 working men and women are killed on the job in America every day.
- Every year, approximately 3.3 million other workers suffer serious occupational injuries and illnesses.
- Direct cost of the most disabling workplace injuries and illnesses in 2013 totaled nearly $62 billion.
OSHA’s Mission: To assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.
OSHA Outreach Efforts and Resources

- www.osha.gov/smallbusiness

• Publications
• Online Resources
• OSHA’s Cooperative Programs
The OSHA Poster – It’s the Law!

• It’s Free
• It’s Required
• Posted in a conspicuous location
• State Plan states would have their own posters.

Federal OSHA:
http://www.osha.gov/Publications/poster.html
OSHA Publications

- Small Business Handbook
- On-site Consultation Tri-Fold
- QuickCards
- Fact Sheets
- Hazard Alerts

www.osha.gov/publications
OSHA’s Online Resources

Electronic Resources
• Quick Start
• Safety and Health Topic Pages
• eTools
• Training Resources
• Sample Programs
• Standard Interpretation
Resource Topics for Conservators

- Ventilation
- Fire Suppression
- Chemical use and storage
- Ladders
- Scaffolds
- Mold
Safety and Health Information Bulletins (SHIBs)

- Fire Safety
- Flammable Materials
- Hazardous and Toxic Substances
- Indoor Air Quality
- Laboratory Safety
- Respiratory Protection
- Scaffolding

Evacuation Plans and Procedures eTool

OSHA's Expert Systems

**Am I required to have an Emergency Action Plan (EAP)**

Based on an evaluation of your evacuation policy, the Expert System informs you if you are required to have an EAP.

**Create Your Own Emergency Action Plan**

This expert system will help you to create a basic EAP. This basic plan likely will be adequate for needs of many small and medium-sized entities. Most small and medium-sized entities can create basic plans using this system in 10 to 15 minutes.

It may not be adequate for large establishments or those with unusual hazards. Users in such establishments should consider the special characteristics of their workplaces and can build upon this basic plan to address situations that require special attention.

https://www.osha.gov/SLTC/etools evacuation/experts.html
Am I required to have an emergency action plan (EAP)?

Does your facility use a total flooding extinguishing system that provides any one of the following design concentrations:

- 4% or greater of Halon 1211?
- 4% or greater of carbon dioxide?
- 10% or greater of Halon 1301?
- Concentrations exceeding 7% when egress from an area cannot be accomplished in one minute?
Create Your Own Emergency Action Plan (EAP)

- An expert system that helps you to create a basic EAP.
- Adequate for needs of many small and medium-sized entities.
- Create basic plans in 10 to 15 minutes.
- May not be adequate for large establishments or with unusual hazards.
This TIB is not a new standard or regulation and it creates no new legal obligations. It is advisory in nature, informational in content, and is intended to assist employers in providing a safe and healthful workplace.

OSHA’s Directorate of Technical Support (DTS) issues Technical Information Bulletins (TIBs) to provide information about occupational hazards and/or to provide information about noteworthy, innovative, or specialized procedures, practices and research that relate to occupational safety and health. DTS selects topics for TIBs from recognized scientific, industrial hygiene, labor, industry, engineering, and/or medical sources.

The *Occupational Safety and Health Act* requires employers to comply with hazard-specific safety and health standards. In addition, employers must provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm under Section 5(a)(1), the General Duty Clause of the Act. Employers can be cited for violating the General Duty Clause if there is a recognized hazard and they do not take appropriate steps to prevent or abate the hazard. However, the failure to implement TIB recommendations is not, in itself, a violation of the General Duty Clause. Citations can only be based on standards, regulations, and the General Duty Clause.

*Further information about this bulletin may be obtained by contacting OSHA’s Directorate of Technical Support and Emergency Management (formerly Directorate of Technical Support) at 202-693-2300.*
Small Entity Compliance Guide for the Respiratory Protection Standard
Chemical Use and Storage

Chemical use and Storage (29 CFR 1910.1450)

• keep labels on containers
• maintain SDSs for each hazardous chemical
• inform and train employees
• maintain a written “Chemical Hygiene Plan”
  – Laboratory Safety Chemical Hygiene Plan (CHP) Fact Sheet (OSHA FS-3461)
Ladder and Scaffold Safety

OSHA Quick Card

Portable Ladder Safety

Falls from portable ladders (step, straight, combination and extension) are the leading causes of occupational fatalities.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! Look for power lines before handling a ladder, using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to use. If the ladder is damaged, it must be removed from service and tagged until repaired.
- Always maintain two hands and two feet under the foot of the ladder while climbing. Keep your body near the middle and always face the unit while climbing.
- Only use ladders with appropriate access steps.
- Ladders must be free from slippery materials.
- Do not use a self-supporting ladder (e.g. step ladder) as a single ladder or in a partially closed position.
- Never use the top rung(s) of a ladder.

Scaffolding eTool

An estimated 2.3 million construction workers, or 65 percent of the construction industry, work on scaffolds frequently. Protecting these workers from scaffold-related incidents would prevent 4,500 injuries and 50 deaths every year, at a savings for American employers of $90 million in workdays not lost. [Safety Standards for Scaffolds Used in the Construction Industry, OSHA Federal Register Final Rule 61:46025-46075, (August 30, 1986)]

This eTool provides illustrated safety checklists for specific types of scaffolds. It identifies hazards, as well as the controls that keep those hazards from becoming tragedies. At this time only Suspended Scaffolds and Supported Scaffolds are available. More sections will be added as they are completed.

Additional Resources

OSHA’s On-site Consultation Program

www.osha.gov/consultation

– Services are **FREE** and **CONFIDENTIAL**
– In all 50 states and several Territories
– Assistance with Hazard identification and correction
– Assistance in Safety and Health Program development
– Employee Training
– **Deferral from OSHA programmed inspection schedule**
On-site Consultation Program
Benefits to Small Businesses

www.osha.gov/consultation

• For Your Workforce
  – Remove hazards from your workplace
  – Protect your workers from injury and illness

• For Your Managers
  – Comply with federal requirements
  – Avoid costly citations
  – Become more effective at their jobs.

• For Your Business as a Whole
  – Lowering injury and illness rates
  – Decreasing workers’ compensation costs
On-site Consultation Visits by Industry Sector

Total FY 2015 Visits with a Closing Conference Date: 27,876

Construction, 7,503, 27%
Manufacturing, 9,788, 35%
Wholesale & Retail, 2,431, 9%
Services, 3,604, 13%
Other, 4,005, 14%
Agriculture, 545, 2%

Parameters: Private Sector, Closing Conference Date: October 1, 2014 – September 30, 2015.
Totals include 21(d) and 23(g) On-site Consultation Project data.
On-site Consultation Initial Visits by Category FY 2015

- Parameters: Private Sector, Opening Conference Date: October 1, 2014 – September 30, 2015.
- Totals include 21(d) and 23(g) On-site Consultation Project data.

Total FY 2015 Initial Visits: 23,772

- Safety, 15,503, 65%
- Health, 6,994, 30%
- Safety & Health, 1,275, 5%
Size of Employers Receiving Consultation Services (FY 2015)

- **1-25 Employees, 15,290, 56%**
- **26-100 Employees, 8,653, 31%**
- **101-250 Employees, 2,994, 11%**
- **>250 Employees, 557, 2%**

**Sources:** On-site Consultation Report for FY 2015 generated on November 12, 2015 and FY 2015 OIS Report generated on November 12, 2015.

**Parameters:** Private Sector, Closed Visits: October 1, 2014 – September 30, 2015.

**Totals include 21(d) and 23(g) On-site Consultation Project data.**
## On-site Consultation Hazards Identified and Workers Removed from Hazards: FY 2015

<table>
<thead>
<tr>
<th>Hazard Type</th>
<th># Identified</th>
<th>Workers Removed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious</td>
<td>105,114</td>
<td>2,568,763</td>
</tr>
<tr>
<td>Other than Serious</td>
<td>30,851</td>
<td>825,593</td>
</tr>
<tr>
<td>Regulatory</td>
<td>3,833</td>
<td>138,465</td>
</tr>
<tr>
<td>Imminent Danger</td>
<td>205</td>
<td>1,463</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>140,003</strong></td>
<td><strong>3,534,284</strong></td>
</tr>
</tbody>
</table>

- **Sources:** On-site Consultation Report for FY 2015 generated on November 12, 2015 and FY 2015 OIS Report generated on November 12, 2015.
- **Parameters:** Private Sector, Opening Conference Date: October 1, 2014 – September 30, 2015.
- **Total number of workers at sites receiving consultation visits in FY 2015 is 1,400,159.** 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 Project data.**
Safety and Health Achievement Recognition Program (SHARP)

• Recognizes small employers who operate exemplary safety and health management systems

• Singles out organizations as models for worksite safety and health

• Exemptions from OSHA's programmed inspections while SHARP certification is valid
OSHA’s Small Business Resources

Questions?
www.osha.gov/smallbusiness
800-321-OSHA (6742)

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