

## Employee Safety Guidelines

Many standards promulgated by the Occupational Safety and Health Administration (OSHA) explicitly require the employer to train employees in the safety and health aspects of their jobs. Other OSHA standards make it the employer's responsibility to limit certain job assignments to employees who are "certified," "competent," or "qualified"—meaning that they have had special previous training, in or out of the workplace. The term "designated" personnel means selected or assigned by the employer or the employer's representative as being qualified to perform specific duties. These requirements reflect OSHA's belief that training is an essential part of every employer's safety and health program for protecting workers from injuries and illnesses. Many researchers conclude that those who are new on the job have a higher rate of accidents and injuries than more experienced workers. If ignorance of specific job hazards and of proper work practices is even partly to blame for this higher injury rate, then training will help to provide a solution. As an example of the trend in OSHA safety and health training requirements, the Process Safety Management of Highly Hazardous Chemicals standard (Title 29 Code of Federal Regulations Part 1910.119) contains several training requirements. This standard was promulgated under the requirements of the Clean Air Act Amendments of 1990. The Process Safety Management Standard requires the employer to evaluate or verify that employees comprehend the training given to them. This means that the training to be given must have established goals and objectives regarding what is to be accomplished. Subsequent to the training, an evaluation would be conducted to verify that the employees understood the subjects presented or acquired the desired skills or knowledge. If the established goals and objectives of the training program were not achieved as expected, the employer than would revise the training program to make it more effective, or conduct more frequent refresher training or some combination of these. The requirements of the Process Safety Management Standard follow the concepts embodied in the OSHA training guidelines contained in this booklet. The length and complexity of OSHA standards may make it difficult to find all the references to training. So, to help employers, safety and health professionals, training directors, and others with a need to know, OSHA's training-related requirements have been excerpted and collected in this booklet. Requirements for posting information, warning signs, labels, and the like are excluded, as are most references to the qualifications of people assigned to test workplace conditions or equipment. It is usually a good idea for the employer to keep a record of all safety and health training. Records can provide evidence of the employer's good faith and compliance with OSHA standards. Documentation can also supply an answer to one of the first questions an accident investigator will ask: "Was the injured employee trained to do the job?" Training in the proper performance of a job is time and money well spent, and the employer might regard it as an investment rather than an expense. An effective program of safety and health training for workers can result in fewer injuries and illnesses, better morale, and lower insurance premiums, among other benefits.

Reflecting changes in the current health and safety landscape, *Occupational Health and Safety Management: A Practical Approach*, Third Edition includes examples and tools to facilitate development and implementation of a safety and health management approach. This how-to book is not just an information providing text. It shows you how to write a program and identify hazards as well as involve workers and attain their cooperation. It emphasizes the need for better and more effective communication regarding safety and health. See *What's New in the Third Edition: Chapters on workers' compensation, terrorism, and Lean safety/sustainability* Additional coverage of flammable liquids and ventilation, accident reporting, and accident investigation New compliance requirements as well as expanded accident investigation, environmental, and risk analysis guidelines PowerPoint presentation slides for each chapter A complete and practical guide for the development and management of occupational safety and health programs in any industry setting, the book supplies a management blueprint that can be used for occupational safety and health in any organization, from the smallest to the largest, beginning to develop or wanting to improve its safety and health approach. It includes comprehensive guidelines for development of occupational health and safety programs to a variety of industries and is especially useful for start-up companies. The author takes a total management approach to the development of written programs, the identification of hazards, the mitigation of hazards by the use of common safety and health tools, the development of a safe workforce through communications, motivational techniques, involvement, and training. He addresses the tracking and acceptable risk from both safety and health hazards. He also discusses how to work with and within the OSHA compliance approach as well as how to deal with the OSHA regulations, workers' compensation, terrorism, and Lean safety. As you understand and apply the guidelines in each chapter, you can put your company on the way toward building a successful and effective safety and health effort for its employers and employees.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This comprehensive, extensively updated text covers all aspects of occupational safety and health in today's global workplace. A major revision, *Occupational Safety and Health for Technologists, Engineers, and Managers*, 8e, presents new and revised regulations, emerging approaches and trends, updated statistics, and other new material of significant importance to students and practitioners in the field. Among the dozens of new topics covered: ROI for safety/health investments; Heinrich's theory; Worker's Compensation lawsuits; fall protection; hard hat ratings; PPE for cold work environments; indoor air quality investigations; fungal growth assessment; nanoscale materials; and noise reduction ratings. Clear, up-to-date, and logically sequenced, this text begins with historical perspective and overview, then covers laws and regulations; human elements; hazard assessment, prevention, and control; and key management issues. Each chapter contains case studies to promote classroom discussion; at least one safety fact or myth designed to engage students; and review questions to test mastery and promote critical thinking. Teaching and Learning Experience This book will help technologists, engineers, and managers quickly master today's best practices for occupational safety and health. It provides: The most comprehensive coverage available, fully reflecting the field's latest trends: Thoroughly prepares students for current and future realities in the field of occupational safety and health Supported with exceptional pedagogical features: Includes well-crafted chapter summaries, key terms and concepts, review questions, and many boxed features Combines theory and principles in realistic settings: Focuses on the new challenges of occupational safety and health in global workplace environments, and the changing roles of safety/health professionals Recommendations for Workplace Violence Prevention Programs in Late-night Retail Establishments

Back Injury Prevention Pilot Program

Occupational Safety and Health for Technologists, Engineers, and Managers

A Practical Approach, Third Edition

Guidelines for Employers to Reduce Motor Vehicle Crashes

Managing Worker Safety and Health for Excellence

**NFPA's far-reaching *Electrical Safety in the Workplace* teaches individuals safe work procedures and provides companies with a process for defining and implementing effective electrical safety programs. The text draws on the authors' 35 years of experience in developing corporate standards and procedures and electrical safety programs, and is up-to-date with the 1999 NEC(R) and NFPA 70E: *Electrical Safety Requirements for Employee Workplaces*. Chapters cover critical information about electrical hazards and hazard analysis, explain risk exposure management, and discuss NFPA codes and documents published by OSHA, NEMA, UL, and ANSI. Concepts applicable to both commercial and industrial activities include: persuasive statistics on the benefits of electrically safe workplaces, plus proper practices such as lockout/tagout and responsibility of personnel; advice on designing and implementing electrical safety programs; real-life examples and case studies of electrical accidents; and tips on working with**

**safety professionals and effective workplace auditing procedures. Electrical Safety in the Workplace is a must for professionals involved in construction and heavy industry, electrical contractors, and union and trade group trainers.**

**The Cal/OSHA Pocket Guide for the Construction Industry is a handy guide for workers, employers, supervisors, and safety personnel. This latest 2011 edition is a quick field reference that summarizes selected safety standards from the California Code of Regulations. The major subject headings are alphabetized and cross-referenced within the text, and it has a detailed index. Spiral bound, 8.5 x 5.5"**

**Reinvent your organization for the hybrid age. Hybrid work is here to stay—but what will it look like at your company?**

**Organizations that mandate rigid, prepandemic policies of five days a week at the traditional, co-located office may risk a mass exodus of talent. But designing a hybrid office that furthers your business goals while staying true to your culture will require experimentation and rigorous planning. Hybrid Workplace: The Insights You Need from Harvard Business Review will help you adopt technological, cultural, and management practices that will let you seize the benefits and avoid the pitfalls of the hybrid age. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the Insights You Need from Harvard Business Review series. Featuring HBR's smartest thinking on fast-moving issues—blockchain, cybersecurity, AI, and more—each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The Insights You Need series will help you grasp these critical ideas—and prepare you and your company for the future.**

**Training Requirements in OSHA Standards and Training Guidelines**

**Employee Safety Guidelines**

**A Practical Guide to Preventing Warehouse Incidents and Injuries**

**Standards of Ethical Conduct for Employees of the Executive Branch**

**Workplace Safety Made Easy**

The Health and Safety (First Aid) Regulations 1981 apply to workplaces in the UK, including those with less than five employees, and to the self-employed.

This much anticipated new edition provides employers and employees with a day-to-day guide to reducing accidents and injuries, ensuring compliance, avoiding fines and penalties, and controlling workers' compensation costs. You'll not only find comprehensive discussions on all of the construction safety regulations found in the Code of Federal Regulations (CFR) Title 29 Chapter 1926, but you'll also find the actual legal text of the regulations and overviews for each sub Chapter for easier reference. This Construction Safety Handbook covers both the obvious and the hidden dangers of construction and addresses the latest changes in OSHA standards, including new recordkeeping requirements, new ergonomic guidelines, new requirements in the Steel Erection standard, and new additions to signs, signals, and barricades requirements. Written in plain English, this comprehensive handbook provides you with the legal background, practical advice, and ready-to-use written compliance programs you need to ensure your sites meet workplace safety requirements, protect workers, and comply with the standards. Each Chapter provides a description of the requirements of the standard, and a sample written compliance program, checklists, and the appropriate citations from the 29 CFRs. The latest changes in enforcement and inspection policy are also detailed, and a list of OSHA's most frequently cited construction standards is given.

Need to know the fundamentals behind occupational safety and health law? This highly anticipated new edition of a popular handbook provides you with an authoritative and up-to-date reference that you'll quickly rely on for straightforward explanations. This comprehensive book provides managers, engineers, and professionals with reliable and practical guidance information from experienced attorneys. Using a minimum of legal jargon, the authors provide interpretations of the Occupational Safety and Health Act's key aspects, review regulations and standards governing employee protection, and offer advice for dealing with regulatory authorities. You'll discover how to keep your workplace safety-and-health programs in compliance, you'll better understand your legal responsibilities and rights, and you'll ensure compliance confidence in your workplace. This handbook covers all of the important legal aspects of the Occupational Safety and Health Act with clearly written explanations and insights covering such issues as the boundaries of OSHA regulations, general administrative law concepts, and OSHA's enforcement tactics. This new edition now also explains what the Globally Harmonized System (GHS) is and why OSHA has taken steps to conform the Hazard Communication Standard to the requirements of the internationally developed GHS for Hazard Classification and Labeling. It provides "Practitioner's Tips," useful legal guidance given by experienced attorneys for complying with OSHA inspection regulations and enforcing employers' and employees' rights during inspections. It describes changes to the probable cause test under OSHA's "Warrant Requirement." It also covers the legal and practical consequences to a business not contesting OSHA citations, OSHA's use of "Monitoring Devices on Employees," and more.

First Aid at Work

Safety and Health Management in the Nineties

Guidelines for Preventing Workplace Violence for Health Care & Social Service Workers

Electrical Safety in the Workplace

Indiana Public Employee Program Manual

Methylene Chloride Control in Furniture Stripping

*Safe, efficient, code-compliant electrical installations are made simple with the latest publication of this widely popular resource. Like its highly successful previous editions, the National Electrical Code 2011 spiral bound version combines solid, thorough, research-based content with the tools you need to build an in-depth understanding of the most important topics. New to the 2011 edition are articles including first-time Article 399 on Outdoor, Overhead Conductors with over 600 volts, first-time Article 694 on Small Wind Electric Systems, first-time Article 840 on Premises Powered Broadband Communications Systems, and more. This spiralbound version allows users to open the code to a certain page and easily keep the book open while referencing that page. The National Electrical Code is adopted in all 50 states, and is an essential reference for those in or entering careers in electrical design, installation, inspection, and safety.*

*OSHA 2254 1998 (Revised). Contains OSHA's requirements related to training employees in the safety and health aspects of their jobs.*

*Guidelines for Preventing Workplace Violence for Health Care & Social Service Workers Guidelines for Protecting the Safety and Health of Health Care Workers Employee Safety Guidelines Training Requirements in*

*OSHA Standards and Training Guidelines*

*Occupational Health and Safety in the Care and Use of Nonhuman Primates*

*Catalyzing Improvements in Employee Safety, Patient Care, and the Bottom Line*

*National Electrical Code*

*The Health and Safety (First Aid) Regulations 1981*

*Keeping Patients Safe*

*Hybrid Workplace: The Insights You Need from Harvard Business Review*

Workplace Safety: A Guide For Small & Mid-Sized Companies, by Dan Hopwood and Steve Thompson, uses a straight-forward approach to creating the basic elements of a successful safety program. This book will provide updated information and real world examples illustrating how to prevent as well as confront the common health and safety issues that arise in the workplace. It includes information on core OSHA regulatory requirements, safety needs assessment, workers' compensation and insurance, disaster and emergency planning, ergonomics, risk management and loss prevention, injury management, incident investigation, workplace security, best practices, and workplace safety culture formation.

Mirroring a worldwide phenomenon in industrialized nations, the U.S. is experiencing a change in its demographic structure known as population aging. Concern about the aging population tends to focus on the adequacy of Medicare and Social Security, retirement of older Americans, and the need to identify policies, programs, and strategies that address the health and safety needs of older workers. Older workers differ from their younger counterparts in a variety of physical, psychological, and social factors. Evaluating the extent, causes, and effects of these factors and improving the research and data systems necessary to address the health and safety needs of older workers may significantly impact both their ability to remain in the workforce and their well being in retirement. Health and Safety Needs of Older Workers provides an image of what is currently known about the health and safety needs of older workers and the research needed to encourage social policies that guarantee older workers a meaningful share of the nation's work opportunities.

Many health care facilities operate under the mistaken belief that compliance with industry accreditation guidelines ensures compliance with federal safety, health, and environmental standards set by OSHA, EPA and other regulatory agencies. Health care clinicians and executives tend to focus on patient care and believe their compliance with accreditation organizations and federal (CMS, HIPAA, FDA) administrative regulations means their facility possesses a solid health and safety program. These are misconceptions that contribute to an environment where health care workers suffer a rate of illness and injury far higher than most private industries. This comprehensive book demonstrates how a total worker health and safety program can help meet regulatory and compliance requirements and simultaneously improve the quality of patient care. Readers will learn strategies and tactics that will stop the above-average risk of health care workers incurring a work-related injury or illness, and they will better understand the organizational and business performance improvements that will result. Total Health and Safety for Health Care Facilities can help identify the true costs and liabilities of poor health and safety performance and provide methods to measure and consolidate the responsibility for employee health and safety. This book provides detailed guidance for establishing and managing a cohesive program to reduce employee injuries and illnesses. It is an essential guide for meeting safety and health requirements and introduces programs that complement existing patient safety and risk management programs. It serves as both an information source for beginners and a reference for experienced health and safety professionals. Each chapter provides a discussion of who should be involved in decisions, approaches for solving problems, solutions, examples of things facilities have successfully tried, and a section covering Joint Commission standards. The book also contains 17 tables and 68 figures that serve to clarify information and a CD-ROM with supplemental information. This book also provides health care professionals with help in following federal, state, and local requirements to improve employee health care and safety. It shows how Joint Commission standards and OSHA requirements work in concert on topics such as workplace ergonomics, bloodborne pathogen control, workplace violence prevention, emergency management, personal protective equipment, hazardous materials management, and life safety. It presents a solid road map that ensures institutional compliance and offers the assurance that following the recommendations in each chapter will free management from the worry of unannounced regulatory inspections and accreditation surveys. Instructions to Measure Financial Payback Total Health and Safety for Health Care Facilities demonstrates how the quality of patient care can be positively affected by the health and safety of employees. No other health and safety book brings together this mix of human values, data collection, and problem solving to prove a business case that quality patient care requires quality employee care. It presents data that show how prevention of employee injuries, illnesses, and accidents yields improvements in employee performance and patient care. The book presents clear guidance on data collection and problem solving that can save a facility significant direct and indirect expenses. It explains how to create a facility culture that improves employee communications and morale, and enhances local community relationships. The book shows how to effectively convey health and safety data to health care management in understandable, positive, and successful ways. It provides direction on how to communicate programs in terms of how they relate to patient care and how corrective action will enhance the facility's ability to provide quality patient care and care for its employees, while improving economic performance. CD-ROM With 800+ Documents Full text copies of federal and state government agency standards, recommendations, guidelines, and other information referred to in the book are provided on a supplemental CD-ROM. The CD-ROM contains more than 800 documents that are searchable by keyword or phrase and identified by book chapter. There are documents from OSHA state plans, information from US agencies and organizations such as the Centers for Disease Control and Prevention (CDC), the National Institute for Occupational Safety and Health (NIOSH), the Environmental Protection Agency (EPA), and academic institutions. There are also selected documents from New Zealand, Canada, Switzerland, and the World Health Organization (WHO). Although most of the information is presented in English, there are 65 documents presented in Spanish, such as selected OSHA standards for Puerto Rico and selected NIOSH documents. The CD-ROM will save the time and expense of collecting information and allows quick access current information and forms that helpful for developing and implementing a comprehensive health and safety program.

Promoting a Safe and Healthful Environment

Administrative Rules for Public Employee Safety and Health

Occupational Outlook Handbook

Occupational safety and health for the Federal employee

Indiana Occupational Safety and Health Act

How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work

***State by State Guide to Workplace Safety Regulation is an authoritative reference to help human resources professionals and workplace safety officers comply with state workplace safety laws and regulations. It emphasizes practical methods of developing and implementing workplace safety policies and offers guidance***

*on how to ensure that the workplace is in compliance with state laws and regulations. The Guide organizes essential information in a ready reference form - information necessary to ensure compliance with workplace safety regulations applicable to a broad range of businesses. Charts make it easy to locate information concerning one state's treatment of a particular issue or to compare the treatment required by several different states - all on the same chart. Each chart also provides citations with which to access further information about such current concerns as: Required written safety plans Required emergency action plans Regulation of smoking in the workplace Elevator safety requirements Illumination levels required for different locations and tasks Safety equipment required for employees Employment of minors Drug testing requirements in various industries Whistle-blowing protections for employees Penalties for noncompliance and retaliation violations The 2012 Edition includes coverage of the following developments and requirements: OSHA's review of state plans and the resulting Enhanced Federal Annual Monitoring and Evaluation (EFAME) Report Final rule on cranes and derricks in construction The proposed Protecting America's Workers Act (PAWA) Illinois OSH Public Employee Protection Plan receives federal approval DOL revises its child labor regulations U.S. Government Accountability Office (GAO) study on the accuracy of employer injury and illness records OSHA's new Severe Violator Enforcement Program New OSHA education campaign to help reduce motor vehicle crashes involving employees Proposed state laws intended to counteract workplace bullying Coverage of federal and state laws that require employee meal breaks and rest periods (including time for nursing mothers to express breast milk) New state laws requiring the sale of "fire-safe" cigarettes only A new OSHA Safety and Health Instruction that details the agency's policies and procedures for inspecting workplaces that handle combustible dust Now in its third edition, this popular Handbook has been your go-to guide to the fundamentals of occupational safety and health law for over a decade. This new edition provides an authoritative and up-to-date reference that you count on for its reliable information and straightforward explanation.*

*Motor vehicle crashes are a leading cause of death and injury for all ages. Crashes on and off the job have far-reaching financial and psychological effects on employees, their coworkers and families, and their employers. You need a driver safety program: To save lives and to reduce the risk of life-altering injuries within your workforce; To protect your organization's human and financial Resources; To guard against potential company and personal liabilities associated with crashes involving employees driving on company business. Your program should work to keep the driver and those with whom he/she shares the road safe. And, if necessary, the program must work to change driver attitudes, improve behavior, and increase skills to build a "be safe" culture. By instructing your employees in basic safe driving practices and then rewarding safety-conscious behavior, you can help your employees and their families avoid tragedy. Employees are an employer's most valuable assets. Workplace driver safety programs not only make good business sense but also are a good employee relations tool, demonstrating that employers care about their employees. This booklet outlines ten steps for building a driver safety program in your workplace. These steps will be useful to any organization regardless of size of the organization, type of traffic encountered, number of vehicles involved, or whether employees drive company or personal vehicles for work purposes.*

**State by State Guide to Workplace Safety Regulation, 2012 Edition**

**Managing Worker Safety and Health**

**Warehouse Safety**

**Guidelines for Protecting the Safety and Health of Health Care Workers**

**Transforming the Work Environment of Nurses**

**Citrus College Employee Safety Guidelines**

*Because warehouses typically contain no dangerous machines or high-risk operations, employers and employees often develop a false sense of safety and security. With this book, you will learn how to proactively develop formal safety programs and reduce the number of safety incidents and losses that occur in your warehouse environment. Warehouse Safety discusses such topics as the nature of warehouse operations and safety statistics and examines the components of an effective safety program, including meetings, job safety observation, and safety incentives. It focuses on the high hazard work areas and situation present in warehouses and the equipment and training that managers should invest in to prevent injury and loss. Author George Swartz addresses a number of preventative measures, including fixed fire systems and fire safety, materials storage, handrailing and ladders, employee training, forklifts, methods for lockout/tagout procedures, dock hazards and safeguards, and more.*

*The field of occupational health and safety constantly changes, especially as it pertains to biomedical research. New infectious hazards are of particular importance at nonhuman-primate facilities. For example, the discovery that B virus can be transmitted via a splash on a mucous membrane raises new concerns that must be addressed, as does the discovery of the Reston strain of Ebola virus in import quarantine facilities in the U.S. The risk of such infectious hazards is best managed through a flexible and comprehensive Occupational Health and Safety Program (OHSP) that can identify and mitigate potential hazards. Occupational Health and Safety in the Care and Use of Nonhuman Primates is intended as a reference for vivarium managers, veterinarians, researchers, safety professionals, and others who are involved in developing or implementing an OHSP that deals with nonhuman primates. The book lists the important features of an OHSP and provides the tools necessary for informed decision-making in developing an optimal program that meets all particular institutional needs.*

*From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party* Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

*Occupational Safety and Health Law Handbook*

*Occupational Health and Safety Management*

*Health and Safety Guidelines for Video Display Terminals in the Workplace*

*Questions and Answers*

*Health and Safety Needs of Older Workers*

*OSHA, Employee Workplace Rights*

With OSHA, EPA, and Health standards all over the place and with thousands of pages of information, what do you need to be compliant? This book will teach you how to implement a ESH Management System for your organization. All employees must perform business in a manner to insure all work is conducted in a healthy environment. In keeping with this, our objectives are to maintain the highest levels of awareness regarding ESH and to take immediate and effective actions to safeguard all by reducing risk, remove hazards, and improve the workplace. We have in place a viable system made up of plans, process, and procedures comply with federal, state and local ESH regulations and standards. This makes up the company Environmental, Safety, and Health Management System (ESHMS). We design an Environment, Safety, and Health Management System (ESHMS) to meet your needs. The intent of the system is to empower any employee to know the laws and requirements for a safe work environment while able to assess, mitigate, and thrive with a healthy lifestyle. These are "Life Skills" and designed to make your workplace more resilient. ESHMS is a relatively a new term in the world of risk, but with new OSHA and EPA requirements, not to mention health care costs, having a system in place you test will greatly reward your piece of mind and add resilience to your work family.

Includes Part I of Executive Order 12674 (April 12, 1989) & 5 CFR Part 2635 Regulation (August 7, 1992). Covers: gifts from outside sources, gifts between employees, conflicting financial interests, impartiality in performing official duties, seeking other employment, misuse of position, & outside activities. Also includes related statutory authorities.

The Occupational Safety and Health (OSH) Act of 1970 created the Occupational Safety and Health Administration (OSHA) within the Department of Labor and encouraged employers and employees to reduce workplace hazards and to implement safety and health programs. In so doing, this gave employees many new rights and responsibilities, including the right to do the following: Review copies of appropriate standards, rules, regulations, and requirements that the employer should have available at the workplace. Request information from the employer on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if the employee is involved in an accident or is exposed to toxic substances. Have access to relevant employee exposure and medical records. Request the OSHA area director to conduct an inspection if they believe hazardous conditions or violations of standards exist in the workplace. Have an authorized employee representative accompany the OSHA compliance officer during the inspection tour. Respond to questions from the OSHA compliance officer, particularly if there is no authorized employee representative accompanying the compliance officer on the inspection walkaround. Observe any monitoring or measuring of hazardous materials and see

the resulting records, as specified under the OSH Act, and as required by OSHA standards. Have an authorized representative, or themselves, review the Log and Summary of Occupational Injuries (OSHA No. 200) at a reasonable time and in a reasonable manner.

OSHA: Employee Workplace Rights

Total Health and Safety for Health Care Facilities

Creating a Winning Program

Construction Safety Handbook

Cal/OSHA Pocket Guide for the Construction Industry

A Practical Guide to OSHA Compliance and Injury Prevention

Building on the revolutionary Institute of Medicine reports *To Err is Human* and *Crossing the Quality Chasm*, *Keeping Patients Safe* lays out guidelines for improving patient safety by changing nurses'™ working conditions and demands. Licensed nurses and unlicensed nursing assistants are critical participants in our national effort to protect patients from health care errors. The nature of the activities nurses typically perform — monitoring patients, educating home caretakers, performing treatments, and rescuing patients who are in crisis — provides an indispensable resource in detecting and remedying error-producing defects in the U.S. health care system. During the past two decades, substantial changes have been made in the organization and delivery of health care — and consequently in the job description and work environment of nurses. As patients are increasingly cared for as outpatients, nurses in hospitals and nursing homes deal with greater severity of illness. Problems in management practices, employee deployment, work and workspace design, and the basic safety culture of health care organizations place patients at further risk. This newest edition in the groundbreaking Institute of Medicine Quality Chasm series discusses the key aspects of the work environment for nurses and reviews the potential improvements in working conditions that are likely to have an impact on patient safety.

If exposure to health and safety hazards in the workplace can be prevented. But only if the systems for initiating and monitoring controls are as carefully planned and implemented as the controls themselves. For proof of this, look no further than the participants in OSHA's Voluntary Protection Programs (VPP). Meeting the VPP requirements and following guidance provided by OSHA's onsite evaluations, VPP members maintain comprehensive, practical, verifiable safety systems involving employees and managers at all levels. The results have been spectacular—members routinely report lost time injury rates of 50 to 80 percent below industry averages. These remarkable voluntary programs were developed and managed by Margaret Richardson for OSHA. Now Richardson uses her experience with VPP Star sites and clients pursuing excellence to take you beyond the VPP requirements to levels achieved by the best of the best. *is the first how-to guide to establishing effective management systems for achieving excellence in worker protection from workplace hazards—a chance to benchmark the industry leaders from the comfort of your favorite chair. is based on OSHA guidelines for managing worker safety and health and on Richardson's considerable hands-on experience with OSHA and Department of Energy Star sites, as well as client worksites in some of the largest firms in the world. Step-by-step, the book shows you how to Achieve a closed safety management loop with clearly established policies, goals, objectives, assignments, and accountability procedures Ensure total worker involvement by fostering a "safety culture" where employees feel ownership of the safety/health program Identify and control hazards with a "hazard inventory" plus other reports, investigation techniques, and analyses to pinpoint all kinds of problems—even those that often elude controls Train all levels of employees, from workers and supervisors to middle and top managers, to understand their crucial roles in the program Better safety management up-front means fewer on-site accidents and work-related illnesses plus improved employee morale, more efficient operations, and better public relations. If you are responsible for creating, teaching, managing, or monitoring sophisticated safety systems, or if you serve on a safety committee overseeing safety systems, provides the information you need to do the job right.*

Workplace Safety

OSHA

Employee Workplace Rights

A Guide for Small and Midsized Companies

Ask a Manager