



**OR-OSHA's**

**Tools  
of the  
Trade**

**A workplace safety  
and health tool kit  
for Oregon employers**

## Read this first

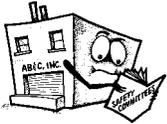
We first printed *OR-OSHA's Tools of the Trade* nearly two year ago and since then we've updated some of the enclosed "tools". Here's what's new:



**In the *How to record and report injuries and illnesses* pocket.** Our new recordkeeping rule took effect on January 1, 2002. You'll find a new OSHA 300 log in the pocket that replaces the 200 Log.



**In the *What to do with the job safety and health poster* pocket.** We now offer English and Spanish posters, but you can continue to use your older version.



**In the *What you need to know about safety committees* pocket.** We replaced our old publication with a new one titled, *Safety Committees for the Real World*.



**In the *How to get our codes and publications* pocket.** You'll find a new, improved *Rules and publications catalog*. You can use the catalog to request our new CD-ROM that includes all of our rules and publications.



**Our new Web site address is [www.orosha.org](http://www.orosha.org).**

# A workplace safety and health tool kit for Oregon employers



**Tool:** ('tül), n. **A hand-held device that aids in accomplishing a task.**

Since 1973, we've been working with employers, workers, and insurers to create safer workplaces, reduce injuries and illnesses, and lower workers' compensation costs. If you're managing a business — or if you're just starting one — we know that understanding and complying with our rules can feel like an overwhelming task.

We're calling this a tool kit because it contains eight important "tools" that will help you understand and comply with our rules. And, you can use these tools to build — or build upon — a safe and healthful workplace for your employees. Here's what you'll find in our tool kit:



**Why we're here — The Oregon Safe Employment Act**



**Why you should develop a safety and health program**



**How to record and report injuries and illnesses**



**What to do with the job safety and health poster**



**What you need to know about safety committees**



**How to stay informed about workplace safety and health**



**Where to get services you can use (at no cost)**



**How to get our codes and publications**

Why  
we're  
here

## The Oregon Safe Employment Act (OSEAct)

Enacted by the legislature in 1973, the OSEAct is the foundation for workplace health and safety in Oregon.

The Act assures safe and healthful working conditions for all working Oregonians, and authorizes OR-OSHA to create and enforce reasonable workplace safety and health rules.

We don't expect you to read all 13,000 words in the Act, but you should at least pull it out of the tool kit and review the major headings. Then, take about 15 minutes to read rules 654.010 through 654.022. These rules require you to provide your employees with a safe and healthful workplace — one of the most important things you'll ever do for them.



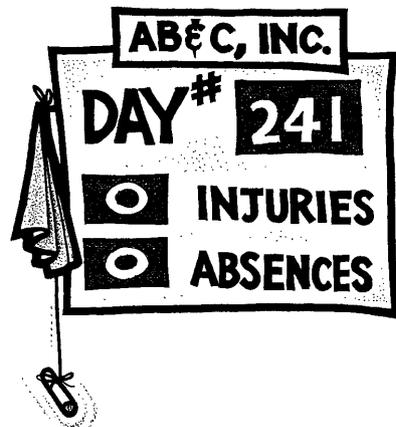
Why you should  
develop a safety  
and health  
program

## Developing your safety and health program

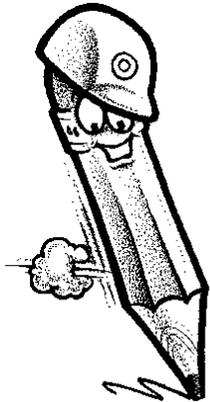
*The Oregon Safe Employment Act* requires you to provide your employees with a safe and a healthful workplace. One of the best ways for you to achieve that is through a safety and health program. Think of it as a critical investment in the safety and health of your employees.

You can manage workplace safety and health just as you manage other critical aspects of your business. *Developing your workplace safety and health program* helps you get started. It identifies seven key elements of effective programs and suggests what you can do to build them into your own program.

*Developing your safety and health program* takes about 15 minutes to read, but it's probably the most important tool in this kit. With it you can begin a long-term commitment to the safety and health of your employees.



## How to record and report injuries and illnesses



## Log and Summary of Occupational Injuries and Illnesses

If you have ten or more employees, you'll need to record their injuries and illnesses on this form. It's titled *OSHA Forms for Recording Work-Related Injuries and Illnesses*, but most people call it the "OSHA 300 Log."

Pull the form out and turn it over. You'll find instructions on how to use it on the back. Take a close look at **Part VI, Definitions**. This part explains terms such as "*occupational injury*," "*occupational illness*," and "*medical treatment*." Along with the OSHA 300 Log, you'll find a sheet subtitled, OSHA Recordkeeping Guidelines: Medical Treatment vs. First Aid. Use the information on this sheet to help you determine the kinds of injuries and illnesses you need to record. If you have questions about how to complete the form, call the Department of Consumer and Business Services, Information Management Division, (503) 378-8254.

It takes eight to 30 minutes to record an injury or illness on the OSHA 300 Log. The fewer injuries or illnesses you have, the less time you'll have to spend with this form.

Finally, you'll need to post the OSHA 300 Log (only the right-hand side) where employees can see it, no later than February 1 of each year. Part III explains posting requirements.

## What to do with the job safety and health poster

### Job Safety and health poster (Required, OAR 437-001-275 (2)(a))

It doesn't have fancy graphics or catchy slogans. It doesn't need an expensive frame. But the *Job Safety and Health* poster does have information that your employees need to see and understand. The poster summarizes the rights and responsibilities you and your employees have under the *Oregon Safe Employment Act*. (The *Oregon Safe Employment Act* is one of the tools in this tool kit. You'll find it with Page 1.)

Here's what you must do with the poster. Pull it out of the pocket and post it permanently where your employees can see it. Notice that one side is printed in English, the other in Spanish. If you have some employees who speak English and others who speak Spanish, put up both versions. We'll send you another one at no cost. If a vendor offers to sell you one, don't buy it. For additional *Job Safety and Health* posters, contact our Resource Center, (503) 378-3272.

### NOTICES



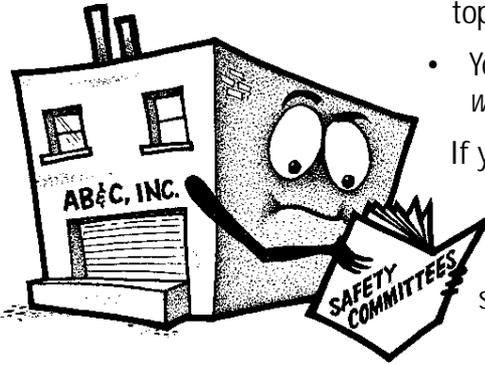
## What you need to know about safety committees

### Workplace Safety Committees

A safety committee is a group of employees —representing labor and management — that shares responsibility for promoting workplace safety and health. You must have a safety committee if any of the following are true:

- You have 11 or more employees
- You have 10 or fewer employees and your *lost-workday-cases incidence rate* is in the top 10 percent of those rates in your industry
- You have 10 or fewer employees and you are a *nonagricultural employer* who has a *workers' compensation premium rate* in the top 25 percent of all rates

If you need to start a safety committee — or if terms like *lost-workday-cases incident rate* and *workers' compensation premium rate* leave you wondering — pull out this publication and review it. It takes about 90 minutes. The publication defines these terms, answers questions about safety committees, and offers a step-by-step approach you can use to develop your own safety committee.

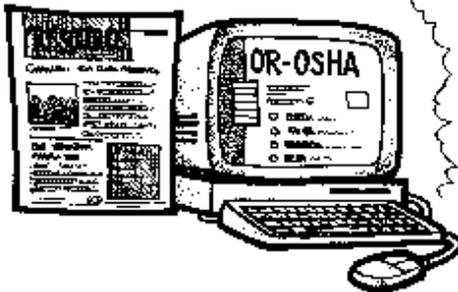


## How to stay informed about workplace safety and health

### Oregon Health and Safety Resource newsletter

These days, it seems as if everyone wants to tell — or sell — you something. Information is a hot commodity. We'd like to sell you on the benefits of managing a safe and a healthful workplace, but we'd also like to tell you about OSHA-related topics, announcements, and events. One of the ways we can do this is through our quarterly newsletter, *Resource*.

We've included our most recent issue. Take a few minutes to look it over. **If you'd like to continue receiving *Resource* at no charge, just fill out the enclosed subscription card and put it in the nearest mailbox.**



While we're on the subject of information, you can also stay informed about workplace safety and health by visiting us on the World Wide Web: [www.orosha.org](http://www.orosha.org)

## Where to get services you can use (at no cost)



## Education, training, consultation

If you're thinking that the cost of investing in a safe and a healthful workplace is more than you can afford, did you know that:

- Your worker's compensation insurance carrier is required by law to provide you with workplace safety and health services, including evaluating your workplace for hazards, explaining safety and health rules that apply to your workplace, and helping you develop a safety and health program. Your carrier will provide these services at no charge to you — but you must request them. **Take advantage of these services.** To learn more, take a look at the enclosed brochure: *Are you getting loss prevention services from your workers compensation insurance carrier?*
- OR-OSHA does much more than enforce Oregon's workplace safety and health rules. We're working hard to advance and improve workplace safety and health for all Oregonians. **Take a look at the enclosed brochures that describe our services: education, training, technical assistance, and consultative services — all at no cost to you.**

## How to get our codes and publications

Our Resource Center will send you any of our codes or publications. You'll find a list of our more popular publications above. To request publications or codes, just complete and return the enclosed order forms. The OR-OSHA Resource Center also has one of the largest occupational video lending libraries in Oregon — more than 550 video titles (some in Spanish and Russian) are available. To request a video catalog, use the enclosed form or call (503) 947-7453. The public is welcome to visit the Resource Center, located in the basement of the Labor & Industries Building, 350 Winter St. N.E., Salem.

You can also order, view, and download most of our publications through our site on the World Wide Web: <http://www.cbs.state.or.us/osha>

