

Oregon
OSHA

**Your
workplace
rights
and
responsibilities**





Oregon OSHA

Your rights and responsibilities

Employees 4

Your rights. 4

**What to do if you want
to report a hazard.** 4

**Can you walk off the job to protest
safety or health hazards?** 4

Your responsibilities 5

**Discrimination – and what
to do about it** 6

Employers 7

Your responsibilities 7

About us 8

Our services. 9



Employees

You have a right to a safe, healthful place to work

If you're concerned about safety or health problems where you work, tell your employer. That's your right. You also have the right to:

- Discuss safety or health problems with your co-workers
- Participate in union activities about safety and health matters
- Report job hazards to Oregon OSHA
- Participate in safety and health inspections with an Oregon OSHA inspector
- Testify in court about job hazards where you work

What to do if you want to report a hazard

Tell your supervisor or your safety committee about the hazard. If you're still concerned, contact the nearest Oregon OSHA office. You can do that in person, by letter, fax, telephone, or on our Web site, **www.orosha.org**, click "File a Complaint."

Can you walk off the job to protest safety or health hazards?

No! You should:

- Ask your employer to correct the hazard.
- Ask your employer for other work.
- Report the hazard to Oregon OSHA.

Your responsibilities

- Follow the safety and health rules that apply to your job. It's your employer's responsibility to tell you the rules and to train you. It's your responsibility to follow the rules.
- Wear any personal protective equipment (PPE) that your employer requires for you to do your job. Your employer must make sure that you know when to wear it and how to wear it.
- Report any safety or health hazards to your supervisor or your safety committee.
- Report any workplace injury or illness immediately to your supervisor or your safety committee.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.
- Be aware of the *Job Safety and Health Protection Poster*. It guarantees your rights under the law. Your employer is required to display this poster at your workplace.

Discrimination – and what to do about it

If you think that your employer has punished you, or will punish you, because you're concerned about safety where you work that's called discrimination and it's against the law. Your employer can't punish you for being concerned about safety. Discrimination may include:

- Assignment to an undesirable job or shift
- Blacklisting
- Demotion or denial of a promotion
- Denial of benefits earned, such as sick leave or vacation time
- Dismissal
- Harassment
- Loss of seniority
- Reduction in pay or hours
- Taking away company housing

What to do if you're facing discrimination

You can file a complaint with the *Civil Rights Division of the Bureau of Labor and Industries* (BOLI) if you think your employer is discriminating against you.

Filing a complaint begins by filling out a questionnaire and returning it to the Portland BOLI office. The questionnaire is available on BOLI's Web site, www.oregon.gov/BOLI, or by calling **971-673-0764**.

Employers

Your responsibilities

You must

- Ensure that your employees are properly trained and able to operate any machines, tools, and equipment they need to do their jobs.
- Tell your employees about any hazards they may be exposed to, what you have done to protect them, and how they can protect themselves.
- Investigate any work-related lost-time injury to determine what happened and how it could have been prevented.
- Inspect your workplace for hazards as often as necessary.

Your supervisors must

- Be responsible for the safety of any employees under their supervision.
- Ensure that any employees under their supervision work safely and responsibly.

Your employees must

- Work safely and responsibly.
- Follow all the safety and health rules that apply to your workplace.
- Use appropriate safeguards and equipment – such as ladders, scaffolds, guardrails, machine guards, safety belts, and lifelines – when they are exposed to hazards.
- Keep safety devices, guards, and warning signs in place.

About us

We're Oregon OSHA, a division of the Oregon Department of Consumer and Business Services. We enforce Oregon's workplace safety and health rules, but we do much more than that. We're working to advance and improve workplace safety and health for all Oregonians.


Our services

Education – We have free workshops and online classes for employers and employees. *Employers:* you can request a class tailored to your employees' needs right where they work.

Enforcement – Our enforcement section inspects workplaces, investigates serious accidents, and offers pre-job conferences and hazard abatement assistance to employers.

Consultation – Safety specialists, industrial hygienists, and ergonomists in our consultation section can show employers how to reduce accident costs with innovative approaches to safety and health management.

Publications and videos – Our publications are easy to read and cover many safety topics. Our video library has more than 500 videos that you can check out. There's no charge when you return them on time.



Conferences – We host conferences statewide for safety and health professionals, employers, and employees who can share their ideas with nationally recognized peers. Our premier event – the biennial Governor’s Occupational Safety and Health Conference – is the Pacific Northwest’s largest safety and health show.

Technical information – Our technical specialists write the safety and health rules for our construction, logging, agriculture, and general industry standards. They’ll also answer your questions about the rules and how they may apply to your workplace.

Scholarships and grants – Our annual Workers’ Memorial Scholarship is open to students, GED recipients, and recent graduates who are dependents or spouses of workers killed or permanently disabled by on-the-job injuries. Our Education and Training Grant program awards grants to nonprofits and educators to develop innovative workplace safety or health training materials.

Recognition – If you’re an employer who’s dedicated to safety excellence, our Safety and Health Achievement Recognition Program (SHARP) and Voluntary Protection Program (VPP) will reward your effort. Both programs commit employers to achieve outstanding safety performance and reward them for their efforts.

Want to know more?

Oregon OSHA has offices across Oregon. If you have questions or need information, call the office near you or **800-922-2689** toll-free.

Salem Central Office

350 Winter St. NE, Rm. 430
P.O. Box 14480
Salem, OR 97309-0405

Phone: 503-378-3272

Toll-free: 800-922-2689

Fax: 503-947-7461

en Español: 800-843-8086

Web site: www.orosha.org

Portland

1750 NW Naito Parkway,
Ste. 112
Portland, OR 97209-2533
503-229-5910

Consultation:
503-29-6193

Salem

1340 Tandem Ave.,
Ste. 160
Salem, OR 97303
503-378-3274

Consultation:
503-373-7819

Eugene

1140 Willagillespie,
Ste. 42
Eugene, OR 97401-2101
541-686-7562

Consultation:
541-686-7913

Bend

Red Oaks Square
1230 NE Third St.,
Ste. A-115
Bend, OR 97701-4374
541-388-6066

Consultation:
541-388-6068

Medford

1840 Barnett Rd., Ste. D
Medford, OR 97504-8250
541-776-6030

Consultation:
541-776-6016

Pendleton

721 SE Third St., Ste. 306
Pendleton, OR 97801-3056
541-276-9175

Consultation:
541-276-2353



440-2926 (12/09)

OR-OSHA