

# OSHA COMPLIANCE MANUAL

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### **OSHA**

Provides valuable information about procedures within the Occupational Safety and Health Administration (OSHA). This chapter includes an overview of OSHA operations and its purpose; and workplace inspection procedures.

### **Recordkeeping**

What you need to know about OSHA's requirements for employee injury and illness recordkeeping. You will also find information on retaining medical and exposure records, a quick at-a-glance look at all General Industry recordkeeping requirements, and the latest Bureau of Labor Statistics reports on U.S. workplace injuries and illnesses, fatalities, and lost worktime cases.

### **Training requirements**

Guidelines for how to conduct effective training, forms to record training sessions, and a compilation of the requirements for employee training found in plant safety regulations.

### **Ergonomics**

An overview of the core elements for a complete ergonomics program. Includes information on how to evaluate lifts using the NIOSH lifting equation.

### **Bloodborne pathogens**

An in-depth look at OSHA's Bloodborne Pathogens standard. Provides the major elements of a bloodborne pathogens program, answers questions on many compliance issues, includes sections of OSHA's newest compliance directive, and a sample exposure control plan and sharps injury log.

### **Hazard communication**

Outlines the major sections of a hazard communication program. Explains the responsibilities for MSDS development and transmission, how to prepare a written program, developing a chemical inventory list, labeling chemical containers, compiling MSDSs, and hazard communication training for at-risk employees.

### **Machine guarding**

An overview of the hazards presented by machines and safeguarding solutions. Also covers employee safety training and using appropriate protective equipment.

### **Permit-required confined spaces**

This chapter provides a summary of OSHA's permit space standard requirements. It also defines common confined space hazards, contains sample permits, a decision flow chart, and a detailed checklist.

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## **Workplace hazards**

An overview of several areas of OSHA concern, including lockout/tagout for controlling hazardous energy sources; safety when working near electrical hazards; how to keep employees who work in temperature extremes safe and healthy; air contaminants and acceptable exposure limits; safe asbestos handling; and how to perform a job hazard analysis.

## **Emergency response**

A summary of emergency response procedures for emergency action plans (EAPs) and fire prevention plans (FPPs), and requirements specified under the Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation.

## **Labels, signs and markings**

A compilation of OSHA's requirements for labels, signs, and facility markings, including label illustrations.

## **Materials handling and storage**

Explains how certain materials must be handled and/or stored, including the use of mechanical equipment, such as forklifts and industrial cranes.

## **Personal protective equipment**

An overview of the most common types of protective equipment, this chapter addresses problems associated with using PPE; OSHA training requirements; and how to conduct a hazard assessment.

## **Safety and health programs**

The voluntary safety and health guidelines from federal OSHA, an overview of the California and Minnesota safety and health program requirements, and the Program Evaluation Profile (PEP) method for evaluating the effectiveness of a safety plan. Refer to these guidelines to help you set up a comprehensive, effective safety and health program in your facility.

## **Forms**

A collection of forms used for OSHA compliance.

## **Reference**

Current listings of federal OSHA offices, state-plan states, consultation services, hazard communication agencies, and industry associations. Includes street and email (when available) addresses, telephone and fax numbers, and websites.

## **Index**

An alphabetical list of topics contained in this manual and where to locate information about them.