

Introduction to OSHA

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New employee orientation • Federal OSHA, Utah UOSH, and 29 CFR Part 1903

2026 training edition

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Safety starts before the task

PAUSE

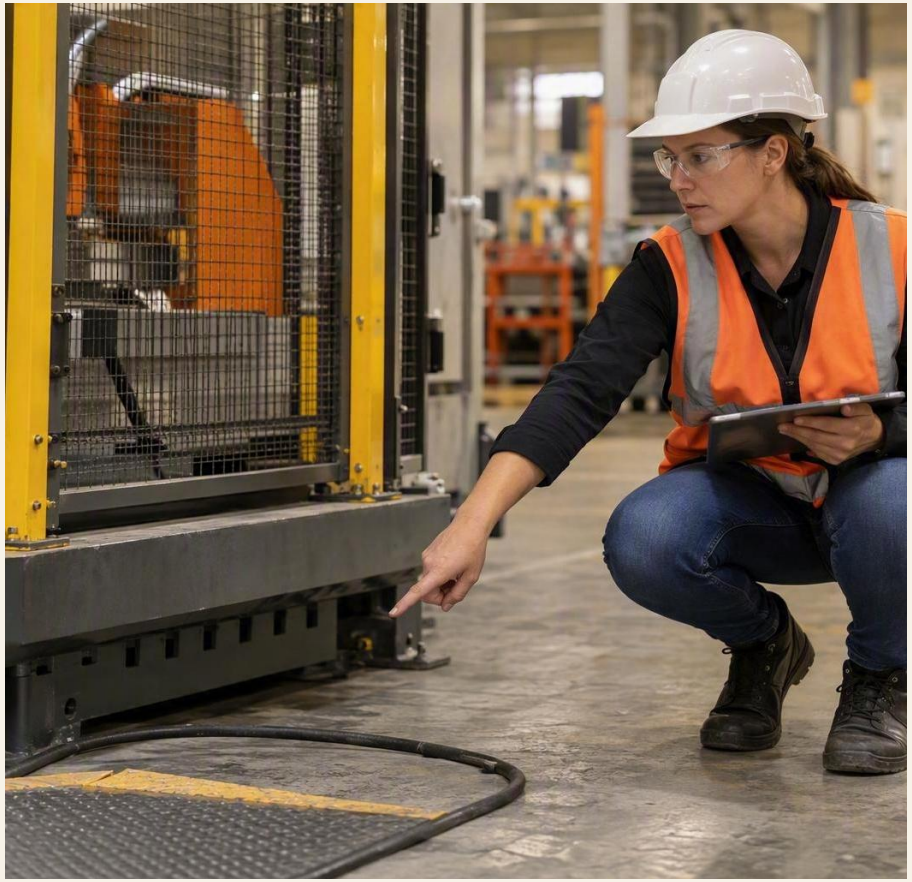
Before starting or when conditions change.

IDENTIFY

What can hurt someone — and how?

CONTROL

Remove or reduce the risk before exposure.



OSHA: Recommended Practices for Safety and Health Programs

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Why safety is important?

Safety protects the person—and strengthens every part of the work.

01
PEOPLE

Preventable incidents can change a worker's life, family, and future.

02
WORK

Healthy teams sustain quality, productivity, and reliable operations.

03
TRUST

Speaking up and correcting hazards builds a workplace people can rely on.

VIDEO • NATIONAL SAFETY COUNCIL

Safety is why we lead

Open video ↗

National Safety Council • youtube.com/watch?v=CRjQmK5R8pA

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Why OSHA is important?

OSHA turns the promise of a safe workplace into enforceable rights and duties.

01
BASELINE

Standards establish minimum protections across covered workplaces.

02
VOICE

Workers may report hazards, request inspections, and speak up without retaliation.

03
PROGRESS

Inspections, records, training, and correction help prevent the next incident.

VIDEO • U.S. DEPARTMENT OF LABOR

OSHA: The First 50 Years

Open video ↗

U.S. Department of Labor / OSHA • osha.gov/news/newsreleases/osha-trade-release/20211230

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By the end, you can act—not just recall

1. Explain who OSHA and UOSH cover.
2. Recognize core employer duties and employee rights.
3. Describe a complaint and inspection under 29 CFR Part 1903.
4. Use whistleblower protections and the right contact channel.

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The OSH Act made workplace safety enforceable

1970

Congress enacted the Occupational Safety and Health Act.

- OSHA sets and enforces workplace safety and health requirements.
- The goal is safe and healthful working conditions.
- States may operate OSHA-approved State Plans under federal oversight.

OSH Act of 1970 • OSHA About

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Coverage is broad—but jurisdiction can vary

COMMONLY COVERED

- Most private-sector employees.
- State and local government employees where an approved State Plan covers them.
- Temporary, seasonal, and immigrant workers generally have the same OSHA rights.

CONFIRM THE EDGE CASE

- Self-employed people are generally outside OSHA coverage.
- Immediate family on some farms and work regulated by another federal agency may differ.
- When unsure, call UOSH or OSHA before assuming.

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State Plans deliver OSHA protections locally

At least as effective

An OSHA-approved State Plan must be at least as effective as the federal program.

- State Plans may adopt different or more stringent requirements.
- They enforce in their approved coverage areas.
- Federal OSHA monitors State Plan performance and retains limited jurisdiction.

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In Utah, UOSH is the front door for most workplaces

UOSH

Utah Occupational Safety and Health

- Administers Utah's OSHA-approved State Plan.
- Covers most Utah private-sector workplaces and state/local government employees.
- Federal OSHA retains certain limited jurisdictions; confirm unusual situations.

Practical rule: start with UOSH for a Utah workplace unless a federal exception clearly applies.

Utah Labor Commission, UOSH • laborcommission.utah.gov/divisions/uosh

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OSHA and UOSH share the same core promise

FEDERAL OSHA

- National standards, guidance, outreach, and federal enforcement.
- Direct coverage in states without a State Plan and in retained federal jurisdictions.
- Federal whistleblower program administers many statutes.

UTAH UOSH

- Utah State Plan enforcement, consultation, complaints, and inspections.
- Primary safety-and-health agency for most Utah employers and workers.
- May have Utah-specific rules or procedures; check UOSH.

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The workplace must be free from recognized serious hazards

GENERAL DUTY

Employers must furnish work and a workplace free from recognized hazards causing—or likely to cause—death or serious physical harm.

- Specific OSHA/UOSH standards apply first when they address the hazard.
- A good system looks for hazards before someone is hurt.

OSH Act §5(a)(1) • osha.gov/laws-regs/oshact

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Responsibility is a working system, not a policy binder

01	02	03	04	05
Identify hazards	Choose controls	Train people	Verify performance	Improve the system

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Fix hazards at the source when feasible

1	**ELIMINATE / SUBSTITUTE**	Remove the hazard or use a safer option.
2	**ENGINEERING**	Isolate people from the hazard.
3	**WORK PRACTICE / ADMIN**	Change how, when, or by whom work is done.
4	**PPE**	Protect the person when exposure remains.

OSHA Recommended Practices • Hierarchy of Controls

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Compliance lives in daily decisions

EMPLOYER ACTIONS

- Know which standards apply.
- Inspect, maintain, and correct hazards.
- Keep required records and post required notices.
- Abate cited hazards by the required date.

EMPLOYEE EXPERIENCE

- Tools and equipment are safe to use.
- Procedures match the actual task.
- Questions receive prompt, respectful answers.
- Problems are fixed—not normalized.

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Training must be understandable and connected to the task

- Use a language and vocabulary workers understand.
- Cover the hazards, controls, and required actions.
- Provide practice when performance matters.
- Refresh training when work, hazards, or understanding changes.



If you do not understand, stop and ask.

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Hazard Communication makes chemical risk visible

1. Identify hazardous chemicals.
2. Keep container labels intact.
3. Make Safety Data Sheets accessible.
4. Train before exposure and when hazards change.



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Emergency plans turn alarms into action

- Know how to report fire or another emergency.
- Use the assigned route and assembly point.
- Know who may remain for critical operations.
- Account for people and assist those who need help.



During an emergency: protect life first.

OSHA Emergency Action Plans • osha.gov/etools/evacuation-plans-procedures/eap

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Severe incidents require prompt reporting

8 HOURS

Work-related fatality

24 HOURS

In-patient hospitalization, amputation, or loss of an eye

These are federal baseline deadlines. Utah employers should use the applicable UOSH reporting route. Call—do not wait for routine paperwork.

Federal hotline: 1-800-321-6742

OSHA Report a Fatality or Severe Injury • osha.gov/report

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Records reveal patterns that memory misses

OSHA 300

Log of recordable cases

OSHA 301

Incident report details

OSHA 300A

Annual summary for posting

- Coverage and partial exemptions depend on establishment size and industry.
- Reporting severe events is separate from routine recordkeeping exemptions.
- Workers and representatives may have access rights to required records.

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The OSHA poster belongs where workers can see it

POST IT

Employers must display the official “Job Safety and Health: It’s the Law!” poster in a conspicuous place.

- Explains basic employee rights and employer obligations.
- Must be the official version or an approved equivalent.
- Employees should know where it is located.

29 CFR 1903.2 • osha.gov/publications/poster

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You have a right to know what can harm you

ASK FOR

- Applicable standards and site procedures.
- Chemical labels and Safety Data Sheets.
- Results of relevant exposure monitoring.
- Information about workplace hazards and controls.

USE THE INFORMATION

- Read before the task.
- Ask what is uncertain.
- Follow controls and required PPE.
- Report missing, damaged, or contradictory information.

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Understandable training is a safety control

“I need that explained another way.”

- Ask for a demonstration, translation, or additional practice.
- Do not sign off on a skill you cannot perform safely.
- Supervisors should treat questions as useful risk information.

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Relevant records help workers see the pattern

1. Ask how to review required injury and illness records.
2. Request access to your relevant exposure and medical records as allowed by law.
3. Use records to identify recurring tasks, areas, or exposures.

Privacy rules still apply; access does not mean unrestricted disclosure of another person’s medical information.

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You may request an OSHA or UOSH inspection

REPORT INTERNALLY

Use the site channel when it is safe and likely to correct the problem.

FILE A COMPLAINT

Workers or representatives may complain to the agency and request an inspection.

- You may ask the agency to keep your name confidential.
- Be factual and specific about location, exposure, timing, and seriousness.
- Do not delay when danger is immediate.

29 CFR 1903.11 • osha.gov/workers/file-complaint

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You may speak privately with the inspector

TELL THE TRUTH

Describe what normally happens—not only what is happening during the visit.

- Ask to speak privately if needed.
- Share locations, tasks, timing, and people exposed.
- Explain intermittent or hidden hazards.
- Do not guess; say when you do not know.

29 CFR 1903.7 and OSHA Workers' Rights

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A worker representative may join the walkaround

WHY

Workers know how the job is actually performed.

WHAT

Point out conditions, explain routines, and help the inspector understand exposure.

- The employer and employees may each have a representative.
- The compliance officer controls the inspection and may resolve representation questions.
- Participation must not obstruct or delay the inspection.

29 CFR 1903.8

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A strong complaint is specific, factual, and timely

WHERE

Exact building, line, room, or task.

WHAT

Hazard, failed control, and potential harm.

WHO / WHEN

People exposed, frequency, duration, and shifts.

EVIDENCE

Photos, labels, records, or prior reports—when safe and lawful.

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Inspections are usually unannounced

NO ADVANCE NOTICE

Advance notice is generally prohibited except in limited circumstances authorized by the agency.

- The inspector presents credentials on arrival.
- An employer may raise an entry objection; the agency may seek compulsory process.
- Workers should not hide, stage, destroy, or alter conditions.

29 CFR 1903.3–1903.6

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An inspection follows a disciplined sequence

01

Credential presentation

02

Opening conference

03

Walkaround inspection

04

Employee interviews

05

Closing conference

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The opening conference defines scope and logistics

- Inspector explains the purpose and general scope.
- Employer and employee representatives are identified.
- Required records and relevant programs may be requested.
- The visit is planned to limit unnecessary disruption.



An opening conference is not a final finding.

29 CFR 1903.7

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The walkaround tests conditions against requirements



- Observe work, equipment, controls, and exposure.
- Take measurements, photos, samples, or notes as authorized.
- Interview workers and management.
- Consult employees about safety and health conditions.

Normal work matters more than a staged tour.

29 CFR 1903.7–1903.10

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The closing conference explains apparent findings and next steps

WHAT HAPPENS

- Inspector discusses apparent violations and possible corrective action.
- Employer may provide context or evidence.
- Employee representatives may receive a separate closing conference.

WHAT DOES NOT HAPPEN

- The conversation is not the formal citation.
- Proposed classifications or penalties may change during review.
- No one should retaliate against participants.

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Citations name the violation and the correction deadline

1. Citation describes the alleged violation.
2. Proposed penalty and abatement date may accompany it.
3. Employer posts the citation at or near the violation.
4. Hazards are corrected and abatement evidence is submitted when required.

Posting generally remains for 3 working days or until the violation is abated—whichever is longer.

29 CFR 1903.14–1903.19

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Participate fully—without obstructing the inspection

DO

- Continue safe work unless directed otherwise.
- Answer factually and identify normal conditions.
- Use the right to private interview or representation.
- Point out intermittent, hidden, or past conditions.

DO NOT

- Block entry or interfere with evidence.
- Coach, threaten, or retaliate against participants.
- Create hazards for a photo or demonstration.
- Speculate when you do not know.

29 CFR 1903.8–1903.10

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Speaking up is a protected part of the safety system

SECTION 11(c)

Protects workers from discharge or discrimination for exercising rights under the OSH Act.

Protection works best when workers know the deadline, document events, and contact the agency promptly.

OSH Act §11(c) • osha.gov/whistleblower

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Protected activity includes reporting and participating

01

Report an injury or illness

02

Raise a safety concern

03

File or support a complaint

04

Request an inspection

05

Participate in an inspection

06

Exercise another OSHA right

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Act quickly: the OSH Act deadline is generally 30 days

30 DAYS

from the retaliatory action to file an OSH Act Section 11(c) complaint.

- Contact OSHA immediately; do not wait for an internal process to finish.
- Complaints may be filed through OSHA's accepted channels.
- Other whistleblower laws have different deadlines—identify the law early.

OSH Act §11(c) • osha.gov/whistleblower/WBComplaint

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Retaliation can be obvious—or subtle

OBVIOUS

Firing, demotion, discipline, threats.

ECONOMIC

Reduced hours, pay, overtime, or benefits.

ASSIGNMENT

Less favorable shifts, duties, locations, or opportunities.

REPUTATIONAL

Blacklisting or harming future employment.

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Preserve a simple evidence trail

1. What protected activity occurred?
2. Who knew, and when?
3. What adverse action followed?
4. What documents or witnesses support the timeline?



Keep lawful records. Never remove protected or confidential information you are not allowed to take.

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Housekeeping hazards are predictable and preventable

SEE IT

Spill, cord, blocked aisle, poor lighting.

CONTROL IT

Guard the area, remove the hazard, and restore access.

- Do not step over a known hazard and assume someone else will fix it.
- Use barriers or warning methods while correction is underway.
- Report recurring conditions; repetition signals a system problem.

OSHA Walking-Working Surfaces

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PPE is the last line—not the first plan



- Assess the hazard before selecting PPE.
- Provide the right type and fit when required.
- Train workers to put on, use, inspect, and remove it.
- Replace damaged or contaminated PPE.

PPE works only when it fits the person and the task.

OSHA Personal Protective Equipment • osha.gov/personal-protective-equipment

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Machine hazards require guarding and energy control

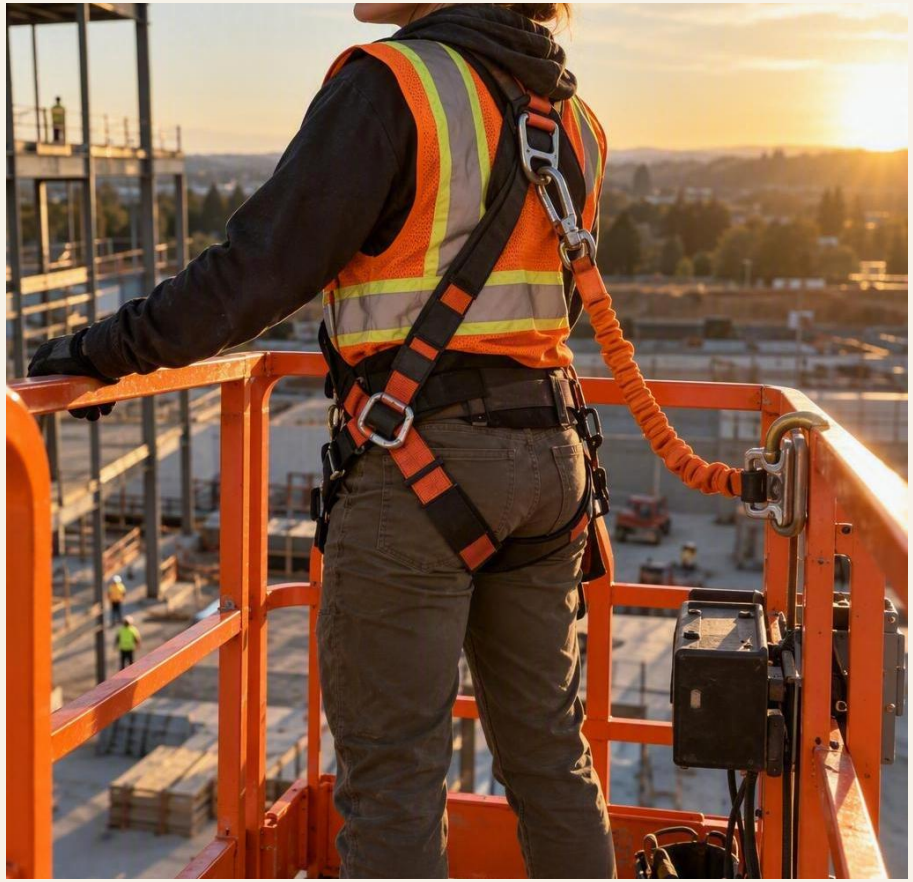
- Never bypass, remove, or defeat a guard.
- Stop if a point of operation or moving part is exposed.
- Use the authorized lockout/tagout procedure before servicing.
- Verify zero-energy state as required by the procedure.



A tag is information; a lock controls access.

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Fall protection must be planned before elevation



- Use the required guardrail, platform, restraint, arrest, or other system.
- Inspect ladders and fall-protection equipment before use.
- Connect only to approved anchors and follow the rescue plan.
- Stop when weather, surface, or access conditions change.

Never improvise an anchor or access route.

OSHA Fall Protection

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Material handling should fit the load and the person

- Use lift-assist equipment when available.
- Plan the route before moving the load.
- Reduce reach, twist, and sudden force.
- Ask for a team lift before the load controls you.



“We always do it this way” is not a risk assessment.

OSHA Ergonomics and Materials Handling

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Your first-day safety checklist

- [ ] Locate exits and assembly area.
- [ ] Find the OSHA/UOSH poster and reporting channel.
- [ ] Know the hazards and controls for your task.
- [ ] Locate SDSs, emergency equipment, and required PPE.
- [ ] Ask who can stop work and who receives concerns.
- [ ] Save UOSH and OSHA contact information.

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Scenario: an unlabeled bottle leaks near your work area

A supervisor says: “Just wipe it up—we are behind.”

1. Pause and keep others away from the exposure.
2. Notify the appropriate supervisor or emergency contact.
3. Use the label/SDS and trained response procedure—do not guess.
4. If the concern is ignored, use the internal or agency reporting channel.

Best answer: protect people, identify the substance, and use the trained response.

OSHA Hazard Communication • Site emergency procedures

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Choose the strongest hazard control

A machine exposes workers to an unguarded moving part. What should the employer prioritize?

A. Issue gloves and continue production

B. Eliminate the exposure or install effective guarding

C. Post a warning sign only

D. Wait until an injury confirms the risk

Press Space to reveal the answer

ANSWER B. Eliminate the exposure or install effective guarding — Controls at the source come before relying on PPE.

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Know the right to request an inspection

A worker reports a serious unresolved hazard. Which statement is correct?

A. Only an employer may contact OSHA or UOSH

B. The worker must give up confidentiality

C. The worker may file a complaint and request an inspection

D. The worker must wait for an injury

Press Space to reveal the answer

ANSWER C. The worker may file a complaint and request an inspection — Workers may also request that their name be kept confidential.

29 CFR 1903.11 • osha.gov/workers/file-complaint

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Act before the whistleblower deadline

Under OSH Act Section 11(c), how quickly should a retaliation complaint generally be filed?

A. Within 7 days

B. Within 30 days

C. Within 90 days

D. Within one year

Press Space to reveal the answer

ANSWER B. Within 30 days — Do not wait for an internal process to finish before contacting OSHA.

OSH Act §11(c) • osha.gov/whistleblower/WBComplaint

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Speak up early—and use the right channel

UTAH UOSH

801-530-6901 • 800-530-5090

laborcommission.utah.gov/divisions/uosh

FEDERAL OSHA

1-800-321-OSHA (6742)

osha.gov/workers • osha.gov/whistleblower

29 CFR PART 1903

ecfr.gov/current/title-29/subtitle-B/chapter-XVII/part-1903

FILE A SAFETY COMPLAINT

osha.gov/workers/file-complaint

WHISTLEBLOWER COMPLAINT

osha.gov/whistleblower/WBComplaint

This training is a general orientation—not legal advice. Follow site procedures and confirm jurisdiction-specific requirements.

Official sources accessed 2026-09-24

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