**Objective:** To create awareness on the rights and responsibilities that employees have under the Occupational Safety and Health (OSH) Act and other state and federal regulations

The Occupational Safety and Health Administration (OSHA) requires all employers and workers to comply with occupational safety and health standards. You have rights under OSHA, but you must also follow all of the OSHA rules and regulations as described in your employer’s safety policies and procedures in addition to following your organization’s other safety requirements and associated training.

**Rights**

You have the right to report all injuries and illnesses to your employer.

You have the right to know and understand about the hazards in your workplace, including both chemical and physical hazards. You also have the right be protected from those hazards.

Your employer must communicate chemical hazards to you through a written hazard communication program that includes training, proper GHS labeling, and easy access to hazard information, such as safety data sheets (SDSs).

You must also be trained in your employer’s program to protect you against physical hazards and know what safe work practices are expected from you.

**In addition to training, you should have access (if you request it) to:**

* Information on:
* The safety and health hazards in your work area.
* Precautions you need to take.
* What you must do if you are involved in an accident or exposed to toxic substances.
* A copy of the OSHA standards and other rules, regulations, and requirements.
* A copy of your employer’s written program pertaining to OSHA standards.
* Exposure monitoring that pertains to your work.
* Your own medical records.
* Safety data sheets (SDSs) for hazardous chemicals in your workplace.

**Responsibilities**

Be an active participant in your own safety.

* Arm yourself with the information you need to keep yourself and others safe.
* Be actively engaged in the completion of all required safety and health training.
* Read the OSHA Employee Rights poster and other safety postings at your worksite.
* Follow your employer's safety and health policies and procedures.
* Comply with any applicable OSHA standards.
* Wear the prescribed personal protective equipment (PPE).
* You have the responsibility to report all injuries and illnesses to your employer. This should be done in a timely fashion to allow for prompt interventions and corrective actions. In addition, seek prompt medical attention.
* Report hazardous conditions and safety issues to your supervisor. Ideally, try to recommend corrective actions (and correct the issues if they are under your control) rather than just reporting issues.
* If you observe someone working unsafely, tell them about it in a nice, positive manner.
* Clean up your work area regularly with good housekeeping practices.
* Cooperate with OSHA compliance officers who are conducting inspections if they inquire about conditions at your jobsite.
* Respond honestly to OSHA compliance officers if they stop to interview you.
* Accompany the OSHA compliance officer during the inspection walk around if you are designated by your union or worker association.
* If you have any questions or concerns regarding known or possible hazards in the workplace, **ask your supervisor.**

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: Date:

Trainer: Trainer’s Signature:

**Class Participants:**

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature: