



# Workplace 101

*Uncomplicated information  
for employers and employees*



**DCBS**

Consumer and  
Business Services

Oregon OSHA

# **Workplace 101**

*Uncomplicated information  
for employers and employees  
from Oregon OSHA*



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# Oregon OSHA

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## Who we are

Oregon OSHA is a division of the Oregon *Department of Consumer and Business Services*. Our mission is to advance and improve workplace safety and health for all workers in Oregon.

## What we do

We are committed to working with labor, business, and other government agencies to make all Oregon workplaces safer. We do that in the following ways:

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

 503-378-3272 or 800-922-2689 (toll-free)


 [enforce.web@oregon.gov](mailto:enforce.web@oregon.gov)

**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.

 503-378-3272 or 800-922-2689 (toll-free)

 [consult.web@oregon.gov](mailto:consult.web@oregon.gov)

**Education:** We offer free workshops and online classes for employers and employees.

 503-947-7443 or 888-292-5247, option 2 (toll-free)

 [ed.web@oregon.gov](mailto:ed.web@oregon.gov)

**Technical information:** Our technical specialists write the safety and health rules for our construction, logging, agriculture, and general industry standards. They can answer your questions about our rules and help you understand how those rules affect your workplace.

 503-378-3272 or 800-922-2689 (toll-free)


 [tech.web@oregon.gov](mailto:tech.web@oregon.gov)

**Publications and videos:** Our publications are easy to read and cover many safety topics. Our video library has hundreds of videos that you can check out. There is no charge when you return them on time.

 503-947-7453 or 800-922-2689 (toll-free)

 [osha.resource@oregon.gov](mailto:osha.resource@oregon.gov)

**Conferences:** We host occupational safety and health conferences statewide where safety professionals, employers, and employees 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.

 503-378-3272 or 888-292-5247, option 1 (toll-free)

 [oregon.conferences@oregon.gov](mailto:oregon.conferences@oregon.gov)

**Recognition:** If you are an employer 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.

 541-776-6016 or 800-922-2689 (toll-free)

 [consult.web@oregon.gov](mailto:consult.web@oregon.gov)

**Scholarships:** *The Workers’ Memorial Scholarship fund:* Each year, children in Oregon must cope with a parent being taken from their lives through a workplace death. The loss can have a profound effect on a family’s ability to finance higher education. 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.

 [www.oregonstudentaid.gov](http://www.oregonstudentaid.gov)

# Information for *employees*: Your workplace rights and responsibilities

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

If you are concerned about safety or health problems where you work, tell your employer. That is 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

Be aware of Oregon OSHA's Job Safety and Health Protection Poster. The poster guarantees your rights under the law and your employer is required to display it at your workplace.

## Do you have the right to 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

## What to do if you want to report a hazard

Tell your supervisor or a safety committee member about the hazard – or mention it at a safety meeting. You can also contact the nearest Oregon OSHA office. You can do that in person, by letter, fax, telephone, or go to [osha.oregon.gov](https://www.osha-oregon.gov) and click “File a Complaint.”

## Discrimination, and what to do about it

If you think that your employer has punished you, or will punish you, because you are concerned about safety or health conditions where you work, that is discrimination and it is against the law. Your employer cannot punish you for being concerned. 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 think you are 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 at [www.oregon.gov/BOLI](https://www.oregon.gov/BOLI), or call 971-673-0764.

## What are your safety responsibilities as an employee?

### You must:

- Follow the safety and health rules that apply to your job. It is your employer's responsibility to tell you the rules and to train you. It is 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.
- Immediately report any workplace injury or illness to your supervisor, a safety committee member, or mention it at a safety meeting.
- Keep safety devices, guards, and warning signs in place.
- Use appropriate safeguards and equipment – such as ladders, scaffolds, guardrails, machine guards, safety harnesses, and lifelines – when you are exposed to hazards.
- Cooperate with Oregon OSHA enforcement officers if they visit your workplace.



# Information for *employers*: Your responsibilities

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## Your responsibilities

- 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.
- Report fatalities (including those resulting from heart attacks and vehicle accidents) and incidents where three or more employees are admitted to a hospital to Oregon OSHA within eight hours of the incident.
- Report incidents that result in inpatient hospitalizations, amputation or avulsion with bone loss, or the loss of an eye to Oregon OSHA within 24 hours of the incident.

## Supervisors must:

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



# Want to know more?

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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  
Salem, OR 97301-3882

**Phone:** 503-378-3272

**Toll-free:** 800-922-2689

**Fax:** 503-947-7461

**en Español:** 800-843-8086

**Website:** [osha.oregon.gov](https://www.osha.oregon.gov)

### Bend

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

**Consultation:** 541-388-6068

### Eugene

1500 Valley River Drive,  
Suite 150  
Eugene, OR 97401-4643  
541-686-7562

**Consultation:** 541-686-7913

### Medford

1840 Barnett Road, Suite D  
Medford, OR 97504-8250  
541-776-6030

**Consultation:** 541-776-6016

### Pendleton

200 SE Hailey Ave.  
Pendleton, OR 97801-3056  
541-276-9175

**Consultation:** 541-276-2353

### Portland

Durham Plaza  
16760 SW Upper Boones  
Ferry Road, Suite 200  
Tigard, OR 97224-7696  
503-229-5910

**Consultation:** 503-229-6193

### Salem

1340 Tandem Ave. NE,  
Suite 160  
Salem, OR 97301  
503-378-3274

**Consultation:** 503-373-7819

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350 Winter St. NE  
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