



Workplace 101

For employers and employees



Department of Consumer
and Business Services

Workplace 101

*For employers and employees
from Oregon OSHA*



Department of Consumer
and Business Services

Contents

Oregon OSHA Services 2

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

You have a right to a safe, healthful
place to work 4

Do you have the right to walk off the job
to protest safety or health hazards? 4

What to do if you want to report a hazard 5

Discrimination, and what to do about it 5

What to do if you think you are
facing discrimination 5

What are your safety responsibilities
as an employee? 6

**Information for *employers*:
Your responsibilities**

Your responsibilities 7

Oregon OSHA Services

Oregon OSHA offers a wide variety of safety and health services to employers and employees:

Appeals

- 503-378-3272
- Discusses Oregon OSHA's requirements and clarifies workplace safety or health violations.
- Discusses abatement dates and negotiates settlement agreements to resolve disputed citations.

Conferences

- 503-378-3272; oregon.conferences@dcbs.oregon.gov

Hosts, co-hosts, and coordinates conferences throughout Oregon that enable employees and employers to learn and share ideas with local and nationally recognized safety and health professionals.

Consultations and Evaluations

- 503-378-3272; 800-922-2689;
consult.web@dcbs.oregon.gov
- Offers no-cost, on-site safety and health assistance to help Oregon employers recognize and correct workplace safety and health problems.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational safety and health programs, assistance to new businesses, the Safety and Health Achievement Recognition Program (SHARP), and the Voluntary Protection Program (VPP).

Enforcement Information

- 503-378-3272; 800-922-2689;
enforce.web@dcbs.oregon.gov
- Offers pre-job conferences for mobile employers in industries such as logging and construction.
- Inspects places of employment for occupational safety and health hazards and investigates workplace complaints and accidents.
- Provides abatement assistance to employers.

Public Education and Training

- 503-947-7443; 888-292-5247, Option 2;
ed.web@dcbs.oregon.gov

Provides workshops and materials covering management of basic safety and health programs, safety committees, accident investigation, technical topics, and job safety analysis.

Standards and Technical Resources

- 503-378-3272; 800-922-2689;
tech.web@dcbs.oregon.gov
- Develops, interprets, and gives technical advice on Oregon OSHA's safety and health rules.
- Publishes safe-practices guides, pamphlets, and other materials for employers and employees.
- Manages the Oregon OSHA Resource Center, which offers safety videos, books, periodicals, and research assistance for employers and employees.

Information for *employees*: Your workplace rights and responsibilities

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 lists 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.

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.

For forms and more information, go to 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 instruct you on 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 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

- 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?

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 97504-8293
541-776-6030
Consultation: 541-776-6016

Pendleton

750 SE Emigrant Ave.,
Suite 131
Pendleton, OR 97801
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 97301-8080
503-378-3274
Consultation: 503-373-7819

Salem Central Office

350 Winter St. NE
Salem, OR 97301-3882

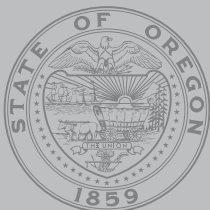
Phone: 503-378-3272

Toll-free: 800-922-2689

Fax: 503-947-7461

en Español: 800-843-8086

Website: osha.oregon.gov



440-2926 (08/25/COM)