



OSHA 101: The Occupational Safety and Health Administration and Your Museum

Welcome!

The webinar will begin at 10:00 a.m. CT.

While you wait:

1. Download PDF of the webinar slides and handouts under the “Handouts” tab of your control bar.
2. Confirm that your speakers are turned on and your audio is working by doing a sound check in the “Audio” tab of the control bar. Having problems? Exit and restart the webinar or switch to “phone call” for a phone number and access code to hear the audio through your telephone.

Viewpoints shared and information developed and distributed by other organizations and presenters do not necessarily reflect the views of the Texas Historical Commission and its staff.

The Museum Services Program provides support, resources, and training to museums in Texas.

- Consultations
- Webinars and workshops
- Resources

www.thc.texas.gov/museum-services

On our webpage:

- Webinars
- Workshops
- Grants and Fundraising
- Helpful Resources
- Connect and Learn

Laura Casey

Museum Services Program Coordinator

laura.casey@thc.texas.gov

Emily Hermans

Museum Services Program Specialist

emily.hermans@thc.texas.gov



Upcoming Free Museum Services Webinars

www.thc.texas.gov/museumwebinars

Weathering the Storm: 2022 Hurricane Preparations for Cultural Institutions

- Tuesday, May 17, 10:00 a.m. CT

Understanding and Upgrading Your Collection Preservation Environment

- Tuesday, June 7, 10:00 a.m. CT

Values-Based Fundraising

- Thursday, June 16, 10:00 a.m. CT

Preserving History Through Podcasting

- Thursday, June 23, 10:00 a.m. CT

Upcoming Free Webinars from Other Orgs

www.thc.texas.gov/museumconnections

- *Realities of the Museum Job Market*, May 17, 5:00 p.m. CT, The Coalition of Master's Scholars on Material Culture
- *Disability Representation and Access in Oxford's Museums*, May 18, 11:30 a.m., Gardens, Libraries, and Museums
- *10 Step Budgeting Process*, May 18, 12:00 p.m. CT, Propel Nonprofits
- *Disaster Preparedness: Response and Recovery*, May 17 or May 19, 9:00 a.m. CT, Louisiana Endowment for the Humanities
- *Mindful Leadership During Times of Crisis: Reducing Stress and Burnout with Mental Toughness, Grit, and Resilience*, May 19, 10:00 a.m. CT, Oklahoma Museums Association
- *Rural Placemaking*, May 23-24, 9:00 a.m. CT, U.S. Department of Agriculture
- *Marketing and Digital Engagement 101 for Small Institutions*, May 24, 12:00 p.m. CT, North Carolina African American Heritage Commission
- *Connection-Based Strategies to Maximize Donor Giving*, May 26, 11:00 a.m. CT, Foundant
- *Healing Historical Legacies*, May 27, 11:00 a.m. CT, Museum Association of New York
- *Sustainability as Disaster Preparation*, May 31, 12:00 p.m. CT, Connecting to Collections Care

Glenn Abdelnoor





OSHA 101: The Occupational Safety and Health Administration and Your Museum

Presented by

Glenn Abdelnoor, CIH

Texas OSHA Consultation Program

Who is OSHA and What is OSHA's Mission?

- Occupational Safety and Health Administration created in 1970
- Created in 1970 to address the problem of occupational injury and illnesses
- To ensure that every worker has a safe and healthful workplace free from recognized hazards



OSHA's Strategy for Fulfilling Its Mission?

- ▶ OSHA's "Balanced Approach"
 - ▶ "Strong, fair and effective enforcement"
 - ▶ Outreach, education, and compliance assistance
 - ▶ Cooperative and voluntary programs.



Are All Employers Covered by OSHA?

- **Private Sector** — OSHA covers most private sector employers and workers in all 50 states and other U.S. jurisdictions either directly through Federal OSHA or through an OSHA-approved state plan.
- **Federal Government** — OSHA's protection applies to all federal agencies. Federal agencies must meet the same standards as private employers. However, OSHA does not fine federal agencies and conducts workplace inspections in response to workers' complaints.
- **State and Local Government** — Workers at state and local government agencies are not covered by Federal OSHA but have OSH Act protections if they work in one of the states or territories that have an OSHA-approved state program.



Do OSHA's Regulations and Standards Apply to your Texas Workplace

Not covered under the OSH Act:

- Public sector (state and local governments)
- Self-employed;
- Workplace hazards regulated by another agency (i.e. EPA, Department of Energy, or the Coast Guard).



Under Federal OSHA; Who within your facility is covered by the OSH Act?

- ▶ Employee – Yes, you are responsible for your employees' welfare
- ▶ Public – Not directly, but.....
- ▶ Volunteer – Not directly, but
- ▶ Contractor/Multi-Employer Workplace– Not directly, but..
- ▶ Temporary Employee – Depends on Supervisory Status



Employer's Responsibilities Under OSHA

- Provide a workplace free from recognized hazards
- Evaluate workplace conditions & minimize or eliminate potential hazards
- Be familiar with OSHA standards
- Comply with OSHA rules and regulations
- Provide employee access to OSHA related information when required by a regulation



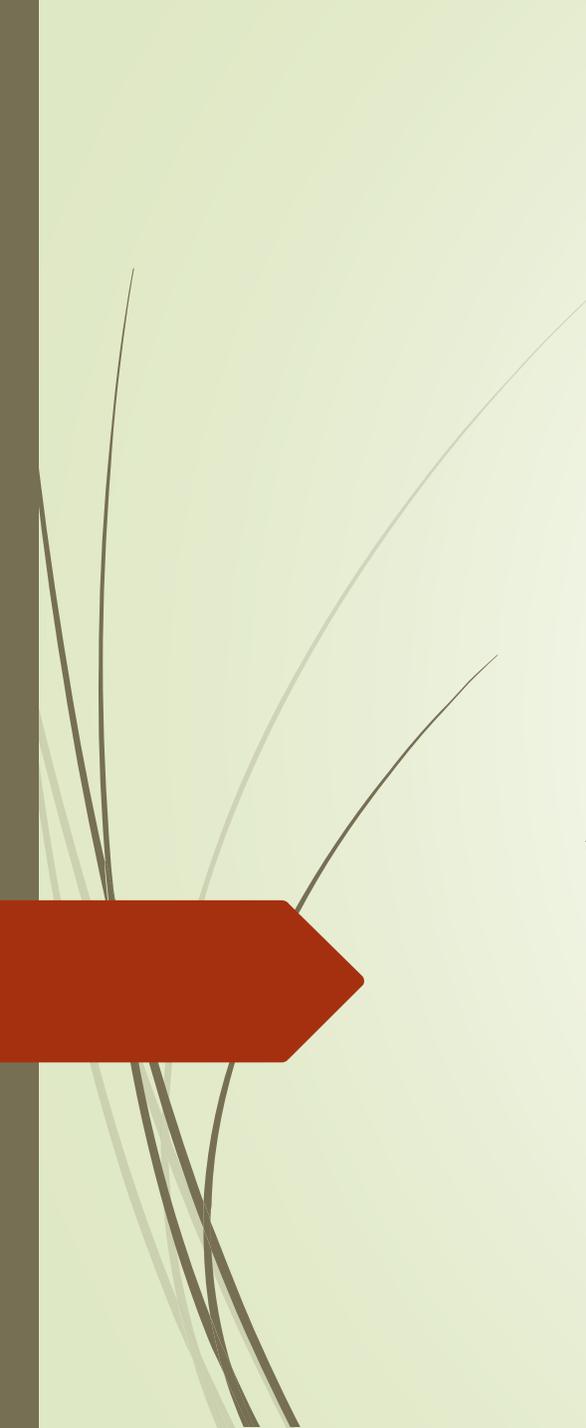
OSHA Standards

- OSHA are minimum standards intended to protect workers and not necessarily the property or the environment.
- To account for special workplace conditions and issues the regulations are broken into different Subparts. These include Construction, Maritime, Agriculture, and General Industry
- OSHA issues standards for a wide variety of workplace hazards. To account for variability and complexity of workplace conditions, many are performance standards
- Where there are no specific OSHA standards, employers must comply with the General Duty Clause, Section 5(a)(1).



What Set of Regulations Apply to My Facility

- Most of your operations would be covered under the General Industry Regulations.
- However, there may be times where activities being conducted at your facilities may be covered under the Construction Regulations



What Would OSHA Look for?

Are you providing a safe workplace for your employees?

Written Programs, Training, and Documentation



What Kind of Paperwork am I
Required to Maintain for OSHA?

Documentation

- Injuries and Accidents
- Written Safety Programs
- Training Records
- Safety Data Sheets (the Old MSDS's)
- Relevant Certifications, Inspections, Permits, Maintenance Records





Recordkeeping of Injuries and Accidents in the Workplace





Accident Investigation

- You should be investigating accidents to determine what caused the accident
- Recommend ways to prevent it from happening again
- Communicate to other employees the existence of the hazard and how to protect themselves from it



OSHA Injury Recordkeeping & Reporting

- All Employers must post OSHA poster and report to OSHA within 8 hrs any work-related injury which leads to a fatality; or 24 hrs in which an employee is hospitalized, suffers an amputation or loss of eye.
- Unless exempt from such requirements, OSHA requires employers to maintain logs of employee injuries and illnesses that occur within the workplace (workplace injuries).
- Unless exempt from such requirements, OSHA requires certain employers to provide workplace injury data electronically.

Objective of the Recordkeeping Requirements

- ▶ Standardize Method of Recording and Tracking Workplace Injuries and Illnesses within All Industries Throughout All Areas of the U.S.



Who has a partial exemption from OSHA injury and illness recordkeeping?

- All businesses that employ 10 or fewer employees (in a calendar year) are not required to keep OSHA 300 workplace injury and illness records*
- Any (low-hazard) North American Industry Classification System (NAICS) establishment classified as a “partially exempt industry” is not required to keep OSHA injury and illness records.*
- All Federal Agencies under the executive branch except certain military establishments are required to keep OSHA injury and illness records.

Unless asked in writing to do so by OSHA, the Bureau of Labor Statistics (BLS), or a state agency operating under such authority

OSHA 300 Series Forms: Injury and Illness Recordkeeping

- **OSHA Form 300: Log of Work-Related Injuries and Illnesses** (general details; multiple individuals per page; private)
- **OSHA Form 301: Injury and Illness Incident Report** (individual; highly detailed; private)
- **OSHA Form 300A: Summary of Work-Related Injuries and Illnesses** (establishment yearly summary; no individuals; **post February 1-April 30**; public)

OSHA 300 log training @ www.osha.gov/recordkeeping/tutorial.html

OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year _____
U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1018-0176

Establishment name _____
City _____ State _____

(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mm/dd/yyyy)	(E) Where the event occurred (e.g., Loading dock (north end))	(F) Describe injury or illness, parts of body affected, and obstabulance that directly injured or made person ill (e.g., Second degree burns on right forearm from scyngene torch)	Classify the case based on the most serious outcome for that case						Enter the number of days the injured or ill worker was:	Check the " injury " column or choose one type of illness:								
						Death	Days away from work	Job transfer or restriction	Remained at work	Away from work (days)	On job restriction (days)		(M) Sprain	(N) Skin Disorder	(O) Respiratory Condition	(P) Poisoning	(Q) Hearing loss	(R) All other illnesses			
1	Mark Eagan	Welder	5/25	basement	fell from ladder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Shana Alexander	Foundryman	7/2	pouring dock	poisoning from lead fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Sam Sander	Electrician	8/5	2nd floor storeroom	spinald left foot, fell over box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Ralph Boccetta	Laborer	9/17	packaging department	back strain lifting a box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OSHA's Form 301
Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep

Information about the employee

1) Full name _____
2) Street _____
City _____ State _____ ZIP _____
3) Date of birth _____
4) Date hired _____
5) Male
 Female

Information about the physician or other health care professional

6) Name of physician or other health care professional _____

Information about the case

8) Case number from the Log _____
9) Date of injury or illness _____
10) Time employee began work _____
11) Time of event _____
12) What was the employee doing just before the incident? (e.g., "Worker was sprayed with paint while carrying roofing materials", "spraying") _____
13) What happened? Tell us how the injury or illness occurred. ("Worker was sprayed with paint while carrying roofing materials", "spraying") _____

OSHA's Form 300A (Rev. 02/04)
Summary of Work-Related Injuries and Illnesses

Year 20 _____
U.S. Department of Labor
Occupational Safety and Health Administration

Establishment name _____
City _____ State _____

Number of cases

OSHA recordable injury or illness	Total number of cases with days lost	Total number of cases with job transfer or restriction	Total number of other recordable cases
(A)	(B)	(C)	(D)

Number of days

Total number of days lost	Total number of days of job transfer or restriction
(E)	(F)

Injury and Illness Types

(1) Sprains	(2) Strains	(3) Hearing loss	(4) Other illnesses
(A)	(B)	(C)	(D)

Signatures

(1) Signature _____ (2) Date _____
(3) Signature _____ (4) Date _____

Print the necessary pages from February 1 to April 30 of the year following the year covered by this form.

Electronic Submission of OSHA 300 Data

Establishments are not required to electronically submit Form 300A data to OSHA if:

- ▶ The establishment (regardless of its industry) had 19 or fewer employees during the previous calendar year; or
- ▶ The establishment (regardless of its size) is on the Non-Mandatory Appendix A to CFR 29 1904, Subpart B – Partially Exempt Industries list: www.osha.gov/recordkeeping/ppt1/RK1exempttable.html.



First Aid and Emergency Medical Treatment

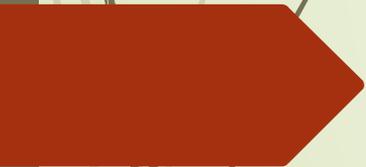
- Medical Provider for Treatment for Employees
- Emergency Medical Services (EMS)
- First Aid CPR Trained
 - Collateral Duty
 - Designated Medical Personnel
- First Aid Supplies & Emergency Equipment
 - First Aid Kit
 - AED?
 - Eye Wash Station?

OSHA Written Programs



Overall description on what you and your employees will do to reduce the risk posed by a particular hazard.

Emergency Action Plan



Program describing what actions are to be taken to ensure the safety of your employees in the event of an emergency (fire, severe weather, etc.)



Elements of an Emergency Action Plan

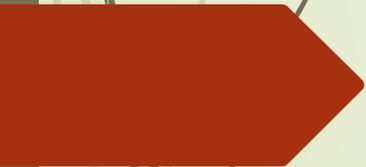
- Means of reporting emergencies.
- Escape procedures and exit routes; designated assembly point.
- Employee accounting following an emergency evacuation;
- Rescue and medical duties, if any
- Training

Use of Fire Extinguishers



If employees are expected as part of their duties to use fire extinguishing equipment they must be properly trained

Hazard Communication Program (HAZCOM)



Written program describing how you are going to communicate to your employees the hazards of the chemicals present at their worksites and how to protect themselves



HAZCOM Program

- How are you going to Ensure Proper Labeling of Containers
- How are you going to ensure Inventory of Hazardous Chemicals are maintained
- How are you going to Ensure SDS are Current and Available
- Training
- Delegate/Assign Responsibilities

Labeling



Ensure all containers are labeled with either the original manufacturers label or in the case of secondary containers, your own labeling.

Pictograms

- Required on Manufacturer's Labeling
- Designed to convey hazard information quickly
- Employees trained on recognition of the Pictogram and the hazard they convey.

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity



Inventory Chemicals

- Don't use it, get rid of it!
- Consumer Products?
- Janitorial Service? Who provides the chemicals?
- Develop list



Safety Data Sheets (SDS)

- Obtain a copy of the current SDS for each item on the list
- Place list and copies of SDS into a binder
- Store binder in an area where employees have access to binder



Other Safety and Health Programs Which may apply:

- **Bloodborne Pathogen Exposure Control Plan**
- **Confined Space**
- **Control of Hazardous Energy**
[Lockout/Tagout]
- **Excavation Safety**
- **Fall Protection**
- **Fire Prevention**
- **Heat Stress**
- **Hearing Conservation**
- **Respiratory Protection**
- **Forklift and Other Powered Industrial Trucks**
- **Personal Protective Equipment**
- **Scaffolding**
- **Workplace Violence**
- **and more...**

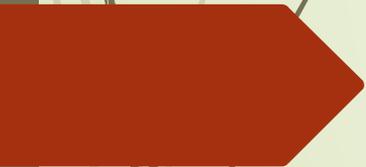
** Code of Federal Regulations*



Employee Training

- ▶ OSHA Required Safety Programs such as Emergency Action Plan, Hazcom, Control of Hazardous Energy, etc.
- ▶ Radiation, Noise, Hot and Cold Environment Hazards if present in the workplace
- ▶ Other applicable or anticipated hazards which maybe present such as ladder safety, power tools, fall protection and other personal protective equipment, are some examples.

Common Workplace Hazard



Common Workplace Hazards which may be present at your facility



Exits

- Exits must be clearly identified
- Paths to, through, and away from exits must not be blocked or obstructed
- Designated exit doors can not be locked such that easy egress is prevented during working hours
- Don't store flammable liquids/gases next to exit



Fire Safety

- ▶ Fire extinguishers must be readily available for use i.e.. not blocked, not on the floor
- ▶ Don't block spray pattern of fire sprinkler (18 inches below sprinkler head)
- ▶ Proper storage and handling of flammable and combustible liquids
- ▶ Proper disposal of waste materials with flammable or reactive residues



Walking Working Surfaces

- ▶ Housekeeping
- ▶ Storage
- ▶ Stairs, platforms, & ladders
- ▶ Holes, grating, carpet, and other trip hazards



Electrical Hazards

- No exposed electrical parts including missing breakers; covers on electrical boxes, receptacles, and light switches
- Insulation on cords not damaged, extension cords not ran through holes in walls, under doors, through windows
- Don't overload electrical receptacles and extension cords
- Electrical receptacles next to sinks and water sources should be equipped with GFCI



Collection Based Hazards

Are you aware of any inherent &/or acquired dangers posed by the collection items at your facility? Have they been cataloged or otherwise documented? Communicated?



Museum and Cultural Heritage Workplace Safety and Health Resources

- [Museum and Cultural Heritage Industry Workplace Safety Program Guide](https://www.tdi.texas.gov/pubs/videoresource/wpmuseum.pdf)
<https://www.tdi.texas.gov/pubs/videoresource/wpmuseum.pdf>
- National Park Service Occupational Safety and Health Program:
https://www.nps.gov/subjects/policy/upload/RM-50B_Contents.pdf
- AIC HEALTH & SAFETY NETWORK WIKI
https://www.conservation-wiki.com/wiki/Category:Health_%26_Safety
- www.osha.gov
- THC Museum News and Update 03/03/22
- Local Fire Department, Insurance Carriers



About OSHCON Onsite Services

- Free service for Small Private Texas Employers (<250 at one site, 500 nationwide)
- Funded by OSHA and the State of TX
- Separate from Federal OSHA Enforcement, Workers Comp, or Insurance Carriers
- Voluntary employer participation, employer controls the scope of the visit
- No citations or fines, based on good faith efforts



Good Faith Efforts by the Employer

You will be required to fix any serious hazards identified during the visit by a mutually agreed upon time frame.

Because the program is voluntary there is no on-site verification unless you request it.

Written notification that hazards are abated is submitted by employer.

How to Learn More About The OSHCON Program and Our Resources



Go Online at www.txoshcon.com

Or

Call Us at 1-800-252-7031 Option 2

Glenn Abdelnoor

Safety and Health Consultant

Texas OSHA Consultation Program “OSHCON”

Glenn.Abdelnoor@tdi.texas.gov

1 (800) 252-7031 option 7 ext. 36570

www.txoshcon.com