

*Lesson Plan*  
*General Industry Outreach Training Program (10-hour)*

**Topic: Introduction to OSHA**

**Overview.**

This lesson gives a basic overview of OSHA's role in prevention and elimination of work-related illnesses and injuries. It includes information about employer and employee rights and responsibilities, and a very brief look at the inspection process, reporting and recordkeeping.

**Step 1: Planning the Lesson**

• **Instructional Materials.**

1. PowerPoint presentation.
2. Instructor notes.
3. Other materials.

• **Instructional Objectives.**

1. Complete the required topics for the OSHA 10-hour course.
2. Complete the following optional topics.
  - a.
  - b.
  - c.
3. Present *Introduction to OSHA* to [number] participants.
4. Incorporate active participation in each lesson.
5. Provide a quiz or short evaluation at the end of the course.
6. Ensure feedback from participants at various points in the training.

• **Guest Speakers/Presenters and Topics/Responsibilities**

**Step 2: Presenting the Lesson**

• **Lesson Introduction**

Introductory remarks or transition from previous lesson.

- **Learning Objectives/Outcomes**

Upon completion of the lesson, participants will be able to:

1. Define the acronym “OSHA” and explain what OSHA does.

*Possible responses.*

- “OSHA” stands for Occupational Safety and Health Administration
- OSHA
  - Encourages employers and employees to work together to reduce workplace hazards and implement or improve safety and health programs.
  - Develops and enforces mandatory job standards in the areas of occupational safety and health.
  - Maintains a reporting and recordkeeping system to monitor job-related illnesses and injuries.
  - Provides assistance, training and other support programs to help employees and workers.

2. Name the publication that contains the OSHA standards and the four broad categories of business/industry covered by these standards.

*Possible responses.*

- OSHA standards are compiled and published in the Code of Federal Regulations, Volume 29. It is also referred to as “29CFR”.
- The four categories of business and industry covered by the standards are:
  - general industry
  - maritime
  - construction
  - agriculture

3. List at least three employer responsibilities required by the OSHA standards.

*Possible responses.*

- Provide a safe and healthful workplace free of recognized hazards.
- Follow requirements of OSHA standards
- Provide appropriate training for employees
- Maintain recordkeeping of work-related illnesses and injuries
- Cooperate with OSHA inspectors
- Post the “OSHA poster” and an annual summary of work-related illnesses and injuries.

- **Learning Objectives/Outcomes. (Continued)**

4. Summarize a worker's rights and list at least three worker responsibilities covered under the OSHA standard.

*Possible responses.*

- **Worker's Rights.** Workers can complain to OSHA in person, by telephone, by mail or electronically through OSHA's web site about workplace conditions threatening their health or safety. Complainants have whistleblower protections against reprisal.
  - **Worker's Responsibilities.**
    - Follow employer's safety and health rules.
    - Wear or use all required gear and equipment.
    - Follow safe work practices for your job, as directed by your employer.
    - Report hazardous conditions to a supervisor or safety committee.
    - Report hazardous conditions to OSHA, if they are not fixed.
    - Cooperate with OSHA inspectors.
5. Describe or state where to find out more about OSHA or where to seek OSHA's help.

*Possible responses.*

- 29 CFR/Code of Federal Regulations – Volume 29
  - OSHA area, regional, or national offices
  - OSHA web site <http://www.osha.gov>
  - 1-800-321-OSHA
- **Planned Activities, Discussion, or Participant Interaction**

**Step 3: Evaluating Student Learning and Instruction**

- **Lesson Evaluation and Comments.**

## References

### **OSHA Standard**

- Inspections, Citations, and Proposed Penalties (29 CFR Part 1903)
  - [http://www.osha-slc.gov/OshStd\\_toc/OSHA\\_Std\\_toc\\_1903.html](http://www.osha-slc.gov/OshStd_toc/OSHA_Std_toc_1903.html)
- Recording and Reporting Occupational Injuries and Illness (29 CFR Part 1904)
  - [http://www.osha-slc.gov/OshStd\\_toc/OSHA\\_Std\\_toc\\_1904.html](http://www.osha-slc.gov/OshStd_toc/OSHA_Std_toc_1904.html)
- The General Industry Standards (29 CFR Part 1910)
  - [http://www.osha-slc.gov/OshStd\\_toc/OSHA\\_Std\\_toc\\_1910.html](http://www.osha-slc.gov/OshStd_toc/OSHA_Std_toc_1910.html)
- The OSH Act
  - [http://www.osha-slc.gov/OshAct\\_data/OSHA\\_ACT.html](http://www.osha-slc.gov/OshAct_data/OSHA_ACT.html)

### **OSHA Publications**

- <http://www.osha-slc.gov/OshDoc/Additional.html>
- 2019 OSHA Publications & Audiovisual Programs (1999)
- 2056 *All About OSHA* (2000)
- 2098 *OSHA Inspections* (1998)
- 2201 *General Industry Digest* (1994)
- 2209 *Handbook for Small Business* (1996)
- 2254 *Training Requirements in OSHA Standards and Training Guidelines* (1998)
- 3000 *Employers Rights and Responsibilities Following an OSHA Inspection* (1999)
- 3021 *Employee Workplace Rights* (1997)
- 3047 *Consultation Services for the Employer* (1997)
- 3163 *Questions and Answers for Small Business* (2000)
- OSHA Brochure – *New Ways of Working* (2000)
- OSHA Poster
- OSHA 300 Log of Work-Related Injuries and Illnesses
- OSHA 300A Summary
- Voluntary Protection Program (VPP) – *So You Want to Apply to VPP* (1997)

### **OSHA References/Resources**

- OSHA Publications for Small Business Page
  - <http://www.osha-slc.gov/SmallBusiness/OSHApub.html>
- OSHA's Small Business Outreach Training Program
  - <http://www.osha-slc.gov/SLTC/smallbusiness>
- OSHA Subject Page for Recordkeeping
  - <http://www.osha-slc.gov/recordkeeping/index.html>