

Worksheet #			
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## Give Workers Access to Safety and Health Information

To participate effectively in the safety and health program, workers need up-to-date information on hazards and controls. Their input can enhance the quality of safety and health information. Sharing this information will build trust and help you make informed decisions.

### To-Do

- Put together a list of information you are required to give workers. Add other information to help them participate.
- Brainstorm ways to notify workers and make this information readily available.
- Keep the information up to date.

### Give workers the information they need to participate in the safety and health program

Compile a list of information to help workers participate. OSHA *requires* that employers give workers certain information, including:

- Workers' rights under the OSH Act of 1970.
- Safety data sheets for chemicals used or stored.
- Injury and illness data, such as your OSHA 300 log.
- Results of any exposure monitoring that took place.

Consider other information that could help workers be active in the program, such as:

- Information about the status of your program.
- Safety committee meeting minutes.
- Safety recommendations from chemical and equipment manufacturers.
- Workplace inspection reports.
- Incident investigation reports.

- Job hazard analyses.
- Emergency procedures.
- Stop work procedures.
- Training needs.


Some of this information will be available from other worksheets (for example, for hazard identification, hazard control, and training and education).

Think of ways to make this information available. Consider setting up a special area (for example, a bulletin board, table, or company intranet) where safety and health information is displayed or stored. Make sure it's accessible to everyone. Tell workers once you've placed information there and be clear that they can access it during work hours. Make sure to keep it up to date.

### **What information will you make available to workers?**



### **How will you make it available?**



### **Case Study: A Safety Information Fair**

Management of an industrial label and sign printing company invited workers to attend a “safety information fair” during work hours. The fair introduced the information the safety team had collected to help workers understand their rights and learn about hazard controls in the workplace.

Members of the safety team staffed the display tables. They explained what each item was, answered questions, and asked for suggestions about items to add. After the fair, the information was kept at a desk accessible to all workers.

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