SAFETY AND HEALTH PROTECTION ON THE JOB

State of California
Department of Industrial Relations

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state’s workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm.

WHAT AN EMPLOYER MUST DO:

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities. You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.htm) and provide access to employees and their designated representatives.

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment. You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration.

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of $5,000.

WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations.

Never permit an employee to be exposed to harmful substances without providing adequate protection.

Never allow an untrained employee to perform hazardous work.

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise.

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

You and your designated representative have the right to access the employee’s IIPP. Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner’s Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local government agencies may only file these complaints with the California Labor Commissioner’s Office.) Consult your local telephone directory for the office nearest you.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey state workplace safety and health laws.

HELP IS AVAILABLE:

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers’ compensation insurance carrier for guidance in obtaining information.

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

Employers who use any substance that is listed as a hazardous substance in California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.htm), or is covered by the Hazard Communication Standard (www.dir.ca.gov/title8/5194.htm) must provide employees information on the hazardous chemicals in their work areas, access to safety data sheets, and training on how to use hazardous chemicals safely.

Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance in the workplace upon request of an employee, an employee’s collective bargaining representative, or an employee’s physician.

Employees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents.

Employers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards.

Any employee or their representative has the right to observe monitoring or measuring of employee exposure to hazards conducted to comply with Cal/OSHA regulations.

WHEN CAL/OSHA COMES TO THE WORKPLACE:

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is obeying workplace safety and health laws. Inspections are also conducted when an employee files a valid complaint with Cal/OSHA. Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality.

When an inspection begins, the Cal/OSHA investigator will show official identification. The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during the inspection. An authorized representative of the employee will be given the same opportunity. Where there is no authorized employee representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace.

VIOLATIONS, CITATIONS, AND PENALTIES:

If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.htm). In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to $250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to $1.5 million.

The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board.

An employer who receives a citation, Order to Take Special Action, or Special Order must post it prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

Call the FREE Worker Information Helpline – (866) 924-9757
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DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)
HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

District Offices
American Canyon 3419 Broadway St., Ste. H8, American Canyon 94503 (707) 649-3700
Bakersfield 7718 Meany Ave., Bakersfield 93308 (661) 588-6400
Foster City 1065 East Hillsdale Bl., Ste. 110, Foster City 94404 (650) 573-3812
Fremont 39141 Civic Center Dr., Ste. 310, Fremont 94538 (510) 794-2521
Fresno 2550 Mariposa St., Rm. 4000, Fresno 93721 (559) 445-5302
Long Beach 1500 Hughes Way, Suite C-201, Long Beach 90810 (424) 450-2630
Los Angeles 320 West Fourth St., Rm. 820, Los Angeles 90013 (213) 576-7451
Modesto 4206 Technology Dr., Ste. 3, Modesto 95356 (209) 545-7310
Monrovia 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (626) 239-0369
Oakland 1515 Clay St., Ste. 1303, Box 41, Oakland 94612 (510) 622-2916
Redding 381 Hemsted Dr., Redding 96002 (530) 224-4743
Sacramento 1750 Howe Ave., Ste. 430, Sacramento 95825 (916) 263-2800
San Bernardino 484 West Fourth St., Ste. 332, San Bernardino 92401 (909) 383-4321
San Diego 7575 Metropolitan Dr., Ste. 207, San Diego 92108 (619) 767-2280
San Francisco 455 Golden Gate Ave., Rm. 9516, San Francisco 94102 (415) 557-0100
Santa Ana 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4451
Van Nuys 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401 (818) 901-5403

Regional Offices
San Francisco 455 Golden Gate Ave., Rm 9516, San Francisco 94102 (415) 557-0300
Sacramento 1750 Howe Ave., Ste. 440, Sacramento 95825 (916) 263-2803
Santa Ana 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4300
Monrovia 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (626) 471-9122

Cal OSHA Consultation Services

Field / Area Offices

• Fresno / Central Valley 2550 Mariposa Mall, Rm. 2005 Fresno 93721 (559) 445-6800
• La Palma / Los Angeles / Orange County 1 Centerpointe Dr., Ste. 150 La Palma 90623 (714) 562-5525
• Oakland/ Bay Area 1515 Clay St., Ste 1103 Oakland 94612 (510) 622-2891
• Sacramento / Northern CA 1750 Howe Ave., Ste. 490 Sacramento 95825 (916) 263-0704
• San Bernardino 464 West Fourth St., Ste. 339 San Bernardino 92401 (909) 383-4567
• San Diego / Imperial County 7575 Metropolitan Dr., Ste. 204 San Diego 92108 (619) 767-2060
• San Fernando Valley 6150 Van Nuys Blvd., Ste. 307 Van Nuys 91401 (818) 901-5754

Consultation Region Office

• Fresno 2550 Mariposa Mall, Rm. 3014 Fresno 93721 (559) 445-6800

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor. Tel: (415) 525-2547. OSHA monitors the operation of state plans to assure that continued approval is maintained.

March 2021
PAYDAY NOTICE

State of California • Department of Industrial Relations • Division of Labor Standards Enforcement

Regular Paydays for Employees of:

______________________________________________________________________________ (firm name)

shall be as follows:

☐ Weekly  ☐ Bi-weekly  ☐ Monthly  ☐ Other

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205 AND 205.5 OF THE CALIFORNIA LABOR CODE

By __________________________ Title __________________________

Location __________________________ Day/Time __________________________

S-500  March 1990

Posting is required by Title 8 Section 1512 (e), California Code of Regulations • State of California Department of Industrial Relations • Cal/OSHA Publications P.O. Box 420603 • San Francisco, CA 94142-0603

Ambulance: __________________________ Physician: __________________________

Police: __________________________ Fire-Rescue: __________________________

Alternate: __________________________ CAL/OSHA: __________________________

Hospital: __________________________

Ambulance: __________________________ Physician: __________________________

Police: __________________________ Fire-Rescue: __________________________

Alternate: __________________________ CAL/OSHA: __________________________

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Emergency Dial 911 or

Ambulance: __________________________ Physician: __________________________

Police: __________________________ Fire-Rescue: __________________________

Alternate: __________________________ CAL/OSHA: __________________________

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Hospital: __________________________

CA-CAP-DF 0721
STATE PANELS

ACCESS TO MEDICAL AND EXPOSURE RECORDS

BY CAL/OSHA REGULATION
- GENERAL INDUSTRY SAFETY ORDER 3204 -
YOU HAVE THE RIGHT TO SEE AND COPY:

- Your medical records and records of exposure to toxic substances or harmful physical agents.
- Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.
- Safety Data Sheets (SDS) or other information that exists for chemicals or substances used in the workplace, or which employees may be exposed.

THESE RECORDS ARE AVAILABLE AT: ____________________________
(Location)

FROM: ____________________________
(Person Responsible)

A COPY OF THE GENERAL INDUSTRY SAFETY ORDER 3204 IS AVAILABLE FROM: ____________________________

The above information satisfies the requirements of GISO 3204 (g), which may be fulfilled by posting this placard in the workplace, or by any similar method the employer chooses.