

# OSHA Publications and Audiovisual Programs



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

OSHA 2019  
1998 (Revised)



This informational booklet provides a generic, non-exhaustive overview of OSHA standards-related topics. This publication does not itself alter or determine compliance responsibilities, which are set forth in OSHA standards themselves and the *Occupational Safety and Health Act of 1970*. Moreover, because interpretations and enforcement policy may change over time, for additional guidance on OSHA compliance requirements, the reader should consult current administrative interpretations and decisions by the Occupational Safety and Health Review Commission and the courts.

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### **To The Reader**

If you have recommendations about the usefulness of this publication as a reference tool or about other informational topics that would be helpful to you in operating your business or performing your job, please write to Editor, OSHA Publications Office, P.O. Box 37535, Washington, DC 20013-7535, or Fax to (202) 219-9266.

# OSHA Publications and Audiovisual Programs

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U.S. Department of Labor  
Alexis M. Herman, Secretary

Occupational Safety and Health Administration  
Charles N. Jeffress, Assistant Secretary

OSHA 2019  
1998 (Revised)

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Single, free copies of the following items can be obtained from the OSHA Publications Office, U.S. Department of Labor, P.O. Box 37535, Washington, DC 20013-7535, (202) 219-4667; (202) 219-9266 (fax), or from the nearest OSHA regional or area office, or by using the order card enclosed in this booklet. Please send a self-addressed label with your request.

To obtain information and place an order electronically, see OSHA's Home Page at <http://www.osha.gov/>.

## Booklets

### Access to Medical and Exposure Records (OSHA 3110)

Describes OSHA requirements for employee access to employer-maintained exposure and medical records regarding the detection, treatment, and prevention of occupational disease caused by toxic substances or harmful physical agents.

B-1

### All About OSHA (Occupational Safety and Health Administration) (OSHA 2056)

Explains general provisions of the *Occupational Safety and Health Act of 1970* and the policies and programs of OSHA.

B-2

### Asbestos Standard for Construction (OSHA 3096)

Updates standard's new permissible exposure limit (PEL) for an 8-hour day and the methods of compliance for reducing employee exposure to within the PEL in the construction industry: monitoring, regulated areas, engineering controls, respirators, protective clothing, hygiene and housekeeping practices, training, and medical surveillance.

B-3

### Asbestos Standard for General Industry (OSHA 3095)

Describes the requirements for the methods of compliance and exposure limits for reducing worker exposure to asbestos in general industry.

B-4

### Asbestos Standard for the Shipyard Employment Industry (OSHA 3145)

Outlines methods of compliance to reduce employee exposure to asbestos in the shipyard employment industry.

B-53

### Bloodborne Pathogens and Acute Care Facilities (OSHA 3128)

Provides health care employers with information on OSHA regulations for bloodborne pathogens, including preventive measures, personal protective equipment, recordkeeping, and consultation programs.

B-5

### Chemical Hazard Communication (OSHA 3084)

Outlines the requirements of the standard, such as written hazard communication programs, labels and other forms of warning, employee information and training, and material safety data sheets.

B-6

### Concrete and Masonry Construction (OSHA 3106)

Covers revisions to the standard that protect construction workers from accidents resulting from premature removal of formwork; failure to brace masonry walls, to support precast panels, and to guard reinforcing steel; and from the inadvertent operation of equipment.

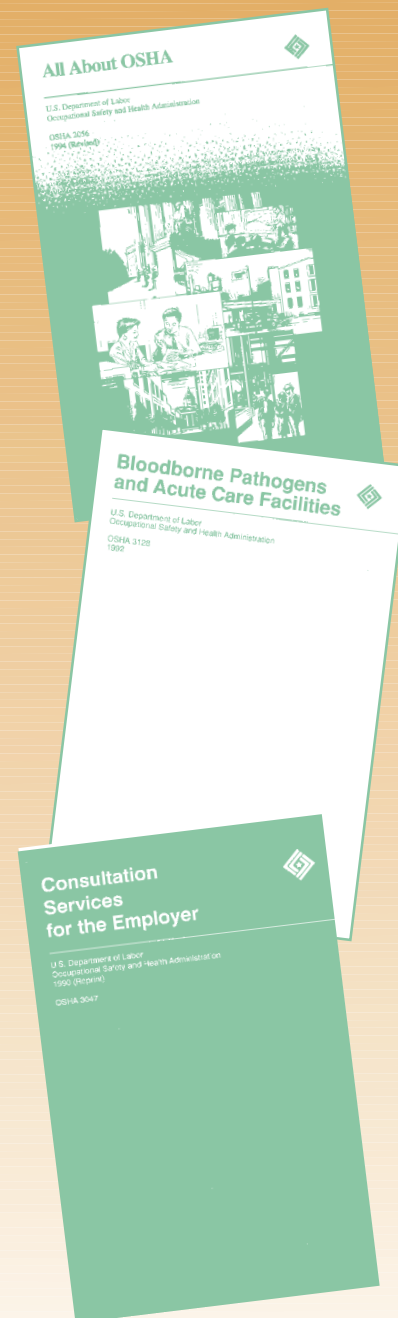
B-7

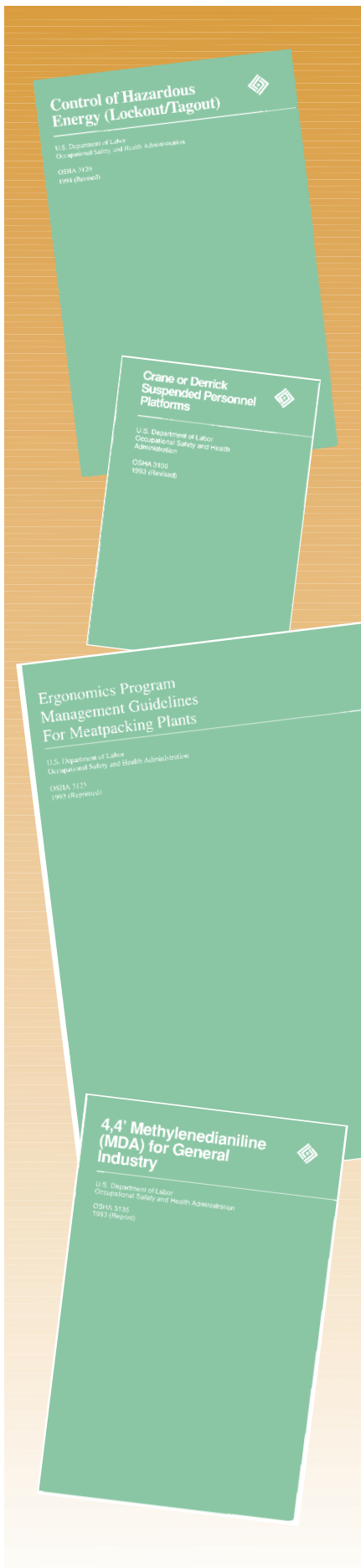
### Consultation Services for the Employer (OSHA 3047)

Explains OSHA's free consultation service for employers who want help in recognizing and correcting safety and health hazards and in improving their safety and health programs.

B-8

# From the Occupational Safety and Health Administration





### **Control of Hazardous Energy (Lockout/Tagout) (OSHA 3120)**

Provides information on how to protect employees from the unexpected startup of machinery or equipment or the release of hazardous energy during servicing or maintenance. Identifies the practices and procedures necessary to shut down and lock out and/or tag out machines and equipment. ■■■ B-9

### **Controlling Occupational Exposure to Bloodborne Pathogens in Dentistry (OSHA 3129)**

Outlines the requirements of the bloodborne pathogens standard and explains techniques for the prevention and control of occupational exposure in the dental industry. ■■■ B-10

### **Crane or Derrick Suspended Personnel Platforms (OSHA 3100)**

Describes OSHA rules that limit the use of personnel hoisting and prescribes proper safety measures for these operations. ■■■ B-11

### **Employee Workplace Rights (OSHA 3021)**

Explains employee workplace rights under the *Occupational Safety and Health Act of 1970*, including right to know, access to exposure and medical records, inspections, variances, and confidentiality. ■■■ B-12

### **Employer Rights and Responsibilities Following an OSHA Inspection (OSHA 3000)**

Informs employers of courses of action following an inspection, including contesting citations, posting requirements, and paying penalties. ■■■ B-13

### **Ergonomics Program Management Guidelines for Meatpacking Plants (OSHA 3123)**

Describes cumulative trauma and other work-related disorders due to ergonomic hazards with a focus on the red meatpacking industry. Provides useful information on worksite analysis, hazard prevention and control, medical management, and training and education. Contains symptoms survey checklist, screening tests, glossary, bibliography, and question and answer sections. ■■■ B-14

### **Exposición a Patógenos Transmitidos por la Sangre en el Trabajo (OSHA 3134)**

(Spanish translation of Occupational Exposure to Bloodborne Pathogens - OSHA 3127.) ■■■ B-15

### **Exposure to Hazardous Chemicals in Laboratories (OSHA 3119)**

Emphasizes the use of work practices and effective worker protection appropriate to the unique nature of the laboratory. ■■■ B-16

### **Fall Protection in Construction (OSHA 3146)**

Discusses what steps employers and employees can take to prevent falls and accidents on construction sites. ■■■ B-54

### **4,4' Methyleneedianiline (MDA) for General Industry (OSHA 3135)**

Discusses OSHA's standard for all occupational exposures to MDA in general industry where it is produced, stored, released, handled, used, or transported. ■■■ B-17

### **4,4' Methyleneedianiline (MDA) in the Construction Industry (OSHA 3137)**

States permissible exposure limits and methods for employer compliance, including regulated areas, monitoring, medical surveillance, respirators, protective clothing, hygiene and housekeeping practices, and training. ■■■ B-18

## Grain Handling (OSHA 3103)

Discusses grain dust and explosions and information needed by employers to train workers on ways to eliminate related hazards. [B-19](#)

## Ground-Fault Protection on Construction Sites (OSHA 3007)

Summarizes OSHA requirements for electrical safety at construction sites. [B-20](#)

## Hazardous Waste and Emergency Response (OSHA 3114)

Highlights the major components of the hazardous waste standard. [B-21](#)

## Hearing Conservation (OSHA 3074)

Sets forth the requirements of OSHA's hearing conservation program: monitoring, audiometric testing, audiogram evaluation, hearing protectors, training, and recordkeeping. [B-22](#)

## Hospitals and Community Emergency Response—What You Need to Know (OSHA 3152)

Outlines principal considerations in emergency response planning to reduce the risk of health care worker exposure to hazardous substances. [B-58](#)

## How to Prepare for Workplace Emergencies (OSHA 3088)

Details basic steps for handling emergencies, such as accidental release of toxic gases, chemical spills, fires, explosions, and personal injuries. [B-23](#)

## Industrial Hygiene (OSHA 3143)

Provides a brief history of industrial hygiene, tells how it relates to occupational safety and health, and explains the role of OSHA industrial hygienists in the agency's standards-development and enforcement process. [B-24](#)

## Información Sobre los Riesgos de los Productos Químicos (OSHA 3117)

Outlines requirements of the hazard communication standard. [B-25](#)

## Información Sobre Riesgos Normas de Cumplimiento (OSHA 3116)

Focuses on establishing a workplace hazard communication program and communicating information to workers. [B-26](#)

## Lead in Construction (OSHA 3142)

States permissible exposure limit and methods for employer compliance, including regulated areas, monitoring, medical surveillance, respirators, protective clothing, hygiene and housekeeping practices, and training. [B-27](#)

## Longshoring Industry Digest (OSHA 2232)

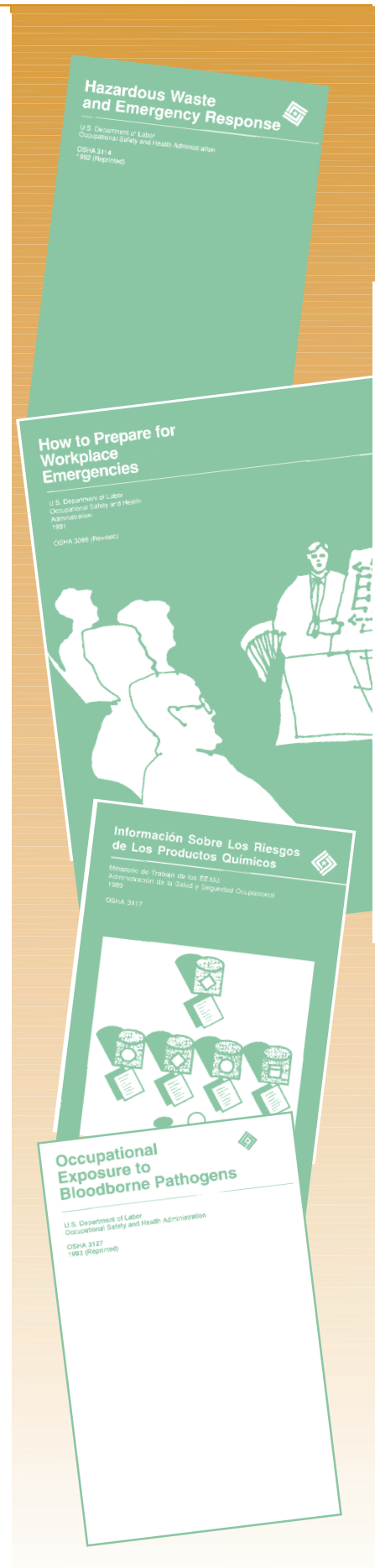
Contains all the special industry safety and health standards applicable to marine terminals and longshoring operations contained in Title 29, *Code of Federal Regulations Parts 1917 and 1918*. [B-28](#)

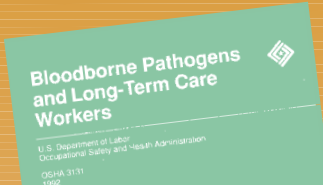
## Methylene Chloride (OSHA 3144)

Outlines regulatory requirements—including exposure monitoring, medical surveillance, methods of compliance, and training requirements—for methylene chloride use in the workplace. [B-57](#)

## Occupational Exposure to Bloodborne Pathogens (OSHA 3127) (Also available in Spanish - OSHA 3134)

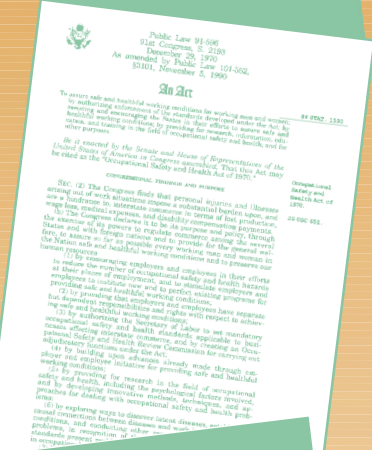
Explains in detail OSHA's regulation to protect workers against the health hazards related to bloodborne pathogens. Gives information on communicating hazards to employees, preventive measures, methods of control, labeling requirements, and provides steps to take if an exposure incident occurs. [B-29](#)





### Occupational Exposure to Bloodborne Pathogens and Long-Term Health Care Workers (OSHA 3131)

Designed to assist health care workers in long-term care settings to understand and to comply with OSHA’s bloodborne pathogen regulation. Contains information on an exposure control plan, preventive measures, methods of control, recordkeeping, and other sources of assistance. **B-30**



### Occupational Exposure to Bloodborne Pathogens: Precautions for Emergency Responders (OSHA 3130)

Outlines the requirements of the bloodborne pathogens standard and explains techniques for the prevention and control of occupational exposure for emergency responders. **B-31**



### Occupational Exposure to Cadmium (OSHA 3136)

States the final rule establishing a new permissible exposure limit and other protective provisions for cadmium in general industry, including the scope and application, provisions of the rule, methods of compliance, and sources of OSHA assistance. **B-32**



### Occupational Exposure to Cadmium in the Construction Industry (OSHA 3139)

States permissible exposure limit and methods for employer compliance, including regulated areas, monitoring, medical surveillance, respirators, protective clothing, hygiene and housekeeping practices, and training. **B-33**



### Occupational Safety and Health Act (P.L. 91-596, as amended by P.L. 101-552, 1990) (OSHA 2001) (Also available in Spanish-OSHA 2069)

Full text of the Act as amended by Public Law 101-552. **B-34**



### OSHA: Derechos del Empleado en el Lugar de Trabajo (OSHA 3049)

Summarizes workers rights and includes topics such as access to information, participation in inspections, and State programs. **B-35**



### OSHA Inspections (OSHA 2098)

Provides information on inspection priorities, the review and inspection process, inspection results, and the review and appeals procedure. **B-36**



### OSHA Publications and Audiovisual Programs (OSHA 2019)

Lists OSHA’s publications and audiovisual programs. **B-37**



### OSHA Regional Map (OSHA 3046)

Lists regional, district, and area offices for the Occupational Safety and Health Administration. **B-38**



### Permit-Required Confined Spaces (OSHA 3138)

Outlines the requirements of the standard, including written programs, permit systems, training and education, and emergencies. **B-39**



### Personal Protective Equipment (OSHA 3077)

Discusses the types of equipment most commonly used for protection of the head (including eyes and ears), torso, arms, hands, and feet. Also discusses the inspection and maintenance of equipment. **B-40**



## Process Safety Management (OSHA 3132)

Describes OSHA's requirements for the management of hazards associated with processes using highly hazardous chemicals to help ensure safe and healthful workplaces. [B-41](#)

## Process Safety Management Guidelines for Compliance (OSHA 3133)

Outlines strategies to prevent or mitigate the release of highly hazardous chemicals. Reviews a program for compliance, including process design, process technology, process changes, operational and maintenance activities and procedures, nonroutine activities and procedures, emergency preparedness plans and procedures, and training plans. [B-42](#)

## Respiratory Protection (OSHA 3079)

Contains an effective 10-point respirator program embracing written standard operating procedures, selection, fit testing, training, inspection, and medical examinations. [B-43](#)

## Safety and Health Guide for the Chemical Industry (OSHA 3091)

Identifies the tasks for disaster prevention: How key processes are kept within safe bounds, how controls are used and critical failure points are spotted, and the importance of an emergency response system. [B-44](#)

## Safety and Health Guide for the Meatpacking Industry (OSHA 3108)

Describes a variety of safety and health hazards from knife cuts to infectious diseases. Highlights effective measures to minimize or eliminate hazards. [B-45](#)

## Safety and Health Guide for the Microelectronics Industry (OSHA 3107)

Discusses the hazards present in this industry and the various means of controlling them to protect workers. [B-46](#)

## Safety and Health: Report of the President to the Congress, Annual

The President's occupational safety and health report to the United States Congress. Describes OSHA programs and activities each fiscal year, including information on federal and state compliance and/or inspection activity, occupational injury and illness rates, and other key information. [B-47](#)

## Servicing Single-Piece and Multi-Piece Rim Wheels (OSHA 3086)

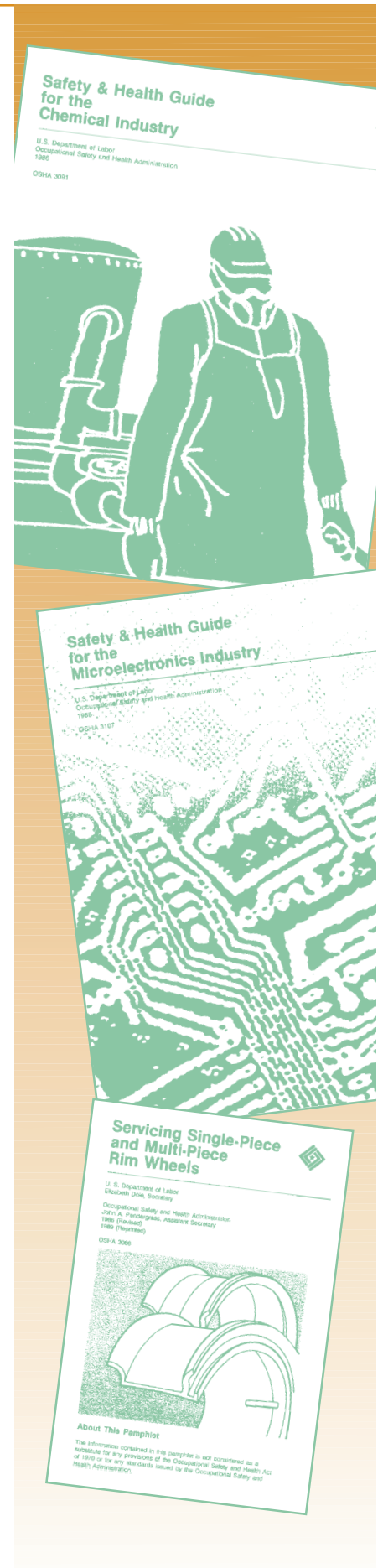
Discusses training requirements, safe operating procedures, types of wheels, and wheel component acceptability. Selected charts are available (see Posters). [B-48](#)

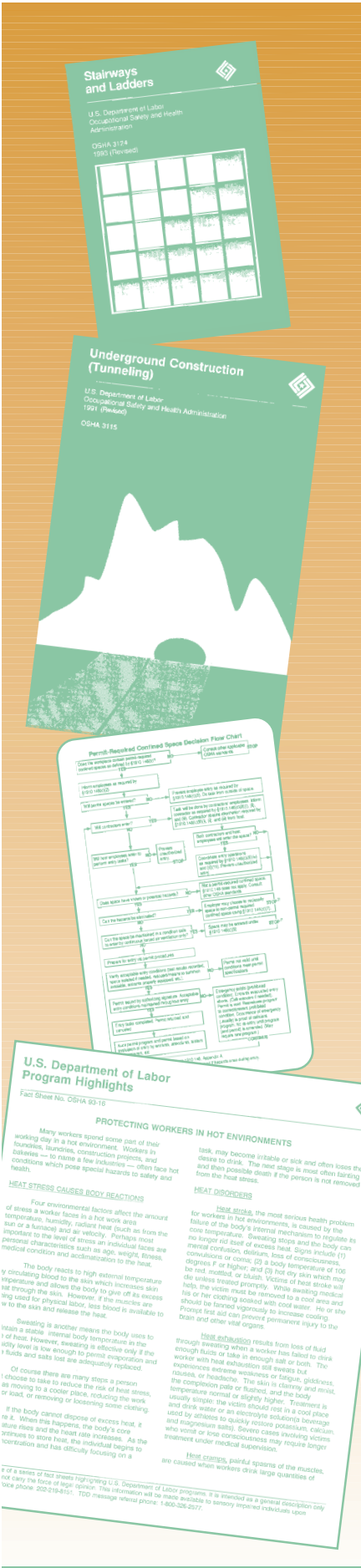
## Shipyard Industry Digest (OSHA 2268)

Contains all the special industry safety and health standards for shipyard employment. [B-49](#)

## Sling Safety (OSHA 3072)

Covers OSHA regulations governing slings and general tips on how to use them safely. [B-50](#)





## Stairways and Ladders (OSHA 3124)

Covers OSHA regulations for the safe use of ladders and stairs. B-51

## Underground Construction (Tunneling) (OSHA 3115)

Discusses the provisions of the final rule, including hazardous classifications, air monitoring, and access and egress. B-52

## Working Safely with Video Display Terminals (OSHA 3092)

Concerns ergonomics and noise and high-voltage electricity in the use of new high-technology office machines such as word processors and computers. B-56

## Card

## Confined Spaces Pocket Card - Laminated (Stock No. 4-0598)

Consumer Information. C-1

## Leaflets

Leaflets are one–or two–page descriptions of hazards, standards, or OSHA programs or policies, entitled *Program Highlights*, and *Bloodborne Facts*.

### Program Highlights

- 01 Job Safety and Health L-1
- 02 Inspecting for Job Safety and Health Hazards L-2
- 03 Eye Protection L-3
- 04 Consultation Service L-4
- 05 Recordkeeping Requirements L-5
- 06 Asbestos L-6
- 07 New Workers L-7
- 08 Personal Protective Equipment L-8
- 09 Back Injuries L-9
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- 17 Ethylene Oxide L-17
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- 19 Workplace Emergencies L-19
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- 22 Applying for Variances L-22

23	Cotton Dust	L-23
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32	Lockout/Tagout-Control of Hazardous Energy Source	L-32
33	Occupational Exposure to Hazardous Chemicals in Labs	L-33
34	Powered Platform (Amended)	L-34
35	OSHA: Employee Workplace Rights and Responsibilities	L-35
36	New OSHA Civil Penalties Policy	L-36
37	Voluntary Safety and Health Program Management Guidelines	L-37
38	Waste Anesthetic Gas	L-38
39	Farm Safety	L-39
40	New Businesses	L-40
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42	Regional Offices	L-42
43	Enforcement Policy on Tuberculosis	L-43
44	Emergency Hot Line	L-44
45	Process Safety Management	L-45
46	Bloodborne Pathogens	L-46
47	Workers Protection Programs	L-47
48	Engineering Controls	L-48
49	Housekeeping and Personal Hygiene Practices	L-49
50	Protective Clothing	L-50
51	Respiratory Protection	L-51
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53	Protecting Community Workers Against Violence	L-53
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**Bloodborne Facts**

Hepatitis B Vaccination—Protection For You	LBF-1
Holding the Line on Contamination	LBF-2
Personal Protective Equipment Cuts Risk	LBF-3
Protect Yourself When Handling Sharps	LBF-4
Reporting Exposure Incidents	LBF-5

**U.S. Department of Labor Program Highlights**  
Fact Sheet No. OSHA 93-39

**FARM SAFETY**

There are approximately 2.2 million men and women who work on America's 2.1 million farms and ranches. According to *Occupational Facts* published in 1992 by the National Safety Council, farm accidents may be 1400 times and cause 140,000 injuries a year, most of which are preventable.

Farmers must handle a variety of agricultural chemicals and other toxic and/or flammable substances. Heavy machinery is hazardous and can be fatal if not used and stored properly. Electrical equipment is also exposed to dust, sun, noise, and other farming hazards.

According to a report published by the National Safety Council in its "Accident Factor" 1992 edition, machinery overruns have the highest fatality rate, accounting for 47 percent of all on-the-farm fatalities in 1991.

**Contributing Factors in Farming Accidents**

**Emergency Preparedness**—Hospital and emergency medical care are not usually available within a reasonable distance. The farmer and his family do not have the ability or time to deal with an emergency until professional help arrives.

**Age of workers**—Farm surveys indicate that the injury rate is highest among children age 15 and under and adults more than 45 years of age.

**Protective Equipment**—It has been estimated that on tractors, could prevent up to 40% of all farm injuries.

**Equipment and Machinery**—The accidents and fatalities involve the use of proper machine guarding and safety recommendations in accordance with the manufacturer's instructions helps in avoiding accidents.

**Special Care for Children**—Farm accidents may be 300 children's lives per year.

**Recommendations for Accident Prevention**

The following steps are recommended:

- Make accident prevention a management goal. Develop an inventory of hazards on the farm and make a corrective action plan. Prepare an emergency plan for equipment accidents, electrical shocks from equipment and wires, and adverse health from chemical exposures.
- Reduce your risk of injury and illness by wearing proper safety gear. Read and follow the equipment operator's manual. Follow instructions on product labels for safe use, handling, and storage.
- Conduct routine inspections of your equipment to detect and correct problems and failures that contribute to or cause an accident.
- Conduct meetings with employees and farm families to discuss safety hazards, discuss procedures, and outline emergency procedures.
- Be especially alert to hazards that may affect children and the elderly.

This is one of a series of fact sheets highlighting U.S. Department of Labor programs. It is intended as a general informational guide only. It does not carry the force of law. For more information, contact your nearest OSHA office. (202)219-8101.

**Bloodborne facts**

**Hepatitis B Vaccination—Protection For You**

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

**WHAT IS HBV?**

Hepatitis B virus (HBV) is a potentially life-threatening bloodborne pathogen. Centers for Disease Control estimates there are approximately 200,000 HBV infections each year in the U.S.

Approximately 8,700 health care workers each year contract HBV. About 200 will die as a result. In addition, some health care workers will become carriers, passing the disease on to others. Carriers also face a significantly higher risk for other liver ailments which can be fatal, including cirrhosis of the liver and primary liver cancer.

HBV infection is transmitted through exposure to blood and other infectious body fluids and tissues. Anyone with occupational exposure to blood is at risk of contracting the infection.

Employers must provide engineering controls, workers must use work practices and protective clothing and equipment to prevent exposure to potentially infectious materials. However, the best defense against hepatitis B is vaccination.

**WHO NEEDS VACCINATION?**

The new OSHA standard covering bloodborne pathogens requires employers to offer the three-injection vaccination series to all employees who are exposed to blood or other potentially infectious materials as part of their job duties. This includes health care workers, emergency response personnel, fire-fighters, pest control operators, correctional facilities staff, personnel, law enforcement officers, correctional facilities staff, and others.

The vaccination must be offered within 10 days of initial assignment to a job where exposure to blood or other potentially infectious materials can be "reasonably anticipated."

The hepatitis B vaccination is a scientific, years-based vaccine given in three injections in the arm. It is prepared from recombinant yeast cultures, rather than human blood or plasma. This process is so risk of contamination from other bloodborne pathogens is so low that the risk of developing HBV from the vaccine is negligible.

The second injection should be given one month after the first and the third injection one month after the second. At least 90 percent of those vaccinated will develop immune response to HBV. To ensure immunity, it is important to receive all three injections. As this job is a long-term position, it is important to receive all three injections.

The vaccine causes no harm to those who are not infected with HBV. Although the vaccine may be given to those who are not infected with HBV, it is important to have their blood tested for antibodies to the vaccine. Employees may not make such a test of their blood until after the third injection.

Each employee should receive counseling if possible before vaccination is offered. The employee should determine whether vaccination is appropriate for them.

**WHAT IF I DECLINE VACCINATION?**

Workers who decline to receive the hepatitis B vaccination must be given a written explanation of the benefits of the vaccine. They must also be given a written explanation of the consequences of declining the vaccine. They must also be given a written explanation of the consequences of declining the vaccine. They must also be given a written explanation of the consequences of declining the vaccine.

**WHAT IF I AM EXPOSED BUT I'VE BEEN VACCINATED?**

If a worker experiences an exposure to blood or other potentially infectious materials, the employer must take immediate action to prevent further exposure. The employer must also take immediate action to prevent further exposure. The employer must also take immediate action to prevent further exposure.

The health care professional is to provide the hepatitis B vaccination. The health care professional is to provide the hepatitis B vaccination. The health care professional is to provide the hepatitis B vaccination.

**Bloodborne facts**

**Reporting Exposure Incidents**

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

OSHA's new bloodborne pathogens standard includes provisions for medical follow-up for workers who have an exposure incident. The most obvious exposure incident is a needlestick. But any contact with blood or other potentially infectious materials is considered an exposure incident and should be reported to the employer.

Exposure incidents can lead to infection from hepatitis B virus (HBV) or human immunodeficiency virus (HIV) which causes AIDS. Although few cases of AIDS are directly traceable to occupational exposure, every year about 8,700 health care workers contract hepatitis B from occupational exposure. Approximately 200 will die from this bloodborne infection. Some will become carriers, passing the infection on to others.

**WHY REPORT?**

Reporting an exposure incident right away permits immediate medical follow-up. Early action is critical. Immediate reporting can prevent the development of hepatitis B or other bloodborne infections. Prompt reporting can help the worker avoid spreading bloodborne infections to others. Further, if you report an exposure incident, you help the employer to evaluate ways to prevent such a situation from occurring again.

Reporting is also important because part of the follow-up for HBV and HIV involves testing of the worker's blood to determine if the worker has been infected. The exposed employee must be informed of the results of these tests.

Employers must tell the employee what to do if an exposure incident occurs.

**MEDICAL EVALUATION AND FOLLOW-UP**

Employers must provide free medical evaluation and treatment for workers who experience an exposure incident. They may not require employees to be tested for HBV or HIV. They may not require employees to be tested for HBV or HIV. They may not require employees to be tested for HBV or HIV.

**CONFIDENTIALITY**

Medical records must remain confidential. They are not available to the employer. The employer must give specific written consent for anyone to use the records. Records may be disclosed for the duration of employment plus 30 years to employers and medical records.

**WRITTEN OPINION**

In addition to counseling the employee, the health care provider will provide a written report to the employer. The report will include the date of the exposure, the circumstances of the exposure, and whether or not the employee received the hepatitis B vaccination. The health care provider must also provide a written opinion of the health care provider's evaluation of the employee's exposure to blood and other potentially infectious materials. Any additional findings must be kept confidential.

**CONFIDENTIALITY**

Medical records must remain confidential. They are not available to the employer. The employer must give specific written consent for anyone to use the records. Records may be disclosed for the duration of employment plus 30 years to employers and medical records.



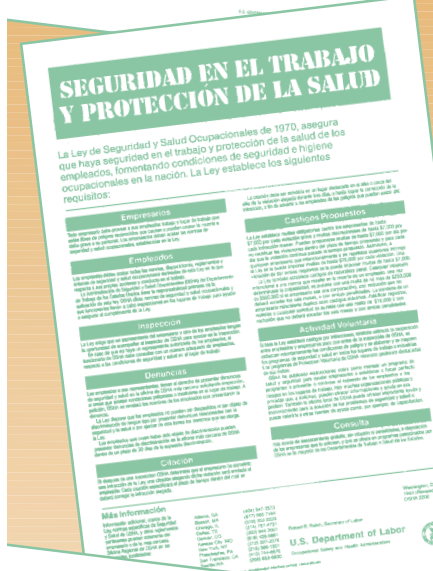
A single, free copy of the following can be obtained upon request from OSHA's Office of Information and Consumer Affairs, 200 Constitution Avenue, N.W., Room N3647, Washington, DC 20210, (202) 219-8151; (202) 219-5986 (fax).

**ChemAlert** - A periodic fact sheet on accidents involving chemicals in the workplace and recommendations to prevent further accidents.

**ErgoFacts** - A periodic fact sheet on the results of an employer's recognition and correction of ergonomic hazards through workplace safety and health assistance.

**FatalFacts** - A periodic fact sheet on fatal accidents occurring in the construction industry, the citations issued against the company involved, and the precautions that others can take to avoid such accidents.

**SafeWorks** - A periodic fact sheet on the results of a small business employer's request for workplace safety and health assistance from OSHA-funded consultations services.



## Posters

### Attention Drivers (OSHA 3113)

Shows rights of truckers and certain other employees in the interstate trucking industry. Explains how to protect against reprisal for making safety complaints under Section 405 of the Surface Transportation Assistance Act (STAA). P-1

### Confined Spaces Can Kill (OSHA 3140)

Summarizes requirements for workplaces with hazardous confined spaces. P-2

### Job Safety and Health Protection (OSHA 2203) (Also Available in Spanish - OSHA 2200)

Mandatory poster required by law to be posted prominently in the workplace. Informs employees of their rights and responsibilities under the OSH Act. P-3

### Seguridad en el Trabajo y Protección de la Salud (OSHA 2200)

Official OSHA poster, Job Safety and Health Protection, in Spanish. P-4

### Servicing Single Piece and Multi-Piece Rim Wheels

Indicates safety steps that should be taken when changing multi-piece rim wheels. Size 36 x 44 inches.

1. Multi-piece Rim Matching Chart.

2. Demounting and Mounting Procedures for Truck/Bus Tires Chart. P-5

### You Have A Right to Job Safety and Health...It's the Law (OSHA 3118)

Outlines employee's role in job safety and health activities and how Section 11(c) of the Act protects workers against discrimination for exercising their rights. P-6



## Statistics

### **A Brief Guide to Recordkeeping Requirements for Occupational Injuries and Illnesses**

A shortened version of Recordkeeping Guidelines for Occupational Injuries and Illnesses that contains guidelines for keeping the occupational safety injury and illness records necessary to fulfill recordkeeping obligations under the Occupational Safety and Health Act of 1970 (29 USC 651) and Title 29 *Code of Federal Regulations* Part 1904, or equivalent State law. **S-1**

### **Log and Summary of Occupational Injuries and Illnesses (OSHA 200)**

Designed to help employers who are subject to the recordkeeping requirements of the *Occupational Safety and Health Act of 1970* maintain for each establishment a log of all recordable occupational injuries and illnesses. **S-2**

### **Recordkeeping Guidelines for Occupational Injuries and Illnesses**

Contains the requirements of the *Occupational Safety and Health Act of 1970* and Part 1904 of Title 29, *Code of Federal Regulations* for recording and reporting occupational injuries and illnesses. **S-3**

### **Supplementary Record of Occupational Injuries and Illnesses (OSHA 101)**

Designed to supplement the Log and Summary of Occupational Injuries and Illnesses. **S-4**

## Videos

(Call (202) 219-8615 for loan information.)

### **A Basic Look at Scaffolds (20 min.)**

Looks at some of the most commonly used types of scaffolds, associated hazards, and erection procedures.

### **OSHA at Work (22 min.)**

Presents an overview of the mission and function of the U.S. Occupational Safety and Health Administration (OSHA) and details how OSHA began.

### **Construction Safety: Choice or Chance (15 min.)**

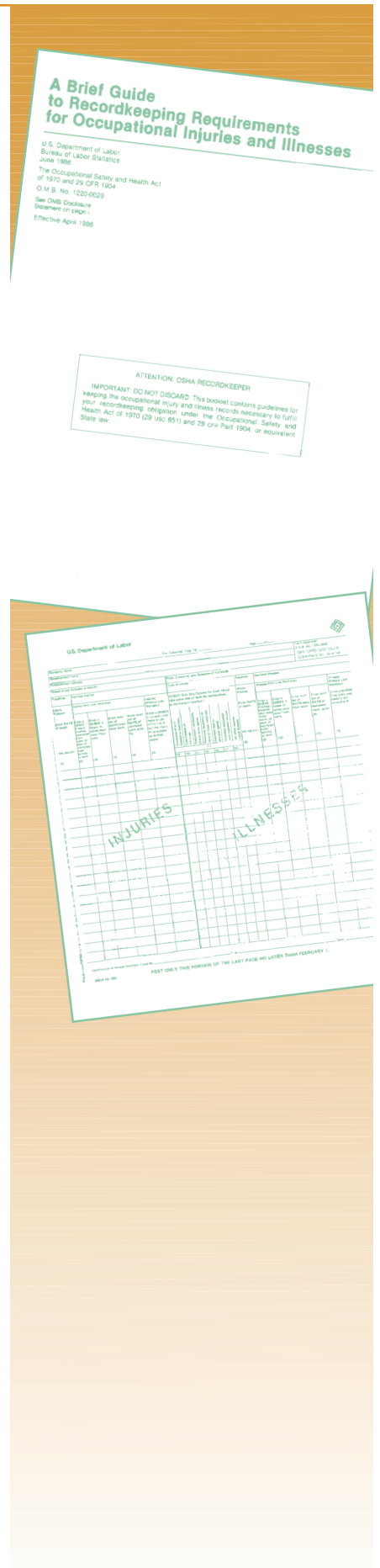
Highlights the four leading causes of fatalities on construction sites and stresses that responsibility for safety is a joint effort of government, management, and employees.

### **Protecting Workers: How OSHA Conducts Inspections (18 min.)**

Through a look at a typical workplace inspection, focuses on what triggers an OSHA inspection, the different types of inspections, and the priority given to each. Also discusses citations, penalties, and employers' rights to appeal a citation.

### **Protecting Workers: How OSHA Writes Standards (12-1/2 min.)**

Discusses the processes and actual steps that OSHA takes in developing safety and health hazards to protect workers in the United States.



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## **A Comparison of Occupational Safety and Health Programs in the United States and Mexico: An Overview**

Reviews each country's laws and policies and acts as a basis for concrete action to promote the development and implementation of maximally protective occupational safety and health programs in both countries.

Order No. 029-016-00140-9. Cost: \$5.50.

## **A Guide to Scaffold Use in the Construction Industry (OSHA 3150)**

Summarizes in a unique question and answer format the most frequently asked questions about OSHA's new scaffolds standard. Also includes an easy-to-use index guide to the regulatory text. Order No. 029-016-00188-3. Cost: \$6.50.

## **Assessing the Need for Personal Protective Equipment: A Guide for Small Business Employers (OSHA 3151)**

Assists employers in assessing the need for and establishing a PPE program, selecting appropriate PPE for employees, and training those workers in proper wear and care of it. Order No. 029-016-00179-4. Cost: \$4.25.

## **Construction Industry Digest (OSHA 2202)**

A pocket-size alphabetical digest of selected standards for the construction industry covering those serious hazards most frequently overlooked by the employer in maintaining a safe and healthful workplace.

Order No. 029-016-00151-4. Cost: \$2.25.

## **Controlling Electrical Hazards (OSHA 3075)**

Provides information to help employers and employees recognize, understand, and control electrical hazards in the workplace.

Order No. 029-016-00126-3. Cost: \$1.00.

## **Ergonomics: The Study of Work (OSHA 3125)**

Examines the types of work that may cause various musculoskeletal or nervous system disorders resulting from ergonomic hazards, and the methods employers can use to control or prevent their occurrence.

Order No. 029-016-00124-7. Cost: \$1.00.

## **Excavations (OSHA 2226)**

Details OSHA's revised standards applicable to excavation and trenching operations. Order No. 029-016-00167-1. Cost: \$1.25.

## **Framework for a Comprehensive Health and Safety Program in the Hospital Environment**

Provides a framework for a comprehensive occupational health and safety program for hospitals of varying sizes. Includes information on worksite analysis, hazard prevention and control, training and education, and recordkeeping. Order No. 029-016-00149-2. Cost: \$3.50.

## General Industry Digest (OSHA 2201)

A pocket-size alphabetical digest of selected standards for general industry covering those serious hazards most frequently overlooked by the employer in maintaining a safe and healthful workplace. Order No. 029-016-00166-2. Cost: \$2.50.

## Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers (OSHA 3148)

Encourages employers to provide a safe and healthful workplace through effective violence prevention programs and offers practical measures to reduce this serious threat to worker safety. Order No. 029-016-00172-7. Cost: \$3.75.

## Hand and Power Tools (OSHA 3080)

Identifies various types of hand and power tools, their potential hazards, and ways to prevent worker injury through their proper use and the use of appropriate personal protective equipment. Order No. 029-016-00143-3. Cost: \$1.00.

## Hazard Communication - A Compliance Kit (OSHA 3104)

Assists employers who use hazardous chemicals to comply with OSHA's hazard communication standard. This gives workers the right to know the hazards and identities of chemicals in their workplaces. Tab index; easy reference. Order No. 029-016-00147-6. Cost: \$18.00 (domestic); \$22.50 (foreign).

## Hazard Communication Guidelines for Compliance (OSHA 3111) (Also available in Spanish)

Focuses on the parts of the hazard communication standard that help employers establish a workplace program and communicate information to their workers. Order No. 029-016-00163-8. Cost: \$1.50.

## Job Hazard Analysis (OSHA 3071)

Explains what a job hazard analysis is and includes guidelines for conducting your own analysis on a step-by-step basis. Order No. 029-016-00142-5. Cost: \$1.00.

## Job Safety & Health Quarterly

OSHA's official award-winning magazine, published quarterly, featuring job safety and health topics and current information on agency activities. Included regularly are columns on programs, standards, and up-coming and current OSHA activities, publications, and audiovisual materials. Order No. JSH. Subscription, \$9.00 per year (domestic); \$11.90 (foreign).

## Materials Handling and Storing (OSHA 2236)

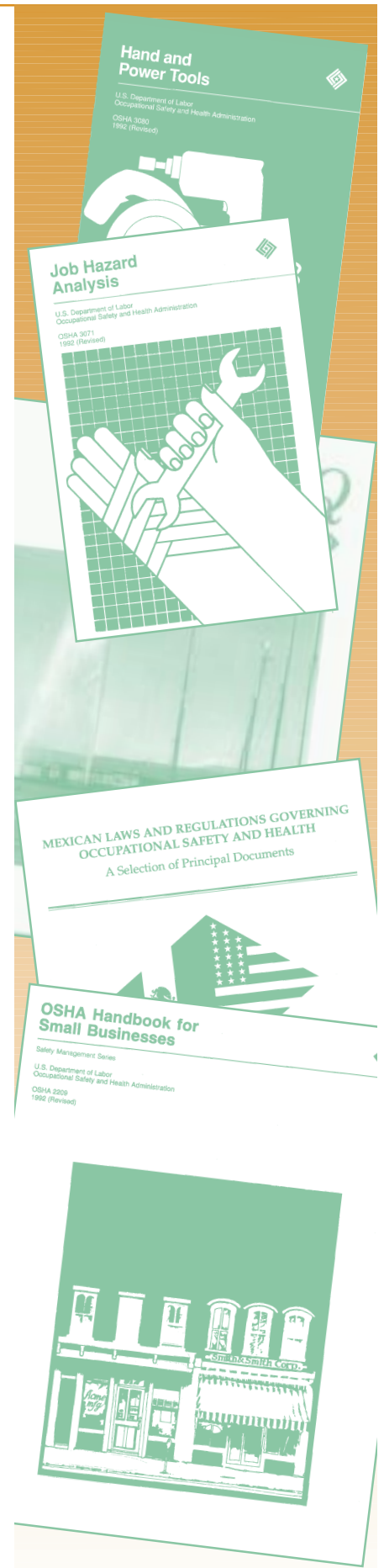
Specifies safety procedures to be followed by workers in materials handling. Order No. 029-016-00138-7. Cost: \$1.75.

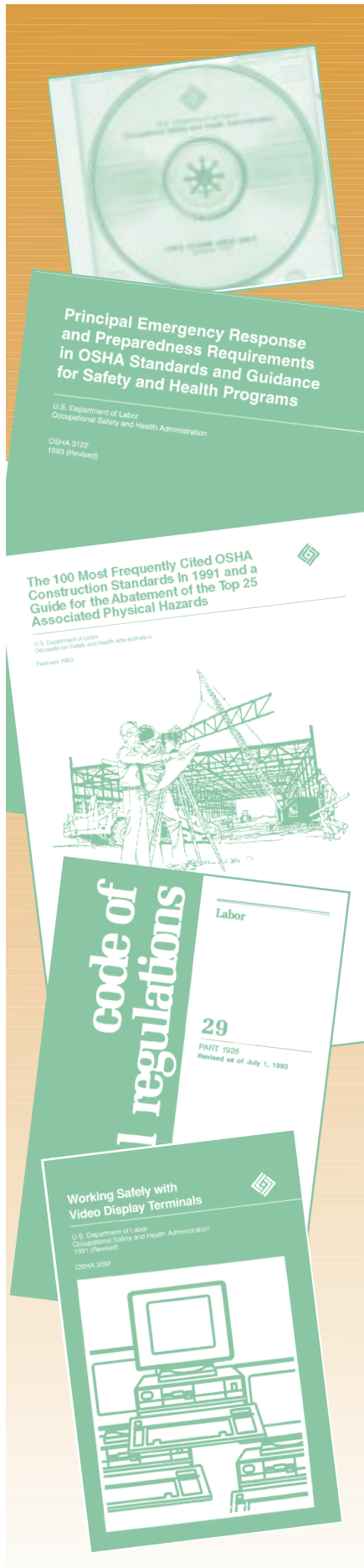
## Mexican Laws and Regulations Governing Occupational Safety and Health

Designed to foster understanding of the legal framework governing the occupational safety and health system in Mexico. Order No. 029-016-00146-8. Cost: \$33.00.

## OSHA Handbook for Small Business (OSHA 2209)

Assists the small business employer in meeting the legal requirements imposed by the OSH Act of 1970 and to achieve voluntarily an in-compliance status prior to an inspection. Order No. 029-016-00176-0. Cost: \$6.50.





## **OSHA Regulations, Documents, and Technical Information on CD Rom**

Contains an electronic copy of the text of all OSHA regulations, selected documents, and other technical information from the OSHA Computerized Information System (OCIS). Order No. 729-013-00000-5. Cost: \$38.00 annually; \$15.00 quarterly.

## **OSHA Technical Manual**

Order No. OSTM. Cost: \$40.00.

## **Principal Emergency Response and Preparedness Requirements in OSHA Standards and Guidance for Safety and Health Programs (OSHA 3122)**

Discusses procedures and requirements for safety and health programs. Order No. 029-016-00154-9. Cost: \$3.75.

## **Recordkeeping Guidelines for Occupational Injuries and Illnesses**

Provides official agency interpretations, answers, and explanations to questions most frequently asked about recordkeeping and the reporting of occupational injuries and illnesses. Order No. 029-016-00165-4. Cost \$6.00.

## **Safety and Health Standards for the Construction Industry (OSHA 3149)**

Contains all relevant mandatory standards for construction work that have been codified in *Title 29 Code of Federal Regulations (CFR)*, including parts 1903, 1904, 1910, and 1926. Order No. 029-016-00177-8. Cost: \$58.00.

## **The 100 Most Frequently Cited OSHA Construction Standards in 1991: A Guide for the Abatement of the Top 25 Associated Physical Hazards**

Designed to help employers and employees identify and correct hazards related to the most frequently cited OSHA standards found on construction sites throughout the United States. Order No. 029-016-00159-0. Cost: \$6.00.

## **Training Requirements in OSHA Standards and Training Guidelines (OSHA 2254)**

Excerpts the training-related requirements of OSHA standards for employers, training directors, and safety and health professionals. Order No. 029-016-00160-3. Cost: \$6.00.

## **Title 29 Code of Federal Regulations Parts 1901.1 to 1910.999 (OSHA)**

General Industry. Order No. 869-032-00104-9. Cost: \$43.00.

## **Title 29 Code of Federal Regulations Parts 1910.1000 to End (OSHA)**

General Industry. Order No. 869-032-00105-7. Cost: \$29.00.

## **Title 29 Code of Federal Regulations Parts 1911-1925 (OSHA)**

Procedures for Promulgating Standards. Order No. 869-032-00106-5. Cost: \$19.00.

## **Title 29 Code of Federal Regulations Parts 1926 (OSHA)**

Construction Industry. Order No. 869-032-00107-3. Cost: \$31.00.

## **Title 29 Code of Federal Regulations Parts 1927 to End (OSHA)**

Other Regulation Procedures. Order No. 869-032-00108-1. Cost: \$40.00.



*The following audiovisuals represent the work of OSHA and are available from the National Technical Information Service. NTIS is an authorized sales agent for OSHA materials and markets them at the lowest possible cost. Contact the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161; phone orders (800) 553-NTIS(6847) or (703) 605-6000; fax (703) 321-8547; E-Mail online orders: [orders@ntis.fedworld.gov/](mailto:orders@ntis.fedworld.gov/).*

**As It Should Be Done: Workplace Precautions Against Bloodborne Pathogens (video, 24 min.)**

Discusses how workers can protect themselves against occupational exposure to bloodborne pathogens, such as Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV). The program is targeted primarily to health care workers and other related professionals.

Order No. AVA 19111VNB1INA. Cost: \$55.00.

**Crane Safety Awareness for Site Superintendents (video, 8 min.)**

Discusses hazards and risks involved in crane operation and is targeted to top managers and construction site supervisors.

Order No. AVA 19123VNB1INA. Cost: \$39.00.

**Excavations - 29 CFR 1926, Subpart P (video, 23 min.; instructor guide; handouts)**

Discusses the requirements of OSHA's Excavation Standard, including systems of protection against cave-ins, access to and egress from excavations, employee exposure to vehicular traffic, falling loads, hazardous atmospheres, water accumulation, unstable structures in and adjacent to excavations, and a consistent method of soil classification.

Order No. AVA 19223VNB1INA. Cost: \$99.00.

**Eye Injuries and Eye Protection Equipment (audiocassettes, 30 min.; slides; instructor guide)**

Helps workers take steps to prevent the estimated 1,000 eye injuries that occur daily. Discusses eye hazards and measures to guard against eye injury. Ninety percent of these injuries could be prevented by the steps outlined in this training package. Order No. AVA 14624SS00INA. Cost: \$99.00.

**Hazard Recognition—A Series (slides; audiocassette, 30 min.; instructor guide; handouts)**

A collection of OSHA-produced programs that examines occupational safety and health circumstances when working in particular situations. Viewers learn to recognize hazardous conditions and improper practices, and evaluate and recommend suitable means to correct hazards, and understand the related OSHA standards. Order No. AVA 14857K0X0INA. Cost: \$880.00.

**Industrial Ventilation—A Practical Overview (Multimedia Kit: video, 22 min; slides; audiocassette, 22 min.; instructor guide)**

Teaches employees how to control the buildup of hazardous industrial chemical concentrations ambient in the air, and how to identify good industrial ventilation systems and practices as well as problems of noncompliance with existing OSHA standards. Order No. AVA 19050KK00INA.

Cost: \$143.00.

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**Industrial Ventilation—A Practical Overview (video, 22 min; instructor guide)**

Video shows employees how to control the ambient buildup of hazardous industrial chemical concentrations in the air. Helps identify good industrial ventilation systems and practices, identify deficient industrial ventilation systems, and identify problems of non-compliance with existing OSHA standards. Order No. AVA 18465VNB1INA. Cost: \$99.00

**Introduction to Industrial Hygiene for Safety Officers (slides; overhead transparencies; instructor guide)**

Introduced in this 15-lesson course are general concepts of industrial hygiene. Explores occupational health hazards in relation to OSHA standards. Two loose-leaf instructor manuals, 398 color slides, 53 overhead transparencies, and reproducible student handouts. Order No. AVA14881SS00INA. Cost: \$413.00.

**OSHA Construction Industry Safety and Health Outreach Program (Printed materials)**

Contains reference materials to assist instructors with providing training on construction industry safety and health topics including OSHA's major requirements to entry-level participants. Order No. AVA19915BB00INA. Cost: \$115.00.

**OSHA Voluntary Compliance Outreach Program (instructor guide; handouts)**

Contains reference materials to help instructors train entry-level participants in general industry safety and health topics. Order No. AVA 19275BB00INA. Cost: \$110.00.

**Permit-Required Confined Spaces 29CFR 1910.146 (Slides; audio-cassette; text.)**

Presents an overview of OSHA's requirements for protecting employees who enter and work in permit-required confined spaces. Order No. AVA 19479SS00INA. Cost: \$99.00

**Safety and Health Factors for Working with Formaldehyde (Revised) (Multimedia kit: slides; audiocassettes, 30 min.; instructor guide)**

Teaches workers how to protect themselves from the health and safety hazards associated with formaldehyde. Order No. AVA 17500SS00INA. Cost: \$99.00.

**Safety and Health Factors for Working with Silica (slides and text.)**

Discusses the most common types of silica and the health problems that can result from exposure to these substances. Order No. AVA 20000SS00INA. Cost: \$90.00.

**Safety and Health Factors in Slips and Falls (Revised) (slides; audiocassettes, 30 min.; instructor guide)**

Teaches viewers to recognize potentially hazardous conditions and recommends preventive measures. Order No. AVA 16983SS00INA. Cost: \$99.00.

**Safety and Health Factors in Spray Application Operations (audiocassettes, 30 min.; instructor guide; slides)**

Presents the hazards involved in spray application, including toxic and flammable substances, and discusses protective measures and applicable OSHA standards. Order No. AVA 14791SS00INA. Cost: \$99.00.

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**Safety and Health Factors in Welding and Cutting (video, 31 min.; instructor guide; )**

Explores the general safety and health hazards associated with gas and arc welding and cutting as well as appropriate techniques and equipment for controlling and reducing these hazards.

Order No. AVA 18463VNB1INA. Cost: \$99.00.

**Safety and Health Factors with Temperature Stress (audiocassettes, 30 min.; slides; instructor guide; handouts)**

Details ways to prevent hazards associated with working in extreme temperatures for employees in industries such as baking, construction, meatpacking, and mill work. Describes work practices and engineering controls to reduce exposures. Order No. AVA 14626SS00INA. Cost: \$99.00.

**Safety and Health Hazards in the Office (slides; instructor guide; handouts; student manual)**

Teaches office workers, managers, and personnel administrators to identify selected safety and health hazards found in the office environment, relate hazardous conditions and improper work practices to OSHA standards, conduct an inspection that identifies office hazards, and recommend effective administrative and work practice controls that can eliminate hazards.

Order No. AVA 18247SS00INA. Cost: \$193.00.

**Safety and Health Requirements for Working with Acids (audiocassettes, 30 min.; instructor guide; slides; handouts)**

Describes various types of acids, their use in the workplace, their hazards, and appropriate protective measures. Order No. AVA 14790SS00INA. Cost: \$99.00.

**Safety and Health Requirements for Working with Carbon Monoxide (Multimedia kit: video; slides; audio cassette; instructor guide.)**

Teaches employees how carbon monoxide is formed, how to spot potential sources of carbon monoxide, what the health hazards of carbon monoxide are, what engineering controls can reduce exposures, and what personal protective equipment should be used to limit exposures.

Order No. AVA 19005KK00INA. Cost: \$139.00.

**Safety and Health Requirements for Working with Carbon Monoxide (video, 23 min. and instructor guide)**

Teaches employees how carbon monoxide is formed, how to spot potential sources of carbon monoxide, what the health hazards of carbon monoxide are, what engineering controls can reduce exposures, and what personal protective equipment should be used to limit exposures.

Order No. AVA 18464VNB1INA. Cost: \$99.00.

**Safety Hazard Recognition for Industrial Hygienists (slides; handouts; instructor guide; overhead transparencies)**

Covers critical safety hazards for industrial hygienists in general industry and on construction sites. Explores common hazards associated with electrical sources and equipment, materials handling and storage, compressed gases, machine guarding, walking-working surfaces, portable tools, fire protection, and hazardous materials in relation to OSHA safety standards.

Order No. AVA 14880SS00INA. Cost: \$578.00.

*The following publications can be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161; phone orders (800) 553-NTIS (6847) or (703) 605-6000; fax (703) 321-8547; E-Mail address: orders@ntis.fedworld.gov/.*

### **Chemical Information Manual**

Presents, in concise form, data on a large number of chemical substances that may be encountered in industrial hygiene investigations. Intended as a basic reference for industrial hygienists engaged in OSHA field activity. Order No. PB-91-215-848. Cost: \$106.00 (\$31.50, microfiche).

### **Development of Certification Procedures for Construction Industry Supervisors**

A report of an OSHA-sponsored project developed to test construction supervisors' knowledge of the recognition, avoidance, and control of worksite safety and health standards. Order No. PB-263-874. Cost: \$47.50 (\$12.50 microfiche).

### **Occupational Fatalities Related to Fixed Machinery as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-80-181-035. Cost: \$27.00 (\$12.50 microfiche).

### **Occupational Fatalities Related to Ladders as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-80-153-471. Cost: \$27.00 (\$12.50 microfiche).

### **Occupational Fatalities Related to Miscellaneous Working Surfaces as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-83-125-732. Cost: \$39.00 (\$12.50 microfiche).

### **Occupational Fatalities Related to Roofs, Ceilings, and Floors as Found in Reports of OSHA Fatality/Catastrophe Investigations**

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Order No. PB-80-182-009. Cost: \$27.00 (\$12.50 microfiche).

### **Safety and Health for Oil and Gas Well Operations**

Order No. PB-82-220-930. Cost: \$84.00 (\$12.50 microfiche).

### **Selected Occupational Fatalities Related to Fire and/or Explosions in Confined Work Spaces as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-82-237-314. Cost: \$31.50 (\$12.50 microfiche).

### **Selected Occupational Fatalities Related to Grain Handling as Found in Reports of OSHA Fatality/Catastrophe Investigation**

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Order No. PB-83-125-724. Cost: \$35.00 (\$12.50 microfiche).

### **Selected Occupational Fatalities Related to Logging as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-89-142-954/AS. Cost: \$39.00 (\$12.50, microfiche).

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**Selected Occupational Fatalities Related to Marine Cargo Handling as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-92-220-540. Cost: \$51.50 (\$24.50, microfiche).

**Selected Occupational Fatalities Related to Oil/Gas Well Drilling Rigs as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-80-226-939. Cost: \$27.00 (\$12.50 microfiche).

**Selected Occupational Fatalities Related to Oil/Gas Well Drilling and Servicing as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-84-154-095. Cost: \$61.50 (\$12.50, microfiche).

**Selected Occupational Fatalities Related to Powered, Two-Point Suspension Scaffolds/Powered Platforms as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-83-194-050. Cost: \$24.50 (\$12.50 microfiche).

**Selected Occupational Fatalities Related to Ship Building and Repairing as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-90-163-205. Cost: \$51.50 (\$17.50, microfiche).

**Selected Occupational Fatalities Related to Toxic and Asphyxiating Atmospheres in Confined Work Spaces as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-86-144-920/AS. Cost: \$55.00 (\$12.50, microfiche).

**Selected Occupational Fatalities Related to Trenching and Excavation as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-86-155-041. Cost: \$44.00 (\$12.50, microfiche).

**Selected Occupational Fatalities Related to Vehicle-Mounted Elevating and Rotating Work Platforms as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-91-231-613. Cost: \$27.00 (\$12.50 microfiche).

**Selected Occupational Fatalities Related to Welding and Cutting as Found in Reports of OSHA Fatality/Catastrophe Investigations**

Order No. PB-89-117-527/AS. Cost: \$55.00 (\$12.50, microfiche).

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\*These states and territories operate their own OSHA-approved job safety and health programs (Connecticut and New York plans cover public employees only). States with approved programs must have a standard that is identical to, or at least as effective as, the federal standard.