



## This Issue

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### FEDERAL OSHA REGULATIONS:

OSHA proposes change to  
injury/illness data collection

OSHA is proposing to revise its Occupational Injury and Illness Recording and Reporting regulation by restoring a column on the OSHA Form 300 to better identify work-related musculoskeletal disorders (MSDs). The rule does not change existing requirements for when and under what circumstances employers must record musculoskeletal disorders on their injury and illness logs. It would require employers to place a check mark in a column for all MSDs they have recorded. "Restoring the MSD column will improve the ability of workers and employers to identify and prevent work-related musculoskeletal disorders by providing simple and easily accessible information," said Assistant Secretary Michaels. "It will also improve the accuracy and completeness of national work-related injury and illness data." For more information, read the [news release](#) and [Federal Register](#) notice.

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## Workplace Postings

March 1, 2010

**In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency. The Department of Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday. Additional posting requirements apply to some workplaces. For a list of available safety and health postings, visit the [Cal/OSHA publications page](#).**

[Click here](#) for answers to frequently asked **questions** about workplace postings.

The database permitting ordering of hard copies of the postings is currently unavailable. All titles below with a direct link to the posting may be downloaded from the Internet.

Downloaded posters meet an employer's legal obligation.

If you need more than five copies of any posting, please fax your order to (415) 703-4807.



Posting	Additional Information and Quantity Needed	Who Must Post
Industrial Welfare Commission (IWC) <a href="#">wage orders</a>	WC wage orders regulate wages, hours and working conditions and are numbered by industry or occupation group. Not sure which order you need? Use the <a href="#">alphabetical index of businesses and occupations</a> to make that determination.  Labor Code section 1183(d)	All employers
Industrial Welfare Commission (IWC) <a href="#">wage orders</a>	Sets forth California's minimum wage and can be downloaded in <a href="#">English</a> and <a href="#">Spanish</a> .	All employers
<a href="#">Payday notice</a>	Must specify the regular paydays and the time and place of payment. An employer-developed notice is permitted.  Labor Code section 207	All employers
<a href="#">Safety and health protection on the job</a>	Contains pertinent information regarding safety rules and regulations. Available in <a href="#">English</a> and <a href="#">Spanish</a> .  Labor Code section 6328; poster print date: Feb 2006	All employers
<a href="#">Emergency phone numbers</a>	Lists emergency responders' phone numbers.  Title 8, California Code of Regulations, Construction Safety Orders section 1512 (e)	All employers
<a href="#">Access to medical and exposure records</a>	Provides information about rights of employees working with hazardous/toxic substances. Available in <a href="#">English</a> and <a href="#">Spanish</a> .  Title 8, California Code of Regulations, General Industry Safety Order section 3204	All employers using <a href="#">hazardous</a> or <a href="#">toxic substances</a>
<a href="#">Operating Rules for Industrial Trucks</a>	Employers using industrial trucks shall post and enforce a set of operating rules. Available in <a href="#">English</a> and <a href="#">Spanish</a> .  Poster print date: April 2007	Employers operating forklifts and other types of industrial trucks or tow tractors
<a href="#">Notice to employees -- injuries caused by work</a>	Advises employees of workers' compensation benefits. Claims administrators and employers need to revise the notice they are currently using and send it to the <a href="#">DWC administrative director</a> for review and approval or they may download and use this version. NOTE: Employers may obtain professionally printed copies of the poster and workers' comp claim form from their claims administrator.  Title 8, California Code of Regulations, Division of Workers' Compensation section 9810	All employers
Notice of workers' compensation carrier and coverage	States the name of the employer's current compensation insurance carrier, or the fact that the employer is self-insured. Obtained from the employer's workers' compensation insurance carrier.  Labor Code section 3550	All employers



Posting	Additional Information and Quantity Needed	Who Must Post
<a href="#">Whistleblower protections</a>	<p>Must be prominently displayed in lettering larger than size 14 type and include a list of employee rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the <a href="#">California Attorney General</a>.</p> <p>The Division of Labor Standards Enforcement has prepared a sample posting that it believes meets the requirements of <a href="#">Labor Code Section 1102.8(a)</a>, except for being larger than size 14 type. To view this sample, click here (<a href="#">Pdf</a>) (<a href="#">Doc</a>). This sample is not the only option though, as employers are free to develop their own posting.</p> <p>Labor Code section 1102.8</p>	All employers
No smoking signage	<p>Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies.</p> <p>Labor Code section 6404.5(c)(1)</p>	All employers
Log and summary of occupational injuries and illnesses	<p><a href="#">Form 300</a> is for logging recordable injuries, <a href="#">Form 301</a> is for collecting details and <a href="#">Form 300A</a> is the annual summary form. All three forms are available in various downloadable formats with instructions on the <a href="#">Cal/OSHA publications page</a>.</p> <p>Title 8, California Code of Regulations, Division of Labor Statistics and Research sections 14300 et seq.</p>	Employers with 11 or more employees in the previous year
<a href="#">Farm labor contractor statement of pay rates</a>	<p>Reference DLSE poster 445. Must be displayed prominently where work is to be performed and on all vehicles used by the licensee for transportation of employees. Must be at least 12 inches high and 10 inches wide.</p> <p>The downloaded version of this posting may not comply with the law as it may not be at least 12 inches high and 10 inches wide.</p> <p>Labor Code section 1695(7)</p>	Farm labor contractors licensed by the Division of Labor Standards Enforcement (DLSE)
<a href="#">Prevailing wage rate determinations</a>	<p>The body awarding any contract for public work or otherwise undertaking any public work shall cause a copy of the prevailing wage determination for each craft, classification or type of worker needed to execute the contract to be posted at each job site.</p> <p>Labor Code section 1773.2</p>	Public works awarding bodies and contractors



In addition to postings required by the Department of Industrial Relations, other state and federal agencies have posting obligations. Additional requirements include (this list is not all inclusive):

Posting	Additional Information and Quantity Needed	Who Must Post
<a href="#">Discrimination and Harassment in Employment are Prohibited by Law</a>	The latest information can be obtained from the <a href="#">Department of Fair Employment and Housing (DFEH)</a> , reference number 162, available in English and Spanish. 1 (800) 884-1684  Fair Employment and Housing Act, Government Code section 12900 et seq.	All employers
<a href="#">Pregnancy disability leave</a>	The latest information can be obtained from the <a href="#">Department of Fair Employment and Housing (DFEH)</a> , reference notice A. 1 (800) 884-1684  Title 2, California Code of Regulations section 7291.16(d)	Employers of five to 49 employees
<a href="#">Family care and medical leave (CFRA leave) and pregnancy disability leave</a>	The latest information can be obtained from the <a href="#">Department of Fair Employment and Housing (DFEH)</a> , reference notice B. 1 (800) 884-1684  Title 2, California Code of Regulations sections 7297.9 and 7291.16(e)	All employers with 50 or more employees and all public agencies
<a href="#">Notice to employees</a>	Advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits. The latest information can be obtained from the <a href="#">Employment Development Department</a> , reference number DE 1857A; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.	All employers
<a href="#">Notice to employees: unemployment insurance benefits</a>	The latest information can be obtained from the <a href="#">Employment Development Department</a> , reference number DE 1857D; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835	All employers



Posting	Additional Information and Quantity Needed	Who Must Post
<p>Notice to employees: time off to vote</p>	<p>Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of <a href="#">Section 14000</a>.</p> <p>Elections Code section 14001 et seq. Labor Code section 1102.8</p>	<p>All employers</p>
<p><a href="#">Equal employment opportunity is the law</a></p>	<p>Includes Americans with Disabilities Act (ADA) poster. The latest information can be obtained from the <a href="#">U.S. Equal Employment Opportunity Commission</a>. 1 (800) 669-3362</p>	<p>All employers</p>
<p><a href="#">Minimum wage</a> (federal Fair Labor Standards Act)</p>	<p>The latest information can be obtained from the <a href="#">U.S. Department of Labor</a>, reference number WH 1088. (415) 744-5590</p>	<p>All employers</p>
<p><a href="#">Notice: Employee Polygraph Protection Act</a></p>	<p>The latest information can be obtained from the <a href="#">U.S. Department of Labor</a>, reference number WH 1462. Also available in Spanish. (415) 744-5590</p>	<p>All employers</p>
<p><a href="#">Family and Medical Leave Act</a> (federal FMLA)</p>	<p>The latest information can be obtained from the <a href="#">U.S. Department of Labor</a>, reference number WH 1420. Also available in <a href="#">Spanish</a>. (415) 744-5590</p>	<p>All employers with 50 or more employees and all public agencies</p>

[Article courtesy of Cal-OSHA](#)



## CIHs Included in EPA Guidelines on Meth Lab Cleanup

March 1, 2010

The EPA has issued a document providing state and local governments technical guidance for methamphetamine lab cleanups. The document, titled *Voluntary Guidelines for Methamphetamine Laboratory Cleanup*, is based on an extensive review of the best available science and practices for cleanup.

### CAL OSHA REGULATIONS:

New respirator safety videos available on OSHA's Web site

OSHA has made the "Respirator Safety" and "The Difference between Respirators and Surgical Masks" videos available in English and Spanish on the agency's [Respiratory Protection Safety and Health Topics Web page](#) and the Department of Labor's [YouTube](#) page. Videos show workers how to correctly put on and take off respirators, and explain the difference between respirators and surgical masks.

- CAL OSHA [QuickTakes](#)  
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In the document, the EPA advises to hire a CIH in the cleanup operations (language below), but there is additional language advising that a CIH be used to sign off on the remediation of the property. This is a direct result of AIHA efforts in suggesting such language to EPA and having our own guidance document. AIHA has commented on nearly every legislative and regulatory measure addressing meth labs, working to have the CIH and the use of accredited labs included.

The guidelines developed by the EPA reviewed existing state legislative and regulations to assist them in their recommendations.

**"It may also be appropriate to involve a certified industrial hygienist (CIH) in cleanup operations. Some states require that a CIH or experienced industrial hygienist (IH) conduct the preliminary assessment and post-remediation sampling. A CIH is trained in the assessment and control of chemical hazards and can play a significant role in ensuring that working conditions are safe during the remediation process. It is recognized that a CIH may not be available to accompany contractors to every cleanup site and that the use of a CIH can be expensive if he/she is involved in the entire remediation process. Therefore, contractors may consult a CIH to establish a general meth lab cleanup strategy. Other potential resources that may be consulted include local health jurisdictions and environmental health specialists."**

[More information can be found here.](#)





## CAL OSHA REGULATIONS:

Cal/OSHA Reminds Employers to Post Summary of Work-Related Injuries and Illnesses

The Department of Industrial Relations' Division of Occupational Safety and Health (DIR/DOSH), better known as Cal/OSHA, reminds all California employers of their requirement to post at their place of business a list of job-related injuries and illnesses that occurred at the workplace during 2009. The list must be displayed from February 1 through April 30 for employee review.

The required Cal/OSHA Form 300A is available online at [www.dir.ca.gov/dosh/dosh\\_publications/oshalog300.pdf](http://www.dir.ca.gov/dosh/dosh_publications/oshalog300.pdf).

Employers are required to use form 300A to report the number of injuries each year, even if no work-related injuries occurred. The information must include the nature of the injury or illness, the severity of the work-related incidents and the number of days the affected employees missed work. Employers with 11 or more employees, except those covered in the California low-hazard establishments in retail, services, finance and real estate sectors, must display form 300A wherever employee notices are usually posted.

"The mandatory Cal/OSHA log helps employers identify recurring problems and eliminate them," said DIR Director John C. Duncan. "Employers needing additional assistance in improving their safety programs can contact our Cal/OSHA Consultation unit for a free assessment."



Settled char particulates on windowsill from structural fire in close proximity.



Settled char particulates on car wash machinery from brushfire in area.



Settled particulates on reverse side of access panel and insulation in the attic.

Employers who want to learn more about the posting requirements and how to reduce workplace injuries can get information at the DIR Web site at [www.dir.ca.gov/dosh/dosh1.html](http://www.dir.ca.gov/dosh/dosh1.html). For assistance from the Cal/OSHA Consultation unit employers can call (800) 963-9424. Employees with work-related questions or complaints can call the California Workers' Information Hotline at (866) 924-9757.