

# Public Employees Have a Right to a Safe & Healthful Workplace

The Oklahoma Occupational Health & Safety Standards Act of 1970 provides job safety and health protection for public workers. Rules have been adopted which include both employer and employee responsibilities. These include state, county, city and public school agencies and certain public trusts.

## **Responsibility of Employers**

Public employers are responsible for workplace safety and health of employees. This includes written programs, processes and training.

## **Responsibility of Employees**

Employees are responsible for following safety and health rules. This includes using equipment and personal protective devices properly.

## **Unsafe Equipment and/or Procedures**

You have the right to bring unsafe equipment and/or procedures to the attention of a supervisor or the designated safety officer.

## **Adverse Action Remedy**

You have the right to file a complaint with the Oklahoma Department of Labor for any adverse action taken against you for reporting hazards.

## **Employees' Right to File Complaint**

You have the right to file a complaint with the Oklahoma Department of Labor concerning investigations of unsafe working conditions.

## **Employee's Right to View Certain Records**

You have the right to view certain records regarding workplace injuries, illnesses, or fatalities for your agency. A summary of this information must be posted at your work site each year from February through April.

## **Employees' Right to View Their Files**

You have the right to view or make copies of your medical records or records of your exposure to toxic and harmful substances or conditions.

## **Required Posting of this Notice**

This notice must be posted in your workplace.

## **Contact Information**

You may contact the Oklahoma Department of Labor at the website and toll-free number below or contact the Department direct: **Oklahoma City office**, 3017 North Stiles, Suite 100, Oklahoma City, OK 73105, 405-521-6100; **Tulsa office**, 440 South Houston, Tulsa, OK, 74127, 918-581-2400, or online at [www.labor.ok.gov](http://www.labor.ok.gov).

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1-888-269-5353  
[www.labor.ok.gov](http://www.labor.ok.gov)

Oklahoma Department of Labor  
*Public Employee Occupational Safety & Health Unit*



# PUBLIC EMPLOYEE JOB SAFETY & HEALTH PROTECTION

The Oklahoma Occupational Health & Safety Standards Act of 1970 provides job safety and health protection for public workers by promoting safe and healthful working conditions. As authorized by the Act, rules have been adopted to prevent accidents in all public work places, including public schools and all political subdivisions of city, county and state government. These rules include standards contained in the Federal Occupational Safety & Health Act of 1970 (OSHA) and other safety and health standards derived from national consensus standards.

## EMPLOYERS

Each public employer shall establish and maintain safe and healthful workplace conditions. Appropriate safety devices shall be used where necessary to protect the life, health and safety of all public employees. No employer shall interfere with the use of any method or process adopted for the protection of an employee or any other person lawfully within such place of employment. No employer shall fail to obey orders necessary to protect the life, safety and health of public employees. Public employers must allow their employees to participate in mandatory training and education programs.

## EMPLOYEES

No public employee shall willfully remove, displace, damage, destroy, carry off or in any way interfere with the use of any safety device or safeguard furnished or provided for use in any place of public employment. No employee or agent of employees shall interfere with any method or process adopted for the protection of any employee or of any other person lawfully within such place of employment. No employee shall fail to obey orders necessary to protect the life, safety and health of public employees. Public employees must participate in mandatory training and education programs.

## INSPECTIONS

Without prior notification, authorized inspectors from the Oklahoma Department of Labor may, at any reasonable time, enter and inspect public places of employment in order to investigate matters deemed appropriate, and to determine if any person is violating any provision of the Act or any standards promulgated pursuant to it.

## COMPLAINTS

Public employees have the right to file a complaint requesting an investigation of unsafe or unhealthful conditions. No adverse personnel action may be taken against any employee who files a workplace safety or health complaint. Employees who believe they have been discriminated against on this basis may file a complaint with the Oklahoma Department of Labor.

## VIOLATIONS

If upon inspection the Oklahoma Department of Labor believes a public employer has violated the Act, a notice alleging such violation(s) will be issued to the employer. The notice will specify the time frame in which each violation must be corrected or a response provided. The Commissioner of Labor may require the violation(s) be corrected immediately and/or the alleged violator appear before the Commissioner or a designated representative at a specified time and place to answer the charges.

## PROPOSED PENALTIES

The Attorney General, upon request of the Commissioner of Labor, shall bring an action against any person who violates any of the provisions of the Act or violates any order or determination of the Commissioner promulgated pursuant to the Act.

Any public employer or political subdivision failing to comply with any standards or interfering with, impeding or in any manner obstructing the administration of standards pursuant to the provisions of the Act may be charged with a misdemeanor. Additionally, such employers or political subdivisions may be prevented, by cease and desist orders, from continuing such violation(s). Each day in which each violation occurs shall constitute a separate violation.

## VOLUNTARY COMPLIANCE

Safety and health education and training is the best way to help prevent and control occupational accidents. The Department of Labor provides public employers with free consultation services. The Department recognizes the outstanding efforts of participating employers.

## RECORDKEEPING REQUIREMENTS

Public employers must maintain accurate work-related injury, exposure and illness incident records. Employers are to use the OK-300 recordkeeping system or its substantial equivalent. Calendar year totals (excluding names of employees) must be posted no later than February 1<sup>st</sup> of the year following the calendar year to which the report applies. This information must remain posted through the month of April. Public employers are required to maintain written safety and health programs.

## POSTING INSTRUCTIONS

This poster must be displayed in one or more conspicuous places where notices to employees are customarily posted. For assistance or additional information, contact:

**Oklahoma Department of Labor**  
*Public Employee Occupational Safety & Health*

*Oklahoma City*  
3017 North Stiles, Suite 100  
Oklahoma City, OK 73105  
405-521-6100  
888-269-5353

*Tulsa*  
440 South Houston, Suite 300  
Tulsa, OK 74127-8920  
918-581-2400

*Mark Costello*  
**Mark Costello**  
*Commissioner of Labor*



Oklahoma Department of Labor  
[www.labor.ok.gov](http://www.labor.ok.gov)