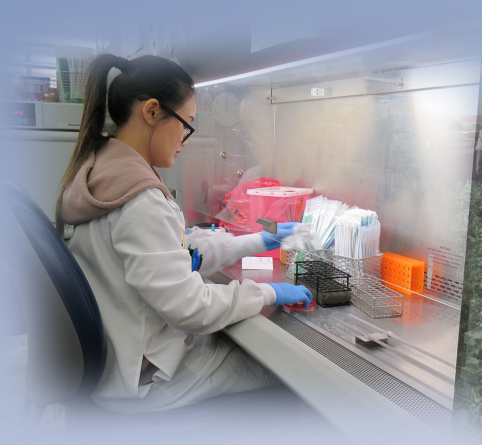




*The*  
**Guide**  
*to*



This publication explains the functions of the California Occupational Safety and Health (Cal/OSHA) Program and some common requirements of California law and regulations for workplace safety and health. It is not intended to provide interpretation of the law and regulations. The reader must refer directly to title 8 of the California Code of Regulations and the California Labor Code for detailed information, specifications, and exceptions.

Workplace safety and health information is available online at:

**[General information](#)**  
**[Cal/OSHA regulations](#)**  
**[Cal/OSHA safety and health publications](#)**

Cal/OSHA Consultation Services offers free telephone, email, and onsite assistance. Find a local office online or with the contact information listed in the back of this document.

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# Overview of Cal/OSHA

The Department of Industrial Relations (DIR), within the Labor and Workforce Development Agency, has administered the Cal/OSHA program since 1973 when California's plan was submitted to federal OSHA for approval.

Major units related to the Cal/OSHA program are the following:

- **Division of Occupational Safety and Health** (DOSH — more commonly known as Cal/OSHA). Enforces worker safety and health standards, and offers free training and consultation to employers and their employees for complying with the workplace safety and health regulations.
- **Occupational Safety and Health Standards Board**. Adopts, amends, and repeals standards.
- **Occupational Safety and Health Appeals Board**. Hears appeals regarding Cal/OSHA enforcement actions.

Support for the Cal/OSHA program is provided by the following:

- **Division of Labor Standards Enforcement** within DIR. Protects employees who report hazardous working conditions from retaliation in the workplace.
- **Office of the Director — Research and Statistics** within DIR. Publishes reports on occupational injuries and illnesses.
- **Hazard Evaluation System and Information Service (HESIS)** administered by DIR and the Department of Public Health. Evaluates and provides information about toxic substances and other workplace hazards.

Cal/OSHA covers virtually all employees in the state, including those employed by state and local government. There are some limited exceptions to Cal/OSHA jurisdiction, such as federal employees and offshore maritime workers. Contact the Cal/OSHA Legal Unit at 510-286-7348 for questions about Cal/OSHA jurisdiction.

Some Cal/OSHA responsibilities described in this guide are mandated only by California state law, such as:

- Certifying employers, consultants, and trainers involved in asbestos-related work.
- Issuing permits for operation of elevators, amusement rides, and aerial passenger tramways.
- Inspecting mines, tanks, and boilers.

Also, current legislation affecting the Cal/OSHA program includes unique requirements concerning cranes, construction permits, asbestos, lead, ergonomics (repetitive motion, hotel housekeepers, and acute care hospitals), blood-borne pathogens, aerosol transmissible diseases, food flavorings, workplace violence prevention in health care, heat illness, and wildfire smoke. In 1989, Senate Bill 198 required employers to establish and maintain an Injury and Illness Prevention Program (IIPP).

The 1993 workers' compensation legislative reforms mandate targeted inspections and consultations as a first line of defense against rising workers' compensation claims. Primary emphasis is on high-hazard industries and employers who show the highest incidence of workplace injuries and illnesses.

In 1999, Assembly Bill 1127 made statutory changes increasing the effectiveness of Cal/OSHA's enforcement efforts and the safety and health protections provided to California workers.

California's workplace safety and health program is respected worldwide for its ability to meet the challenges of the ever-changing work environment — a tradition dating back to 1911 with the passage of the Roseberry Act.

## Online Resources

The DIR website offers a wide variety of workplace safety and health information. Some of the most popular sites are:

- **Cal/OSHA website** and access to information related to Cal/OSHA units and programs, Labor Code sections, policy and procedure references, Title 8 regulations, regulatory agencies, technical information, and compliance data.
- **Title 8 of the California Code of Regulations** – the regulations Cal/OSHA enforces and provides assistance with.
- Complaints – to file a complaint with the nearest Cal/OSHA **Enforcement Unit District Office**.
- Reporting Serious Injuries, Illnesses, and Fatalities – employers file these mandatory reports by telephone to the nearest Cal/OSHA **Enforcement Unit District Office**. An alternative will be an online mechanism that is in the process of being developed.
- **Publications** – to download Cal/OSHA guidance documents, fact sheets, and posters.
- **Consultation Assistance** – to obtain help from the Cal/OSHA Consultation Services Branch.
- **Permits/Licenses/Certifications/Registrations** – to obtain information about the permits, licenses, certifications, and registrations required by DIR.
- **Notifications** – for a list of notifications required by Cal/OSHA.
- **The Workers Page** – explains how to file Cal/OSHA and whistle blower complaints. The site also describes workers' rights and responsibilities.

## Employer & Employee Assistance

Cal/OSHA operates on the premise that enforcement is not the only way to decrease worker injuries, illnesses, and fatalities. Federal OSHA and Cal/OSHA use incentives promoting voluntary compliance, as well as employer/employee education and training to identify and abate worksite hazards. Cal/OSHA provides consultative assistance to employers and employees through the Cal/OSHA **Consultation Services Branch**.

Cal/OSHA also provides educational materials to help reduce or eliminate workplace injuries and illnesses. Many of these are available in Spanish and other languages. The **publications and other resources** are available online. When available, printed materials can be picked up at Cal/OSHA offices.

## Consultation Service

The mission of the Cal/OSHA Consultation Services Branch is to help eliminate worker injuries and illnesses by providing effective workplace safety and health assistance to California's employers and the employee community. Cal/OSHA Consultation's objectives are to:

- Identify hazards and promote safety and health for small high hazard employers.
- Educate employers and employees about the benefits of safety and health.
- Encourage employers and employees to implement and maintain good safety and health practices.

Consulting services are offered through on-site visits, off-site consultation, the High Hazard Employer Program, provision of educational materials, partnership programs, and outreach assistance.

Request assistance from the **Cal/OSHA Consultation Services Branch** by calling their toll-free number: 1-800-963-9424

**On-site visits** – employers may phone to request on-site assistance, which is provided only at the employer's invitation. Important benefits of an on-site consultation are the evaluation and suggested improvements to workplace safety and health programs. Typically, an on-site visit includes the following:

- Opening conference – the consultant explains the process and management decides whether to proceed.
- Review of employer safety records – consultant identifies hazards by analyzing past injuries and illnesses and suggests improvements to help prevent future incidents.
- Program review – consultant reviews written safety and health programs, including documents/records, and assesses the effectiveness of program implementation.
- Walk-around hazard identification – consultant conducts a walk-around evaluation and identifies and suggests corrections for unsafe conditions and work practices.
- Training and abatement assistance – the consultant may also provide formal or informal training to employers and employees on safe work practices and other subjects during or after the on-site visit.
- Closing conference – at the end of the on-site visit, the consultant summarizes the findings and time frames for correcting serious hazards. A follow-up written report provides guidance for setting up an effective IIPP and other programs, a hazard summary, and other helpful information.

On-site consultation visits do not result in citations or penalties. However, in return for receiving the free on-site assistance the employer must agree to timely correction of hazards that were identified during the consultation process and that could potentially lead to injuries, illnesses, or death.

**Off-site consultation** – Cal/OSHA also provides consultation to employers and employees away from the work-site via telephone, email, or office meetings.

**High Hazard Employer Program** – This program offers consultation evaluations to establishments identified on the **High Hazard Industry List** to promote effective Injury and Illness Prevention Program (IIPP) implementation and to reduce injuries and illnesses.

**Partnership Programs** – Cal/OSHA administers **partnership programs** where industry, labor, and Cal/OSHA work in cooperation. Cal/OSHA offers three programs: Cal/VPP, SHARP, and Golden Gate.

- Employers in partnership programs are vanguards for health and safety. Their health and safety programs depend on the credibility of management involvement in the program. They include employees in health and safety decisions, conduct rigorous worksite analysis to identify hazards and potential hazards, take stringent prevention and control measures, and maintain a thorough training program.

- Contact Consultation’s **Voluntary Protection Program office** listed under “Directory of Offices” in this guide to receive guidance on becoming a Cal/OSHA partnership employer.

**Outreach Assistance** – Cal/OSHA conducts and participates in workplace safety and health seminars, conferences, workshops, and other outreach activities with employers and employees. These outreach activities are focused on high-hazard industries, processes, and occupations.

### ***What is an Injury & Illness Prevention Program (IIPP)?***

Title 8 of the California Code of Regulations (T8 CCR) **section 3203** requires all California employers to have and implement an effective written IIPP that addresses hazards pertaining to the particular workplace covered by the program. The IIPP facilitates employers and employees working together to carry out effective accident, injury, and illness prevention on the job.

Cal/OSHA publishes guidelines and model programs to help employers develop and implement their IIPP. On-site consultation assistance is also available for evaluating and improving an employer’s program. Development and conscientious implementation of a comprehensive program should result in lower injury, illness, and fatality rates along with reduced workers’ compensation costs.

#### **Elements of an IIPP**

The following elements must be established and maintained—in writing—in the employer’s IIPP:

- **Responsibility** – identify the name and/or job title of the person(s) with the authority and responsibility for its implementation.
- **Compliance** – a system to ensure that employees comply with safe and healthful work practices.
- **Communication** – a system for communicating with employees about safety and health matters—in a form easily understood, such as meetings, training programs, posted or written notification, or other means that ensure effective communication with employees—must be part of the employer’s IIPP. Employees must be encouraged to inform their employer of hazards at the worksite without fear of reprisal. Employers with fewer than 10 employees can communicate to and instruct employees orally in general safe work practices with specific instructions related to hazards unique to the employees’ job assignments.
- **Hazard assessment** – procedures for identifying and evaluating workplace hazards, such as periodic inspections.
- **Accident/exposure investigation** – a procedure to investigate workplace injuries or illnesses.
- **Hazard correction** – specific methods and procedures for correcting workplace hazards, including unsafe or unhealthy work conditions, work practices, or work procedures, in a timely manner based on the severity of the hazard. The program must also include procedures for the abatement of imminent hazards and the removal of exposed employees from the area of an imminent hazard that cannot be immediately abated, except those employees necessary to correct the condition, who shall have the necessary safeguards.
- **Training and instruction** – an effective program for instructing employees and their supervisors on general safe work practices and hazards specific to each job assignment. Additional training must also be given when it is required by specific regulations, such as hazard communication, control of hazardous energy (lockout/tagout), and ergonomics, just to name a few. A list of **Cal/OSHA-required safety and health training** can be found online.
- **Keeping records** – maintain adequate written documentation of the steps taken to establish and maintain the employer’s IIPP, including training and inspection records.

## Having an Effective IIPP

For the IIPP to be effective, it must be specific to the workplace and:

- Involve all employees, supervisors, and management.
- Identify all of the workplace hazards.
- Correct the identified hazards in a timely manner.
- Provide effective training.
- Be regularly reviewed and updated.

Remember, how well the IIPP is implemented in the workplace determines how effective the program will be at preventing injuries and illnesses.

## Employee Access to the IIPP

Make sure you have a process in place that ensures employees can access your IIPP, either by providing them with a hard copy or electronic means, and communicate to your employees both their right to have access to the IIPP and how to go about exercising the right to access.

See section 3203a8 and Cal/OSHA's publication [Guide to Developing Your Workplace Injury and Illness Prevention Program](#) for details about this requirement.

## Labor-Management Safety and Health Committee

The committee must meet section 3203c requirements if the employer uses a labor-management safety and health committee to comply with communication requirements of the IIPP standard.

## Notes and Exemptions

The requirements for written documentation of the IIPP are less stringent for the following types of employers:

- Employers with fewer than 20 employees who are not in high-hazard industries and who have a workers' compensation experience modification rate of 1.1 or less.
- Employers with fewer than 20 employees who are in designated low-hazard industries.
- Employers with fewer than 10 employees that maintain a log of instructions provided to the employees with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

There are also special exemptions for employers with seasonal or intermittent employees, and for local government.

Cal/OSHA's [regulation for the IIPP](#) can be found online.

## Cal/OSHA Resources for IIPP

Cal/OSHA provides several resources that can help with an employer's program. These resources are available at:

- [All publications](#)
- **Model Programs:**
  - [High Hazard Employers](#)
  - [Non-High Hazard Employers](#)
  - [Employers with seasonal workers](#)
  - [Guide to developing an IIPP](#)
- [State Fund's IIPP Builder](#)



# Keeping Records & Reporting

## *Injury & Illness Records*

All employers in California covered by the Cal/OSHA regulations, except those with no more than 10 employees at any one time during the year or those in some low-hazard industries as identified in section 14300.2, are required to keep records of injuries, also known as the Form 300, Form 300A and Form 301.

These records provide a basis for identifying hazardous areas or operations where corrective action is needed, informing employees of the employer's workplace safety and health status, and providing data for a nationwide survey of occupational injuries and illnesses. The records are also reviewed during every Cal/OSHA consultation visit and enforcement inspection.

The **Cal/OSHA record keeping system** has four steps:

1. Prepare a supplementary record (Injury and Illness Incident Report) of each recordable workplace fatality, injury, and illness – **Form 301**.
2. Enter each recordable injury or illness on the Log of Work-Related Injuries and Illnesses form – **Form 300**.
3. Enter totals on the Annual Summary of Work-Related Injuries and Illnesses form. Post the completed form no later than February 1, keep it posted where employees can see it through April 30, and provide copies as required – **Form 300A**.
4. Maintain these records in employer files for five years.

## *Reporting Fatalities & Serious Injuries or Illnesses*

Employers must immediately report fatalities and serious injuries or illnesses that occur in the place of employment, or in connection with employment, by telephone to the nearest Cal/OSHA Enforcement District Office (**District Office telephone numbers are provided at the end of this guide**). An alternative will be an online mechanism that is in the process of being developed. Enforcement District offices are listed under "Directory of Offices" in this guide and can be searched **online by zip code or city**.

A serious injury or illness is one that requires hospitalization, regardless of length of time, for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement (**section 330h**). Accidents that result in serious injury or illness, or death that occur in a construction zone on a public street or highway are now included by statute. Work-related injuries, illnesses and deaths caused by the commission of a Penal Code violation are no longer excluded from the definition of "serious injury or illness."

The Cal/OSHA Mining and Tunneling Unit must be notified immediately of mine fires that could injure workers, and mine workings, dangerous accumulations of gases, hoisting mishaps, sudden inflows of dangerous gases or water, and ground instability whether or not people are injured (**section 6960**).

General acute care hospitals, acute psychiatric hospitals, and special hospitals are required to report incidents of workplace violence at their facilities to Cal/OSHA through an **online reporting system (section 3342g)**. Details and links for the regulation and reporting system are found online.

## *Exposure Records*

Cal/OSHA standards concerning toxic substances and hazardous exposures require records of employee exposure to these substances, physical examinations, reports, employment records, and other information.

## *Documenting Activities*

Cal/OSHA standards require keeping records of the steps taken to establish and maintain the injury and illness prevention program, including records of the scheduled and periodic inspections to identify hazardous conditions and work practices, and documentation of the safety and health training given to employees. These records must be kept for at least one year.

## ***Employee Access to Medical & Exposure Records***

To improve detection, treatment, and prevention of occupational disease and to support a worker's right to know, General Industry Safety Order [section 3204](#) states that workers and their designated representatives may see and copy:

- Their own medical records.
- Records of exposure to toxic substances and harmful physical agents measured either by workplace monitoring or by biological monitoring to gauge absorption of a substance or agent by body systems.
- Records of exposure to toxic substances and harmful physical agents for employees with similar jobs or working conditions.
- Safety data sheets or equivalent information that the employer has for chemicals or substances used in the workplace.

### **Cal/OSHA Resource for Recordkeeping**

Cal/OSHA has [recordkeeping resources](#) to help employers and employees familiarize themselves with the California recordkeeping standard and address questions about classifying and recording occupational injuries and illnesses.

## **Workplace Safety & Health Inspections**

Cal/OSHA is authorized to conduct workplace inspections to enforce occupational safety and health standards. Every workplace covered by Cal/OSHA may be subject to inspection by enforcement safety and health staff.

In general, enforcement inspections involving complaints, accidents, catastrophes, and scheduled inspections are conducted by Cal/OSHA safety engineers and industrial hygienists (Cal/OSHA inspectors) from district offices throughout California.

In addition, specific industry inspections are conducted by special enforcement units:

- The **Mining and Tunneling Unit** engages in pre-job safety conferences and inspects the mining and tunneling industry.
- The **Process Safety Management Unit** manages inspections of refineries and chemical plants that utilize large quantities of toxic and flammable materials.
- The **High Hazard Unit** conducts targeted inspections of industries included on the High Hazard Industry List.
- The **Labor Enforcement Task Force** works in coalition with the Department of Labor Standards Enforcement (DLSE), Contractors State License Board (CSLB), and other enforcement agencies to inspect employers within the underground economy.
- Pressure vessels (boilers and tanks) are inspected by the **Pressure Vessel Unit**.
- The **Amusement Ride and Tramway Unit** is responsible for inspecting portable and permanent amusement rides, as well as tramways (ski lifts).
- The **Elevator Unit** inspects and enforces code compliance for elevators and other conveyances.

### ***General Scheduled Inspections***

- Programmed planned – an inspection of employers randomly selected in specific industries, or as part of a national or local workplace safety and health emphasis program.
- Programmed related – an inspection of an employer at a multi-employer worksite that was not included in the programmed planned assignment that initiated the worksite visit.

## ***Unprogrammed Inspections***

- Accident – an inspection resulting from the requirement that an employer must report a fatality, serious injury, or serious illness immediately (within eight hours of when the employer knows of this event or, with diligent inquiry, should have known of the event).
- Complaint – an inspection resulting from a complaint of a hazard or violation believed to exist in a workplace.
  - Formal complaint – a complaint filed by an employee, employee representative, employer of an employee at a multi-employer worksite, or a government agency. Employee representative includes attorneys and union representatives and health/safety professionals who have a representational relationship with an employee at the place of employment where the hazardous condition exists.

Formal complaints are investigated by conducting an on-site investigation within three working days for complaints of serious violations and within 14 calendar days for complaints of non-serious violations, unless the complaint is without reasonable basis or is intended to harass the employer. Serious complaints from state or local prosecutors are investigated within 24 hours, and imminent hazard complaints are investigated immediately. A complaint is deemed to allege a serious violation if Cal/OSHA determines that the complaint charges that there is a realistic possibility that death or serious physical harm could result from the actual hazard created by a condition that exists, or from one or more practices, means, methods, operations, or processes that have been adopted or are in use in a place of employment.

- Non-formal complaint – a complaint filed by an employee filing an anonymous complaint or anyone who is not an employee or employer.

Serious non-formal complaints are investigated by letter via fax or email and phone contact with the employer. Non-serious non-formal complaints are investigated by letter to the employer, to which the employer must respond. Some employer responses are verified by a site inspection.

- Referral – a report of hazards or alleged violations originating from:
  - A safety or health compliance officer.
  - Media reports.
- Follow-up – an inspection conducted to determine whether the employer has abated violations previously cited in a Cal/OSHA inspection. A follow-up inspection may be expected when any of the following have been issued:
  - Citation for a violation for which evidence and documentation of abatement were not received from the employer.
  - Citation for violations characterized as willful or repeat.
  - A serious violation where the period fixed for abatement is less than six days.
  - A serious violation of the Injury and Illness Prevention Program.
  - Special order or order to take special action.
  - 20 percent of cases where a serious violation was found during the initial inspection.
  - Order prohibiting use.
  - Court temporary restraining order.
- Unprogrammed related – an inspection of an employer at a multi-employer worksite that was not identified as a participant of the original unprogrammed inspection assignment (accident, complaint, referral, follow-up) that initiated the visit to the worksite.

To file a complaint, telephone the closest Cal/OSHA **Enforcement District Office** or submit an online Cal/OSHA **Complaint**. To report a fatality, serious injury or illness, telephone the nearest Cal/OSHA Enforcement Office. An alternative will be an online mechanism that is in the process of being developed.

# What to Expect During a Cal/OSHA Inspection

## ***Initial Contact***

Cal/OSHA enforcement staff obtain permission to conduct an inspection from a management-level representative of the employer, or if none is present, from the employer representative who appears to have authority to grant permission to conduct the inspection.

If permission to enter is refused, Cal/OSHA will obtain an inspection warrant. A Cal/OSHA inspection is based on one or more criteria and may focus on part or all of the workplace or operations. Inspection priorities are as follows:

- Imminent hazard
- Fatality or catastrophe
- Investigation of serious injury or exposure
- Formal complaints
- Scheduled inspection, usually of businesses in industries with higher-than-average potential risk

A serious exposure is defined as an exposure to a hazardous substance that occurs as a result of an incident, accident, emergency, or exposure over time and is in a degree or amount sufficient to create a realistic possibility that death or serious physical harm in the future could result from the actual hazard created by the exposure.

## ***Presentation of Credentials***

Cal/OSHA inspectors identify themselves to the employer by showing their State of California photo identification card and Division of Occupational Safety and Health business card prior to conducting an inspection of the worksite.

Employers should contact the local Cal/OSHA district office if an individual represents themselves as an agency inspector but does not have proper Cal/OSHA identification.

**Imminent hazards** – If an inspection is being conducted because of an imminent hazard, Cal/OSHA enforcement inspectors, after identifying themselves to the nearest available employer representative, will ask to be taken to the imminent hazard immediately. After employees have been removed from exposure to the imminent hazard, the inspectors will conduct an opening conference.

**Advance notice** – By law, advance notice of an inspection is not given to an employer prior to the actual entry of Cal/OSHA enforcement staff on the property, except by specific permission of the Cal/OSHA chief or authorized representative. Unauthorized advance notice is a misdemeanor punishable by a fine of up to \$1,000 or imprisonment for up to six months, or both.

## ***Opening Conference***

An opening conference is conducted with the employer or the employer's highest ranking representative available at the inspected worksite. The Cal/OSHA inspector explains to the employer the purpose and scope of the inspection, the inspection walk-around procedures, workers' rights regarding Cal/OSHA, and other information. If Cal/OSHA is conducting a complaint investigation, the inspector may not reveal the identity of the complainant(s), nor discuss any items of the complaint(s). Joint opening conferences are held with the employer representative and bargaining unit representative of the employees. If the joint conference is not possible, separate opening conferences are held.

Enforcement staff will review the employer's permits, registrations, documentation of workers' compensation coverage, occupational safety and health records, the written IIPP, and any other required programs.

## ***Walk-around***

The employer, or their representative, is expected to accompany Cal/OSHA personnel during the walk-around. The Cal/OSHA inspector conducts employee interviews and takes photographs of the worksite. The inspector may also undertake other activities, including taking measurements, conducting safety and/or industrial hygiene monitoring and sampling, taking video, and collecting pertinent documentary and physical evidence.

**Order to Preserve** – If during the investigation of an accident or occupational illness it is necessary to ensure that the worksite—or physical evidence located at the worksite—is preserved until the inspection can be completed, enforcement personnel will issue an *Order to Preserve*.

**Order prohibiting use (yellow tag)** – If during an inspection the Cal/OSHA enforcement engineer or industrial hygienist concludes that a condition or practice exists that creates an imminent hazard to the safety and health of workers, the affected workers are informed and an *Order Prohibiting Use* is issued to the employer. This order prohibits employee use of the area, machine, or equipment that presents the hazard. A yellow tag is placed conspicuously in the area where the imminent hazard exists.

The employer may request a hearing by Cal/OSHA after being issued an *Order Prohibiting Use*. The hearing is held within 24 hours of the request. The employer is required to notify employees or an employee representative of the hearing to ensure that they are informed of their right to attend. The Cal/OSHA district manager also informs an employee representative of the right to attend and the hearing time and location.

The yellow tag may not be removed until the hazardous condition no longer exists or the required safeguards and safety devices are installed. Only an authorized Cal/OSHA engineer or industrial hygienist may remove a yellow tag.

**Trade secrets** – Information obtained by the Division of Occupational Safety and Health as a result of an inspection, that contains or might reveal a trade secret is kept confidential except when such information must be disclosed to Cal/OSHA staff or when it is relevant to any Cal/OSHA proceeding. In such a proceeding, the Appeals Board, Standards Board, Director of Industrial Relations, and the court will issue orders to protect the confidentiality of trade secrets.

Citations will be issued and monetary penalties proposed if hazards observed during the walk-around are violations of the title 8 safety orders.

## ***Exit Conference***

Cal/OSHA inspectors will conduct an exit conference with the employer prior to leaving the worksite. The inspector will inform the employer of any preliminary findings of violations, the anticipated date when the closing conference may be held, and information regarding hazards that require corrective action. The inspector will provide the employer with a document request form for records and documents needed to complete the inspection.

**Citations** – If during or immediately following an investigation, Cal/OSHA believes that an employer has violated any title 8 standard, order, or regulation, a citation is issued with a reasonable time for abatement (correction).

Prior to closing the inspection and issuing a citation for a serious violation, Cal/OSHA will provide the employer with a *Notice of Intent to Classify as Serious*. The notice is intended to give the employer an opportunity to show why a serious violation does not exist. The employer will have 15 days to respond to the notice before the citation is issued.

## ***Closing Conference***

At the inspection's conclusion, the Cal/OSHA inspector holds a closing conference with the employer to discuss any enforcement actions, including citations of alleged violations of standards observed, and penalties. The closing conference discussion also includes, but is not limited to the following:

- Posting requirements – The citation must be prominently posted by the employer at or near each place of violation referred to and in a place where it is readily seen by all affected employees—and must remain posted for a period of three working days or until the condition is abated, whichever is longer.
- Abatement requirements – Employers are required to submit proof of abatement to the Cal/OSHA district office that issued the citation. Proof of abatement for serious violations must be received on-time for the employer to receive abatement credit. Enforcement staff assign an abatement date for each cited violation. Abatement is usually required within no more than 30 calendar days for general violations and 7 days for serious violations. The date set for abatement depends on the:
  - Probability that a fatality, injury, or illness could occur as a result of the violative condition during the abatement period.
  - Amount of time needed by the employer to accomplish abatement; design the correction; or obtain materials, equipment, or personnel.
  - Availability of interim safety and health measures, such as personal protective equipment or training.
  - Occurrence of weekends or holidays.
  - Existence of sufficient time for the employer to receive the citation.
- Follow-up inspections – These may be conducted to confirm the employer completes abatement of violative conditions.
- Informal conference – The employer may request an informal conference with the Cal/OSHA district office to discuss the employer’s health and safety program, citations, penalties, and abatement.
- Formal appeal – The employer has a right to contest any citation or penalty, reasonableness of the abatement, or the abatement due date set by Cal/OSHA.

### ***Informal Conference***

Following receipt of a citation or notice, an employer may request an informal conference with the Cal/OSHA district manager. The conference may be conducted within 10 working days of citation issuance or any time prior to the scheduled date of an appeal hearing if a formal appeal is filed with and accepted by the Appeals Board.

At the informal conference, the employer may discuss requests for extension of abatement dates, evidence that indicates that no violation exists, proposed penalty amounts, violation classifications, or any other matter relating to the health and safety investigation.

### ***Occupational Safety & Health Appeals Board***

Upon receipt of a citation, the employer may appeal to the Occupational Safety and Health Appeals Board in reference to the existence or nature of the violation, proposed penalty, or abatement requirement.

Any appeal must be initiated within 15 working days of receipt of the citation by a phone call to the **Appeals Board office** or via the website through the **OASIS online appeal system**. The Appeals Board website also includes forms and instructions for completing the online appeal initiation process. If an employer fails to notify the Appeals Board of their appeal within the 15-working-day limit and submit appeals paperwork as required, and if no notice is filed by an employee or employee representative within that time, then the citation becomes a final order not subject to review by any court or other agency, including Cal/OSHA, regardless of the date of a scheduled informal conference with the district office. The Appeals Board may extend the 15-day period for good cause.

Appeals can be resolved during the prehearing conference by telephone without the necessity of an in-person hearing. For appeals that require a hearing, the hearing is held in the Cal/OSHA district office or at the appeals board office as near as practicable to the site where the violation is alleged to have occurred.

Although the appeal procedures are designed so that employers may represent themselves, some employers choose attorneys or health and safety consultants to represent them for the appeals process.

The hearing is conducted by an administrative law judge, who issues a decision. Parties affected by the decision may file a petition for reconsideration within 30 days of the decision if they disagree with the decision of the judge. Appeals Board reconsideration decisions may be appealed to Superior Court.

## Employee Involvement

### ***Filing a Complaint***

If an employee believes that working conditions are unsafe or unhealthful, the first step should be to notify the employer of the problem. If the employer does not correct the hazard or agree on its extent, the employee has the right to file a complaint with Cal/OSHA and request an inspection of the workplace.

Employees may file a complaint by phone, fax, email, or mail to the nearest [Cal/OSHA enforcement district office](#) if they believe there is a violation of a Cal/OSHA standard or a serious safety or health hazard at the workplace. Cal/OSHA will evaluate the complaint to determine if there are reasonable grounds for believing a violation of a standard exists.

Employees may also request advice from [Cal/OSHA Consultation Services area offices](#).

The Cal/OSHA enforcement district offices and the Cal/OSHA Consultation area offices are also listed under “Directory of Offices” in this guide.

On a complaint inspection, enforcement staff does not reveal to the employer the identity of the complainant(s) or any of the complaint items because disclosure of the items may identify the complainant. The employer is not given a copy of the complaint.

Complainants who identify themselves to Cal/OSHA are notified of the results of the investigation. If Cal/OSHA determines that no violation exists, written notification of this determination is given to the complainant, who then has the right to request a review by Cal/OSHA.

### ***Protection from Discrimination***

An employee may not be discharged, punished, or discriminated against in any way as far as terms and conditions of employment for filing a bona fide complaint concerning unsafe or unhealthful working conditions or work practices in a place of employment, or for exercising other rights granted in [Labor Code section 6310](#).

Employees who believe they have been discriminated against may file a complaint about the discrimination within six months with the nearest office of the Department of Industrial Relations’ Division of Labor Standards Enforcement ([State Labor Commissioner](#)).

If the charge of discrimination is determined to be valid, the Labor Commissioner will grant appropriate relief to the employee, including rehire, reinstatement, and reimbursement for lost wages and work benefits. If the employer does not voluntarily comply, the Labor Commissioner may bring action in any appropriate court against an employer who has taken a retaliatory action against an employee.

### ***Walk-around***

Cal/OSHA enforcement staff will request that an employee representative be contacted and invited to accompany the Cal/OSHA inspector and the employer or employer representative on the inspection. The Cal/OSHA inspector must interview workers in private during the course of the investigation. Employee representatives may join the private interview at the worker’s discretion.

## ***Closing Conference***

If provision is not made for employee representation at the closing conference with the employer, the employee or employee representative may request a separate closing conference with the Cal/OSHA inspector.

## ***Informal Conference***

The employee or employee representative who participated in the inspection has the right to attend the employer-requested informal conference with the Cal/OSHA district manager. The employee or employee representative is to be notified by the employer of the pending conference.

## ***Occupational Safety & Health Appeals Board***

Affected employees or their representative may have the right to appeal the abatement period and may also participate in the hearing if their employer files an appeal.

More information about the [appeal process](#) is available on the internet.

# **Enforcement Actions, Penalties and Penalty Adjustments**

## ***Enforcement Actions***

During an inspection, the Cal/OSHA enforcement safety engineer or industrial hygienist may issue any of the following:

- **Notice** – issued in lieu of a citation, when the violation does not directly or immediately affect the health and safety of employees and is general or regulatory in nature.
- **Special Order** – written to abate a hazard for which there is no existing standard. It is considered an order to correct and has the same effect as any standard, though it applies only to the place of employment described in the Special Order.
- **Order to Take Special Action** – issued when a safety order exists and the unsafe condition can be made safe only if Cal/OSHA requires that the employer take a specific action. Orders to Take Special Action may also be issued when the Division requires the employer to comply with an applicable provision of Division 5 of the California Labor Code, or specific standards or orders of the Occupational Safety and Health Standards Board whose enforcement upon the employer are at the discretion of the Division.
- **Information Memorandum** – issued to inform the employer of an existing hazardous condition that has the potential to become a violation if employees are exposed to the condition in the future.
- **Citation** – written for a violation that affects the safety or health of employees. Citations may be issued for:
  - A regulatory violation, cited when an employer fails to comply with recordkeeping, posting, or permit requirements.
  - A general violation, cited when an accident or occupational illness resulting from violation of a standard would probably not cause death or serious physical harm, but has a direct or immediate relationship to the safety or health of employees.
  - A serious violation, cited where there is a realistic possibility that death or serious physical harm could result from the actual hazard created by the violation. The actual hazard may consist of, among other things: (1) a serious exposure exceeding an established permissible exposure limit; (2) the existence in the place of employment of one or more unsafe or unhealthy practices, means, methods, operations, or processes that have been adopted or are in use.
  - A willful violation, issued when evidence shows that the employer committed an intentional and knowing violation—as distinguished from inadvertent or accidental or ordinarily negligent—and the employer is conscious of the fact that what they are doing constitutes a violation, or is aware that a hazardous condition exists but made no reasonable effort to eliminate the hazard.
  - A repeat violation, issued when a recurrence of the previously cited regulation or substantially similar regulatory



requirement is found in the employer's workplace(s) within the state within five years of the previous violation becoming a final order. Repeat violations differ from willful violations in that they may result from an inadvertent, accidental, or ordinarily negligent act. A repeat violation may also be characterized as willful.

- o Failure to abate, issued when the employer fails to abate the violation by the date permitted for its correction or fails to submit to the Division a signed statement of abatement of a violation within 10 working days of the date set by the Division for correction of the violative condition.

## ***Penalties***

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](#).

## ***Criminal Penalties***

Criminal penalties are enforced by the local district attorney. A willful violation that causes death or permanent or prolonged impairment of the body of any employee is punishable, upon conviction, by a fine of up to \$250,000 or imprisonment up to three years, or both. If the employer is a corporation or limited liability company, the fine may not exceed \$1.5 million (CA Labor Code 6425).

Anyone convicted of making a false statement or certification on records or other documents required under the Cal/OSHA program is subject to a fine of up to \$70,000 or imprisonment up to six months, or both. The law also contains misdemeanor provisions relating to matters such as knowingly or negligently violating a workplace safety and health regulation, repeatedly violating a regulation, or refusing to comply with a regulation, and thereby creating an employee hazard.

## ***Penalty Adjustments***

Penalties associated with violations may be raised or lowered by assessing adjustment factors prior to issuance of the citations. Adjustment factors include severity, extent, and likelihood of the violation. Additional adjustments to the proposed penalty may be made based on the size, good faith, and history of the employer. In addition, abatement credit may be considered in the penalty.

Penalties may not be reduced for any reason other than size of company for the following circumstances: death or serious injury, illness, or exposure caused by any serious, willful, or repeat violation; failure to abate a serious violation within the time permitted for its correction; or the employer does not have an operative IIPP.

An employer who violates the Occupational Carcinogens Control Act by committing a serious violation of a standard is assessed civil penalties that are not subject to adjustment.

More details on [penalties](#) and their adjustment considerations can be found online.

## **Permit, License, Certification, Registration, and Notification Requirements**

The California Legislature has enacted a number of permit, licensing, registration, certification, and notification requirements. For additional information and web links for these requirements, visit the Department of Industrial Relations [Permits/Licenses/Certificates](#) and [Required Notifications](#) websites.

## ***Aerial Passenger Tramways (Ski Lifts)***

Permits issued by the **Amusement Ride and Tramway Unit** (listed under “Directory of Offices” in this guide or online) are required for operating all passenger tramways, which are inspected twice a year.

## ***Amusement Rides***

Permits issued by the **Amusement Ride and Tramway Unit** (listed under “Directory of Offices” in this guide or online) are required for the operation of temporary amusement rides, including bungee jumping and zip lines. Certification is also required for qualified safety inspectors of permanent amusement rides. These inspectors must complete a training program and pass a written exam.

## ***Asbestos Work***

Contractors and employers who perform asbestos-related work must be registered with the **Asbestos Contractors’ Registration Unit** (listed under “Directory of Offices” in this guide or online).

Employer registration is required if:

- Measurable asbestos fibers may be released into the air.
- The asbestos content of the construction materials is greater than 0.1 percent by weight.
- The job involves 100 square feet or more of surface area of asbestos-containing material.

Registered contractors or employers must give written notification to the nearest Cal/OSHA district office 24 hours before beginning an asbestos abatement job, regardless of the amount of asbestos-containing material to be disturbed.

Asbestos consultants and site surveillance technicians who contract to provide professional safety and health services associated with asbestos-related work must be certified by the **Asbestos Consultant Certification and Trainer Approval Unit** (listed under “Directory of Offices” in this guide or online). To obtain certification, the individual must pass a proficiency examination administered by this unit.

Contractors, employers, consultants, and site surveillance technicians who perform asbestos-related work or related services but fail to register or become certified are subject to both monetary and criminal penalties. The regulations for work involving asbestos-containing construction materials define who is required to register, the registration process, and how the employer is to conduct the work. The terms *certified asbestos consultant* and *site surveillance technician* are defined in title 8 **section 1529q**.

## ***Blasting Licenses***

A blasting license is required any time an employer is planning to use explosives in the workplace. This applies to construction, mining, tunneling, well-servicing, seismic exploration, structural demolition, and special uses within general industry. For information on licensing exams to use explosives, contact the **Mining and Tunneling Unit** (listed under “Directory of Offices” in this guide or online).

## ***Cal/OSHA Equipment Approval***

Cal/OSHA does not approve equipment or products that may be used to comply with occupational safety and health standards unless the specific standard requires such approval. Each approval made under these conditions is assigned an approval number.

Examples of equipment requiring Cal/OSHA approval include the following:

- Gasoline vapor recovery systems.
- Exterior building maintenance equipment (window washing).
- Rebar caps.

Equipment manufacturers often provide engineering information to their customers to support safe operation of their equipment.

Any product advertisement that claims “Approved by DOSH” or “Approved by Cal/OSHA” is inaccurate unless the approval number is also given.

## ***Carcinogen Control***

State law requires employers to meet strict standards to protect workers who handle carcinogenic substances.

Employers must file a *Report of Use* with the chief of Cal/OSHA for carcinogen use and incidents exposing workers to these substances. Title 8 [section 5203](#) specifies what the report shall include.

Current title 8 carcinogen standards:

- [1529](#), [5208](#), [5208.1](#), [8358](#) – Asbestos
- [1532](#), [5207](#) – Cadmium
- [1532.2](#), [5206](#), [8359](#) – Chromium (VI)
- [1532.3](#), [5204](#) – Crystalline Silica
- [1535](#), [5200](#) – Methylenedianiline (MDA)
- [5201](#) – 1,3 Butadiene
- [5202](#) – Methylene Chloride
- [5205](#) – Beryllium
- [5210](#) – Vinyl Chloride
- [5211](#) – Coke Oven Emissions
- [5212](#) – 1,2-Dibromo-3-Chloropropane (DBCP)
- [5213](#) – Acrylonitrile
- [5214](#) – Inorganic Arsenic
- [5215](#) – 4,4'-Methylenebis (2-Chloroaniline) (MBOCA)
- [5217](#) – Formaldehyde
- [5218](#) – Benzene
- [5219](#) – Ethylene Dibromide (EDB)
- [5220](#) – Ethylene Oxide (EtO)
- [5209](#) – Carcinogens:
  - 2-Acetylaminofluorene
  - 4-Aminodiphenyl
  - Benzidine and its salts
  - 3,3'-Dichlorobenzidine and its salts
  - 4-Dimethylaminoazobenzene
  - alpha-Naphthylamine
  - beta-Naphthylamine
  - 4-Nitrobiphenyl
  - N-Nitrosodimethylamine
  - beta-Propiolactone
  - bis-Chloromethyl ether
  - Methyl chloromethyl ether
  - Ethyleneimine

For information and assistance regarding carcinogens and carcinogen standards, contact offices of the Cal/OSHA Consultation Services, the Asbestos and Carcinogen Unit, or the Asbestos Contractor Registration Unit listed under “Directory of Offices” in this guide or online.

## ***Construction Permits***

Permits from Cal/OSHA are required before an employer may undertake the following work:

- Constructing trenches or excavations five feet or deeper and into which a person is required to descend.
- Constructing a building, structure, falsework, or scaffolding more than 36 feet.
- Demolition of a building, structure, falsework, or scaffolding more than 36 feet.
- Constructing or dismantling vertical shoring systems more than 36 feet.

Employers engaged in the construction activities listed above must apply for an annual permit by contacting the nearest Cal/OSHA Enforcement district office where the employer’s headquarters is located. Project administrators must contact the district office with jurisdiction over the project site for a project permit when construction activities listed above will take place during the course of their project. There are answers to [frequently asked questions about construction activity permits](#) online.

Before beginning construction, each permit holder must complete a Cal/OSHA notification form and mail or fax it to the nearest Cal/OSHA district office where the work is to be performed. Cal/OSHA may inspect or confer with the employer before the work is started.

Permits must be posted at or near each place of employment requiring a permit. If posting at the actual job site is not possible, the permit must be available for inspection at all times at the site or, in the case of a mobile unit, at the employer's head office in the area.

To expedite the renewal of construction activity annual permits, Cal/OSHA processes and renews permits by mail. In this system, Cal/OSHA checks for requirements such as a valid state contractor's license, name and address changes, and citation history that may affect issuing an annual permit. For permit renewals, contact the Permit Unit listed under "Directory of Offices" in this guide.

An employer who is denied a permit by Cal/OSHA may appeal that denial to the Director of the Department of Industrial Relations. On good cause, after notice to the employer and an opportunity to be heard, Cal/OSHA may revoke any permit issued.

## ***Crane Safety***

**Tower cranes** – The Division of Occupational Safety and Health ensures safe erecting, climbing, dismantling, and operating of tower cranes by:

- Issuing permits for erecting fixed tower cranes and operating fixed and mobile tower cranes.
- Informing crane employers of safety standards and manufacturer's recommended practices prior to erecting and operating a tower crane.
- Requiring crane employers to notify the Cal/OSHA **Crane Unit** (listed under "Directory of Offices" in this guide) when a fixed tower crane will begin operation, be jumped or dismantled, and when a mobile tower crane will be operated at different sites.
- Conducting periodic inspections of workplaces with tower cranes.

Cal/OSHA is required to inspect fixed and mobile tower cranes within 10 business days of receiving an application for an operating permit. Twice a year, Cal/OSHA inspects each tower crane, including free standing, climbing, mobile, and self-erecting tower cranes.

Cal/OSHA must be notified 24 hours in advance when a tower crane begins operation, is jumped, or is dismantled, and when a mobile tower crane begins operating.

**Crane certifiers** – Anyone testing, examining, or certifying cranes and derricks in lifting service that exceed three tons rated capacity is required to be licensed as a crane certifier by Cal/OSHA, or to be approved by Cal/OSHA as a surveyor to certify cranes under the authority and supervision of a licensed crane certifier.

Unannounced audits of the activities of crane certifiers and surveyors licensed by Cal/OSHA are conducted at least once during each licensing period. In addition, complaints and accidents involving crane certifiers or surveyors are investigated.

Licensed crane certifiers are required to maintain complete records of each crane and derrick inspection, test, and other work. They are also required to notify Cal/OSHA of any deficiencies affecting the safe operation of a crane found during its certification inspection, within five working days following the inspection. Failure to report crane safety deficiencies or to maintain required records may result in license suspension or revocation.

## ***Elevators***

Permits and annual certification renewal by the **Elevator Unit** (listed under "Directory of Offices" in this guide or online) are required for installing and operating passenger and freight elevators, side-walk elevators, manlifts and special access elevators/lifts, dumbwaiters, incline elevators, escalators, moving walks, inclined reciprocating conveyors, material lifts, hand-powered man platforms, and screw column elevators.

## ***Lead Work***

Under certain conditions specified in title 8 **section 1532.1(p)**, contractors or employers must give written notification to the nearest Cal/OSHA district office 24 hours prior to the start of lead work. There is an annual notification option for employers conducting ongoing lead-related operations and maintenance work on stationary steel structures.

## ***Mining & Tunneling***

All underground mining and tunneling operations require certification of safety representatives and gas testers by the **Mining and Tunneling Unit** (listed under “Directory of Offices” in this guide or online). Permits are also required for underground use of diesel engines in mines and tunnels. The owner, operator, or person in charge of any mine must notify the Mining and Tunneling Unit before beginning operations.

## ***Pressure Vessels***

Permits issued by the **Pressure Vessel Unit** (listed under “Directory of Offices” in this guide or online) are required for air tanks, LPG propane storage tanks over 125 gallons, and high-pressure boilers over 15 psig steam. Permit exceptions depend on vessel capacity and operating pressures. Permit inspections may be done by Pressure Vessel Unit engineers or certified insurance inspectors.

Additional information is available online ([Permits/Licenses/Certifications](#) and [Required Notifications](#)).

# **Occupational Safety & Health Standards**

Cal/OSHA is required to adopt reasonable and enforceable standards at least as effective as those adopted by federal OSHA.

Cal/OSHA further protects the health and safety of workers by adopting additional standards when no comparable federal standards apply. Pending development of a permanent standard, emergency regulations may be adopted to take immediate effect when employees are exposed to conditions or procedures that could cause serious harm or life-threatening danger.

## ***Occupational Safety & Health Standards Board***

Workplace safety and health standards are adopted, amended, or repealed by the Occupational Safety and Health Standards Board (Standards Board). The Standards Board also makes decisions on petitions for changes to standards and permanent variances.

California’s occupational safety and health standards are in the California Code of Regulations, title 8 and are available in a searchable format on the Department of Industrial Relations [title 8 search webpage](#).

## ***Taking Part in the Standard-Setting Process***

Interested individuals and organizations may take part in the development of standards by participating in the Standards Board’s advisory committee meetings, which are specific to the regulation under consideration. These meetings provide the interested person an opportunity to give written and oral comments on the proposed new or revised standards. Requests to serve on advisory committees should be made to either the Division of Occupational Safety and Health or the Standards Board. Interested persons may also request to be included on the Standards Board’s mailing list, which is used to notify persons of proposed changes to the standards and the time and place of the Standards Board’s public hearings/meetings. This information is also available on the [Standards Board’s home page](#).

Anyone seeking regulatory changes may petition the board verbally or in writing. The Standards Board has six months following receipt of a petition to report its decision.

## ***Variances***

Employers may apply to the Standards Board for a permanent variance from an occupational safety and health standard, order, or special order if they can demonstrate that an alternative method, device, or process provides equal or superior safety for workers.

Applications are considered at variance hearings conducted by the Standards Board. Rules of procedure are in Chapter 3.5 of the California Code of Regulations, title 8, starting with [section 401](#).

The Division of Occupational Safety and Health has the authority to grant a temporary variance if an employer files a proper application and if the employer:

- Cannot comply with a new standard by its effective date and applies to the Division of Occupational Safety and Health for a temporary variance prior to the effective date of the standard.
- Has developed a new process or has new machinery, finds that this is in violation of an existing standard, and needs extra time to bring the new process or equipment into compliance.
- Has just purchased a plant or establishment and finds that there are violations that will take a certain length of time to correct.

A temporary variance may be granted after notice is given to employees and certification is provided to the Division of the notification. Anyone adversely affected by the granting or denial of a temporary variance may appeal to the Standards Board.

The [Standards Board](#) provides information on the proposed, emergency, approved, and terminated standards, and proposed and approved variances on their webpage. The board also provides the title 8 Index, a [comprehensive index to Cal/OSHA regulations](#).

## Worker Rights and Employer Responsibilities

### ***Worker Rights and Responsibilities***

An employee has the right to the following:

- Safe and healthful working conditions.
- Get training from the employer on workplace hazards and workers' rights.
- Request information from the employer about Cal/ OSHA standards, worker injuries and illnesses, job hazards, and workers' rights.
- Request access to the employer's IIPP.
- Request action from the employer to correct hazards or violations of Cal/OSHA standards.
- File a complaint with Cal/OSHA regarding violations of Cal/OSHA standards or serious workplace hazards.
- Be involved in a Cal/OSHA workplace inspection by participating in the walk-around.
- Find out the results of the Cal/OSHA inspection.
- Get involved in meetings or hearings to discuss any employer objections to Cal/OSHA citations or changes to abatement deadlines.
- File a formal appeal of deadlines for hazard correction.
- File a Cal/OSHA discrimination or whistle-blower complaint with the state labor commissioner.
- Request from the National Institute for Occupational Safety and Health a research investigation of workplace health hazards.
- File a petition to the Occupational Safety and Health Standards Board for a new standard.
- Participate in the development of new standards.

Employees need to do the following:

- Follow all workplace safety and health rules and regulations and wear/use prescribed protective equipment while working.
- Read at the job site the Cal/OSHA poster *Safety and Health Protection on the Job*.
- Be aware of Cal/OSHA standards and call the local enforcement district office or consultation area office for information if necessary.
- Report hazardous conditions to the employer.

- Report any job-related injury or illness to the employer and seek prompt treatment.
- Cooperate with Cal/OSHA enforcement personnel during an inspection when they inquire about safety and health conditions in the workplace.
- Exercise worker rights under the California Occupational Safety and Health Act.

## ***Employer Responsibilities***

An employer has the responsibility to do the following:

- Establish, implement, and maintain an Injury and Illness Prevention Program. Employers must evaluate their program periodically to keep it current and effective for the protection of employees.
- Inspect the workplace to identify and correct unsafe and unhealthful hazardous conditions.
- Make sure employees have, use, and properly maintain safe tools and equipment.
- Use color codes, posters, labels, or signs to warn employees of potential hazards.
- Establish or update operating procedures and communicate them so that employees follow safety and health requirements.
- Provide medical examinations and training when required by Cal/OSHA standards.
- Report immediately by telephone to the nearest Cal/OSHA district office any serious injury, serious illness, or death of an employee occurring in a place of employment or in connection with any employment. An alternative will be an online mechanism that is in the process of being developed.
- Keep records of work-related injuries/illnesses on the Cal/OSHA Form 300 (or equivalent) and post an annual summary (Form 300A) from February 1 through April 30 each year, if you employ 11 or more employees and are not exempt.
- Post at a prominent location within the workplace the Cal/OSHA poster *Safety and Health Protection on the Job* informing employees of their rights and responsibilities.
- Provide employees access to the IIPP.
- Provide employees, former employees, and their representatives copies of the Forms 300 and 300A by the end of the next business day when requested.
- Provide employee medical and exposure record access to employees or their authorized representatives.
- Provide to Cal/OSHA enforcement personnel the names of authorized employee representatives who may be asked to accompany them during an inspection.
- Not discriminate against employees who exercise their rights under the California Occupational Safety and Health Act.
- Post Cal/OSHA citations at or near the work area involved. Each citation must remain posted until the violation is corrected or for three working days, whichever is longer.
- Post abatement verification documents or tags.
- Correct cited violations by the deadline set in the Cal/OSHA citation and submit the required abatement verification.

## **Alliance Program**

Through the Alliance Program, Cal/OSHA works collaboratively with private and public sector organizations and institutions to prevent workplace injuries, illnesses, and fatalities. Participants in the program include groups such as trade associations; labor unions and other labor groups; professional associations; educational institutions; community and faith-based organizations; consulates; local, state, and federal government agencies; and other organizations or institutions. Alliance activities include communicating with and providing information and training to employers and employees about their rights and responsibilities, Cal/OSHA standards, best practices, and other helpful information.

More information is available on the [Alliance Program webpage](#).

## Publications & Resources

Cal/OSHA provides a wide variety of publications and resources on occupational safety and health to California employers, employees, and the general public, which can be accessed via the [Cal/OSHA website](http://www.dir.ca.gov/dosh) (www.dir.ca.gov/dosh) and include the following:

- **A catalog of publications** (www.dir.ca.gov/dosh/PubOrder.asp).
- **Recordkeeping information** and fillable versions of Cal/OSHA's Forms 300, 300A, and 301 (www.dir.ca.gov/dosh/puborder.asp#RK).
- **Heat Illness Prevention information.** Regulations, prevention measures, trainings, etc., on heat illness prevention (www.dir.ca.gov/dosh/HeatIllnessInfo.html).
- **Respiratory Protection in the Workplace** (www.dir.ca.gov/dosh/dosh\_publications/respiratory.pdf).
- **Easy Ergonomics - A Practical Approach for Improving the Workplace** (www.dir.ca.gov/dosh/dosh\_publications/EasErg2.pdf). Designed to help employers prevent or reduce musculoskeletal disorders in the workplace.

Some potential benefits from using these materials to your workplace include the following:

- Increased safety and health awareness.
- Safer policies and workplace practices.
- Increased employee and management participation.
- Increased productivity and morale.
- Reduced injuries and illnesses.
- Lower workers' compensation rates.
- Having tools to evaluate potential hazards and unsafe work practices.

In California, all employers must meet workplace posting obligations. For a list of required postings, visit the [Workplace Postings webpage](#). For a list of available safety and health postings, visit the [Cal/OSHA Publications webpage](#). You may also contact Cal/OSHA Consultation Services at (800) 963-9424.

## Directory of Offices

Workers who have questions about safety and health hazards can call the Cal/OSHA call center at (833) 579-0927. Complaints about workplace safety and health hazards can be filed confidentially with [Cal/OSHA district offices](#).

### Division of Occupational Safety & Health (Cal/OSHA)

<b>Headquarters</b>	1515 Clay Street, Ste. 1901, Oakland, CA 94612	(510) 286-7000
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### Alliance Program

2 MacArthur Place, Suite 730, Santa Ana, CA 92707	(714) 558-4232
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### Amusement Ride & Tramways

<b>Tramway Inspections</b>	1750 Howe Avenue, Suite 480, Sacramento, CA 95825	(916) 263-3511
<b>Amusement Ride – North</b>	1750 Howe Avenue, Suite 480, Sacramento, CA 95825	(916) 263-3511
<b>Amusement Ride – South</b>	2 MacArthur Place, Suite 700, Santa Ana, CA 92707	(714) 567-7211



**Asbestos and Carcinogen Unit / Asbestos Consultant Certification and Trainer Approval Unit**

1750 Howe Avenue, Suite 460, Sacramento, CA 95825

(916) 574-2993

**Asbestos Contractors' Registration Unit**

P.O. Box 420603, San Francisco, CA 94142

(916) 574-2993

**Cal/OSHA Consultation Services Branch****On-site Assistance Offices**

Fresno/Central Valley	2550 Mariposa Mall, Room 2005, Fresno, CA 93721	(559) 445-6800
Oakland/Bay Area	1515 Clay Street, Ste. 1103, Oakland, CA 94612	(510) 622-2891
Sacramento/Northern California	1750 Howe Avenue, Ste. 490, Sacramento, CA 95825	(916) 263-0704
San Bernardino/Inland Empire	464 West 4th Street, Ste. 339, San Bernardino, CA 92401	(909) 383-4567
San Diego/Imperial Counties	7575 Metropolitan Drive, Ste. 204, San Diego, CA 92108	(619) 767-2060
San Fernando Valley/Santa Barbara & NW Los Angeles Counties	6150 Van Nuys Boulevard, Ste. 307, Van Nuys, CA 91401	(818) 901-5754
La Palma/L.A./Orange	1 Centerpointe Drive, Ste. 150, La Palma, CA 90623	(714) 562-5525

**Voluntary Protection Program**

Star – fixed sites	(510) 622-1081
Construction – non-fixed sites	(559) 445-6809

**Cal/OSHA Enforcement Branch****Regional Offices**

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

**District Offices**

American Canyon	3419 Broadway Street, Ste. H8, American Canyon, CA 94503	(707) 649-3700
Bakersfield	7718 Meany Avenue, Bakersfield, CA 93308	(661) 588-6400
Foster City	1065 East Hillsdale Boulevard, Ste. 110, Foster City, CA 94404	(650) 573-3812
Fremont	39141 Civic Center Drive, Ste 310, Fremont, CA 94538	(510) 794-2521
Fresno	2550 Mariposa Street, Rm. 4000, Fresno, CA 93721	(559) 445-5302
Long Beach	1500 Hughes Way, Suite C-201, Long Beach, CA 90810	(424) 450-2630
Los Angeles	320 West 4th Street, Rm. 820, Los Angeles, CA 90013	(213) 576-7451
Modesto	4206 Technology Drive, Ste. 3, Modesto, CA 95356	(209) 545-7310
Monrovia	800 Royal Oaks Drive, Ste. 105, Monrovia, CA 91016	(626) 239-0369
Oakland	1515 Clay Street, Ste. 1303, Oakland, CA 94612	(510) 622-2916
Redding	381 Hemsted Drive, Redding, CA 96002	(530) 224-4743
Sacramento	1750 Howe Avenue, Suite 430, Sacramento, CA 95825	(916) 263-2800
San Bernardino	464 West Fourth Street, Ste. 332, San Bernardino, CA 92401	(909) 383-4321
San Diego	7575 Metropolitan Drive, Ste. 207, San Diego, CA 92108	(619) 767-2280
San Francisco	455 Golden Gate Avenue, Rm. 9516, San Francisco, CA 94102	(415) 557-0100
Santa Ana	2 MacArthur Place, Suite 720, Santa Ana, CA 92707	(714) 558-4451
Van Nuys	6150 Van Nuys Boulevard, Ste. 405, Van Nuys, CA 91401	(818) 901-5403

**Census of Fatal Occupational Injuries**

1515 Clay Street, 17th Floor, Oakland, CA 94612

(510) 622-5051

**Crane Certifier Accreditation**

2 MacArthur Place, Suite 700, Santa Ana, CA 92707

(714) 567-7142

**Elevator Unit****Headquarters**

7575 Metropolitan Drive, Ste. 203, San Diego, CA 92108

(619) 767-2050

**District Offices**

Bay Area	1515 Clay Street, Ste. 1301, Oakland, CA 94612	(510) 622-3026
Monrovia	800 Royal Oaks Drive, Ste. 105, Monrovia, CA 91016	(626) 471-6911
Sacramento	1750 Howe Avenue, Ste. 420, Sacramento, CA 95825	(916) 263-2830
San Bernardino	464 West 4th Street, Ste. 325, San Bernardino, CA 92401	(909) 889-6395
San Diego	7575 Metropolitan Drive, Ste. 203, San Diego, CA 92108	(619) 767-2050
San Jose	6980 Santa Teresa Boulevard, Ste. 130, San Jose, CA 95119	(408) 362-2120
Santa Ana	2 MacArthur Place, Suite 700, Santa Ana, CA 92707	(714) 567-7212

**Certification Unit**

1750 Howe Avenue, Suite 420, Sacramento, CA 95825

(916) 274-5709

**Heat & Agriculture Coordination Program**

1750 Howe Avenue, Suite 410, Sacramento, CA 95825

(916) 263-2829

**High Hazard Compliance****District Offices**

Northern California	1515 Clay Street, Ste. 1303, Oakland, CA 94612	(510) 622-3015
Southern California	2 MacArthur Place, Suite 820, Santa Ana, CA 92707	(714) 567-7100

**Labor Enforcement Task Force (LETF)****District Offices**

Northern California	1750 Howe Avenue, Suite 410, Sacramento, CA 95825	(916) 263-4185
Southern California	2 MacArthur Place, Suite 820, Santa Ana, CA 92707	(714) 558-4120

**Legal/Bureau of Investigations****Los Angeles**

355 South Grand Avenue, Suite 1850, Los Angeles, CA 90071

Legal (213) 576-7700

Bureau of Investigations (213) 576-7786

**Oakland**

1515 Clay Street, Ste. 1901, Oakland, CA 94612

Legal (510) 286-7348

**Mining & Tunneling****Headquarters**

1750 Howe Avenue, Suite 470, Sacramento, CA 95825

(818) 901-5420

**Mine Safety Training/Certification Exam Preparation**

North (510) 895-6938

South (909) 888-3942

**District Offices**

Sacramento	1750 Howe Avenue, Suite 450, Sacramento, CA 95825	(916) 574-2540
Van Nuys	6150 Van Nuys Boulevard, Rm. 310, Van Nuys, CA 91401	(818) 901-5420

**Mining & Tunneling**

San Bernardino 464 West 4th Street, Ste. 354, San Bernardino, CA 92401 (909) 383-6782

**Occupational Safety & Health Appeals Board**

2520 Venture Oaks Way, Ste. 300, Sacramento, CA 95833 (916) 274-5751

**Occupational Safety & Health Standards Board**

2520 Venture Oaks Way, Ste. 350, Sacramento, CA 95833 (916) 274-5721

**Outreach Coordination Program**

1515 Clay Street, Suite 1130, Oakland CA 94612 (510) 622-2909

**Permit Unit (construction activities)**

1515 Clay Street, Suite 1901, Oakland CA 94612 (510) 286-6871

**Pressure Vessel**

**Headquarters** 1515 Clay Street, Suite 1622-A, Oakland, CA 94612 (510) 622-3052

**Northern California District Office** 1515 Clay Street, Suite 1622-A, Oakland, CA 94612 (510) 622-3066

**Southern California District Office** 2 MacArthur Place, Suite 700, Santa Ana, CA 92707 (714) 567-7208

**Process Safety Management**

**Northern California District Office** 1855 Gateway Blvd., Suite 350, Concord, 94520 (925) 602-2665

**Southern California District Office** 2 MacArthur Place, Suite 810, Santa Ana, CA 92707 (714) 558-4600

**Professional Development & Training Unit**

2 MacArthur Place, Suite 730, Santa Ana, CA 92707 (714) 558-4232

**Publications Unit**

2 MacArthur Place, Suite 730, Santa Ana, CA 92707 (714) 558-4232

**Research and Standards**

**Occupational Safety Determinations, Licenses, and Certifications**

North (510) 286-7000

South (714) 567-7142



# Cal/OSHA Consultation Programs

Toll-free Number: 1-800-963-9424

Internet: [www.dir.ca.gov](http://www.dir.ca.gov)

## On-site Assistance Program Area Offices

