

Employee Rights and Responsibilities

The Arizona Occupational Safety and Health Act (Act) was created to allow you to do your job in a safe and healthy workplace. The Arizona Division of Occupational Safety and Health (ADOSH) is responsible for enforcing the requirements of the Act. However, it is up to you to make sure that job safety works. Here are some tips and general information on how you can help ensure your safety on the job.

Know and follow all safety rules set by:

- Your employer;
- The Arizona Occupational Safety and Health Act;
- The Arizona Division of Occupational Safety and Health.

You can obtain copies of all Arizona safety and health standards from the ADOSH Consultation and Training Section at the phone numbers or addresses listed in this brochure.

If your employer requires personal protective equipment, such as hard hats, safety shoes, safety glasses, respirators, or hearing protection, you are responsible for wearing and/or using the equipment.

Do not remove any safety device or machine guard. These guards and devices are in place for your protection. If in doubt about the adequacy of a guard or safety device, ask your employer.



If you do not know how to safely use tools, equipment or machinery, or do not know how to safely perform a task or work safely in a particular environment, be sure to ask your supervisor for direction.

If you see something that is unsafe, immediately report it to your supervisor. That's part of your job. Give your employer a chance to fix the problem. If you think the unsafe condition still exists, it is your right to file a complaint with the

ADOSH compliance section. If you wish, the division will not give your name to your employer.

There are laws that protect you if you are punished for filing a safety and health complaint. If you feel you have been treated unfairly for making a complaint, you have 30 days from the date of the punishment to file a discrimination complaint with the ADOSH compliance section. Keep in mind, however, that while your employer cannot legally punish you for making a complaint about safety and health, you can be disciplined for failing to follow company safety policies.

You are entitled to see any citations that have been issued to your employer. Your employer must post the citations at or near the location of the alleged violation.

You may obtain copies of your medical records or records of your exposure to toxic and/or harmful substances or conditions.

It is your responsibility to report any on-the-job injuries immediately. Your employer must file an "Employers Report of Injury" within six working days after the receipt of a "Claim for Compensation" form from a physician.

Your employer is required to have workers' compensation insurance to cover medical bills and related expenses if an employee is injured on the job. If you are injured during work, your employer must provide reasonable medical care, at no cost to you.



If you require further information, would like copies of standards or regulations, or have questions regarding occupational safety and health matters, contact the following:

**ADOSH
Consultation and Training Sections**

800 W. Washington St.
Phoenix, AZ 85007
602-542-1769

2675 E. Broadway Rd.
Tucson, AZ 85716
520-628-5478

To file a safety and health complaint, or a discrimination complaint, contact the following :

**ADOSH
Compliance Sections**

800 W. Washington St.
Phoenix, AZ 85007
602-542-5795

2675 E. Broadway Rd.
Tucson, AZ 85716
520-628-5478

ADOSH Administration (602-542-1693):

To obtain information regarding a workplace injury or claim, contact the Claims Department of the Industrial Commission at 602-542-4661.

To file a complaint regarding non-payment of wages, or for information regarding Arizona labor laws or youth employment, contact the Labor Department of the Industrial Commission at 602-542-4515.

03/04

Arizona Division of Occupational Safety and Health

WORKPLACE SAFETY AND HEALTH INFORMATION FOR EMPLOYEES



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