

# Michigan Workplace Safety Managers' Guidebook

For general reference only. Consult federal and State agencies, and certified advisors for competent counsel.

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## Introduction

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To date, we have not found a clear list of requirements in one place. Therefore, it is the obligation of the organization's leadership to review the categories and topics for which standards, requirements and recommendations exist.

This Guidebook will direct you to most of those references, though cannot be considered definitive.

Note that in Michigan the same division that oversees safety and health, also regulates wages and hours rules so you will see reference to topics that you may not expect when looking for safety-related information.

## Federal Overview

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Employers have the responsibility to provide a safe workplace. Employers MUST provide their employees with a workplace that does not have serious hazards and follow all OSHA safety and health standards. Employers must find and correct safety and health problems. OSHA further requires that employers have to try to eliminate or reduce hazards first by making changes in working conditions rather than just relying on masks, gloves, ear plugs or other types of personal protective equipment (PPE).

Employer responsibilities include <https://www.osha.gov/as/opa/worker/employer-responsibility.html>.

## Additional Disclaimer

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Among others, trucks and forklifts, "personal protective equipment," and construction work are not addressed here.

## Workers' Compensation Insurance

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[Michigan law](#) requires that every covered\* employer must provide some way of assuring that benefits are paid to its workers if they become injured while on the job.

\*All private employers regularly employing 1 or more employees 35 hours or more per week for 13 weeks or longer during the preceding 52 weeks. Or, all private employers regularly employing 3 or more employees at one time. (This includes part-time employees.)

Most employers do this by purchasing an insurance policy from a private insurance company. However, some employers are granted self-insured status, and others join a group fund.

If a worker is injured on the job, you must ensure that reasonable and necessary medical treatment is provided promptly. Report all claims to your insurance carrier.

## Youth Employees

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Employees under 18 are [limited](#) in their hours of work, have mandatory breaks and cannot perform some work.

You are also required to obtain a “permit” from the school to authorize work.

[http://www.michigan.gov/mde/0,4615,7-140-6530\\_2629\\_59590---,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_2629_59590---,00.html)

## Weapons and Guns

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If Michigan HR helped develop your Employee Handbook, be familiar with the language currently in place.

Some states require postings on the doors to facilities to prevent concealed or open carry of handguns.

<http://www.michiganopencarry.org/ocinfo/nocpl>

[https://www.michigan.gov/documents/msp/MSP\\_Legal\\_Update\\_No.\\_86\\_2\\_336854\\_7.pdf](https://www.michigan.gov/documents/msp/MSP_Legal_Update_No._86_2_336854_7.pdf) (updated 2010)

## Smoke-Free Air Law

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Under Michigan law, smoking is not allowed in most public places, worksites included.

If Michigan HR helped develop your Employee Handbook, be familiar with the language currently in place.

The State provides “Tools for Businesses” and other resources including expected signage:

[http://www.michigan.gov/mdhhs/0,5885,7-339-71550\\_2955\\_2973\\_55026---,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71550_2955_2973_55026---,00.html)

## Death, Injury and Illness Reporting

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### All Employers

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Every organization is subject to these reporting requirements:

- Employee death from a work-related incident – within 8 hours 800-858-0397.
- Work-related amputation, loss of an eye, or in-patient hospitalization – within 24 hours.

[http://www.michigan.gov/lara/0,4601,7-154-10573\\_11472-370952--,00.html](http://www.michigan.gov/lara/0,4601,7-154-10573_11472-370952--,00.html)

**ACTION:** While rare, these events could happen to any organization.

Share the requirements with senior admin, operations leaders, and senior leadership team.

Details can always be “Googled” so long as someone knows to do so within 8 or 24 hours.

## OSHA 300 Log or Partially Exempt Organizations

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Organizations of 10 or less employees, or in a “[partially exempt](#)” industry code (see Appendix A in document cited above) are exempt from annual OSHA 300 [Form](#)/Injury reporting.

**ACTION:** Determine if are exempt from Log 300 reporting or, if not, learn how and begin to track each injury incidence, and how to post (and) archive the annual summary log February through April of the following year. [http://www.michigan.gov/lara/0,4601,7-154-11407\\_30929-86277--,00.html](http://www.michigan.gov/lara/0,4601,7-154-11407_30929-86277--,00.html) and links to 301, 300 and 300A PDFs on the side of the page

## Seasonal and Common Colds

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Staying healthy is good for staff and the organization. Lost time, unproductive work and infecting co-workers are always bad. While not regulated, offering facial tissue, hand sanitizer, healthy snacks and beverages, etc. are positive.

## Individual Organization Assessment

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**ACTION:** Review these multiple sources and determine which items apply to your employees and facilities. When a relevant item is identified, read further to see what might apply to you specifically.

Be careful as while ladders are included on the first list, that reference is not the one about safe use. But don't assume use of ladders is not covered; it is covered on a later list.

- [http://www.michigan.gov/lara/0,4601,7-154-11407\\_30453-221140--,00.html](http://www.michigan.gov/lara/0,4601,7-154-11407_30453-221140--,00.html)
- [http://www.michigan.gov/lara/0,4601,7-154-11407\\_15368-39941--,00.html](http://www.michigan.gov/lara/0,4601,7-154-11407_15368-39941--,00.html)
- [http://www.michigan.gov/documents/CIS\\_WSH\\_part1\\_51031\\_7.pdf](http://www.michigan.gov/documents/CIS_WSH_part1_51031_7.pdf)
- [http://www.michigan.gov/lara/0,4601,7-154-11407\\_30453-93831--,00.html](http://www.michigan.gov/lara/0,4601,7-154-11407_30453-93831--,00.html)
- Review also the federal list: <https://www.osha.gov/law-regs.html>

## Minimum Requirements

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In addition to other topics in this guide, requirements include but are not limited to:

- Free, potable drinking water and [toilet facilities](#).
- Effective bug and rodent extermination.
- Address poor [air quality](#).
- Prepare to address work done in extreme temperatures, [hot](#) and [cold](#).

## Workplace Safety Program

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Consider this resource if you need a full program or element thereof such as specific **checklist**: <https://www.osha.gov/Publications/smallbusiness/small-business.html>.

## Hazards Training and Communication

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**ACTION:** (follow up from above): Determine if organization has any hazards which require notification and training: [http://www.michigan.gov/documents/CIS\\_WSH\\_part\\_42\\_47164\\_7.pdf](http://www.michigan.gov/documents/CIS_WSH_part_42_47164_7.pdf)

**ACTION:** (follow up from above): Determine if organization has any [chemical](#) storage and handling requirements (former name SDS; now called GHS):

[http://www.michigan.gov/lara/0,4601,7-154-11407\\_15317-371935--,00.html](http://www.michigan.gov/lara/0,4601,7-154-11407_15317-371935--,00.html)

In general, commercial cleaning supplies are regulated if they are before use; not regulated if not diluted.

## Higher Vigilance

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These are the segments currently\* targeted for inspection:

- Beverage & Tobacco Product Mfg. NAICS (312)
- Wood Product Mfg. (321) (added on June 6, 2016)
- Primary Metal Mfg. (331)
- Fabricated Metal Product Mfg. (332)
- Machinery Mfg. (333)
- Transportation Equipment Mfg. (336)
- Support Activities for Transportation (488)
- Warehousing and Storage (493)
- Hospitals (622)
- Nursing & Residential Care Facilities (623)

\*Source [http://www.michigan.gov/documents/dleg/gishd\\_priority\\_list\\_method\\_293064\\_7.pdf](http://www.michigan.gov/documents/dleg/gishd_priority_list_method_293064_7.pdf)

Plus organizations that have specific hazards or history of issues

Plus those against whom a complaint is made

## Sources of Additional Information

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References to non-governmental sources have not been vetted but are provided for general purposes only.

### Sample, New Hire Safety Checklist

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[http://www.michigan.gov/documents/cis\\_wsh\\_cet0208\\_107428\\_7.doc](http://www.michigan.gov/documents/cis_wsh_cet0208_107428_7.doc)

### Michigan

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This document defines all reporting requirements:

[http://www.michigan.gov/documents/CIS\\_WSH\\_part11ad\\_37844\\_7.pdf](http://www.michigan.gov/documents/CIS_WSH_part11ad_37844_7.pdf)

Index of all things MI-OSHA:

[http://www.michigan.gov/lara/0,4601,7-154-11407\\_52824---,00.html](http://www.michigan.gov/lara/0,4601,7-154-11407_52824---,00.html)

Organizations needing a safety plan should consider these resources among others:

[http://www.michigan.gov/documents/dleg/SH\\_MGMT\\_SYSTEM-April\\_20091\\_275211\\_7.doc](http://www.michigan.gov/documents/dleg/SH_MGMT_SYSTEM-April_20091_275211_7.doc)

[https://www.osha.gov/shpmsguidelines/SHPM\\_guidelines.pdf](https://www.osha.gov/shpmsguidelines/SHPM_guidelines.pdf)

The “Field Operation Manual” focuses on inspections and related activities; it is posted on the MIOSHA website at: [www.michigan.gov/miosha](http://www.michigan.gov/miosha). Look under the “A-Z Topic Index” or “Policies and Procedures.”

### Other States

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California, for example, has detailed regulations for safety programs to which every employer is subject:

[https://www.dir.ca.gov/dosh/dosh\\_publications/iipp.html](https://www.dir.ca.gov/dosh/dosh_publications/iipp.html)

### Employer Assistance

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Government agency support is available at the [State of Michigan](#) or [federal](#) levels.