



## Stop and Learn Your Rights and Responsibilities



The Division of Industrial Relations of the Nevada Department of Business & Industry helps employers provide a safe and healthful workplace. This document explains the rights and responsibilities of both employers and employees in creating a safe working environment.

### EMPLOYEE RIGHTS AND RESPONSIBILITIES

The Nevada Occupational Safety and Health Act was created to allow you to do your job in a safe and healthy workplace. But it is up to you to make sure that job safety works. Here are some tips to help you stay safe on the job.

Know and follow all safety rules set by:

- Your employer
- The Nevada Occupational Safety and Health Act
- The Division of Industrial Relations, Occupational Safety and Health Enforcement Section

You can get copies of all Nevada safety and health standards from the Safety Consultation and Training Section of the Division of Industrial Relations or on the web at [www.4safenv.state.nv.us](http://www.4safenv.state.nv.us). Also, your employer may be required to have a written workplace safety program.



If your employer requires personal protective equipment, such as hard hats, safety shoes, safety glasses, respirators, or ear protection, you are responsible to wear and/or use the equipment.

If you do not know how to safely use tools, equipment or machinery, be sure to ask your supervisor. If you see something that's unsafe, 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 Occupational Safety and Health Enforcement Section of the Division of Industrial Relations. 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 safety and health complaint, you have 30 days from the date of the punishment to file a discrimination complaint with the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations. Most on-the-job injuries are covered by Workers' Compensation Insurance - from cuts and bruises to serious accidents. Coverage begins the first minute you're on the job. It is your responsibility to report any on-the-job Injury immediately.

Your employer must file an "Employer's Report of Injury" (C-3 Form) within six working days after the receipt of a "Claim for Compensation" (C-4 Form) from a physician or chiropractor.

Remember, it is fraud to file an industrial insurance claim if you are not injured on the job. Filing a false claim will result not only in a loss of benefits, but could mean costly fines and/or jail time.

Any employee who does not understand this document should contact his or her supervisor, employment representative or the Division of Industrial Relations of the Nevada Department of Business & Industry.

Las Vegas: (702) 486-9140 Reno: (775) 824-4630 Elko: (775) 778-3312 Toll Free: (877) 4SAFENV

## EMPLOYER RIGHTS AND RESPONSIBILITIES

The Safety Consultation and Training Section of the Division of Industrial Relations, Nevada Department of Business & Industry, was created to assist employers in complying with Nevada laws which govern occupational safety and health.

A Nevada employer with 11 or more employees must establish a written workplace safety program. If you have more than 25 employees or if an employer's employees are engaged in the manufacture of explosives, the establishment of a safety committee is also required. The Safety Consultation and Training Section of the Division of Industrial Relations is available to provide a workplace hazard assessment. This service can assist employers in minimizing on-the-job hazards, and is provided at **no charge**. The Division also offers no cost safety training and informational programs for Nevada employers.



You must maintain a workplace that is free from unsafe conditions. As an employer you are responsible for complying with all Nevada safety and health standards and regulations found in:

- The Nevada Occupational Safety and Health Act, and the
- Occupational Safety and Health Standards and Regulations.

Copies of all occupational safety and health standards and regulations are available from the Division of Industrial Relations (Safety Consultation and Training Section and the Occupational Safety and Health Enforcement Section) or on the web at [www.4safenv.state.nv.us](http://www.4safenv.state.nv.us).

You are also responsible for ensuring that your employees comply with these same rules, standards and regulations. You must select someone to administer and enforce occupational safety and health programs in your workplace. Before assigning an employee to a job, you must provide proper training in:

- Safe use of equipment and machinery
- Personal protective gear
- Hazard recognition
- Emergency procedures

You must also inform all employees of the safety rules, regulations and standards which apply to their respective duties. It is your responsibility to maintain accurate accident, injury and safety records and reports. These files must be made available, upon request, to the affected employee and representatives of the Division of Industrial Relations, Occupational Safety and Health Enforcement Section. The Nevada Safety and Health Poster, provided by the Division of Industrial Relations, must be posted in a prominent place on the job site.

Report immediately to the Division of Industrial Relations (Occupational Safety and Health Enforcement Section) all job-related fatalities, as well as those accidents where three or more employees require hospitalization. Employers must acquire and maintain Workers' Compensation Insurance at all times. You are responsible for filing any workers' compensation claims with your employer.

The law requires that employers shall provide newly-hired employees with a copy of this document or with a video setting forth the rights and responsibilities of employers and employees to promote safety in the workplace.

Employers shall keep a signed copy of the attached receipt in the employee's personnel file to show he or she has been made aware of these rights and responsibilities.

## **ADDITIONAL INFORMATION**

If you require further information or would like to obtain copies of safety and health standards and regulations, contact the following:

### **State of Nevada Department of Business & Industry Division of Industrial Relations Safety Consultation and Training Section**

In Northern/Central Nevada  
4600 Kietzke Lane, Suite E-144  
Reno, NV 89502  
775--824-4630  
FAX: 775-688--1478

In Southern Nevada  
1301 N. Green Valley Pkwy., Suite 200  
Henderson, NV 89074  
702-486-9140  
FAX: 702-990-0362

In Northeastern Nevada Or Call, Toll-Free  
350 W. Silver Street, Suite 210 1-877-4SAFENV  
Elko, NV 89801 (1-877-472-3368)  
775-778-3312 [www.4safenv.state.nv.us](http://www.4safenv.state.nv.us)  
FAX: 775-778-3412

### **State of Nevada Department of Business & Industry Division of Industrial Relations Occupational Safety and Health Enforcement Section**

In Northern Nevada  
4600 Kietzke Lane,  
Suite F-153  
Reno, NV 89502  
775-824-4600  
FAX: 775-688-1378

In Southern Nevada  
1301 N. Green Valley Pkwy.,  
Suite 200  
Henderson, NV 89074  
702-486-9020  
FAX: 702-990-0358

*A video of this information is available in English and Spanish through the Division of Industrial Relations, Safety Consultation and Training Section.*

*This document may be copied. For additional copies, contact the Division of Industrial Relations or visit [www.4safenv.state.nv.us](http://www.4safenv.state.nv.us).*



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