**SHRM Employment Law**

Module 10: Job Safety and Health





Time:  2 minutes

Running time: 2 minutes

**Objective**: Introduce the topic of Job Safety and Health

**Description**:  Introduction to the topic and why it is important.

**Instructional Method**: Lecture/ice breaker

**Script:**

Whose responsibility is it to provide a safe and healthy work environment? The COVID Pandemic of 2020 made our world question what we knew about what a safe and healthy work environment looks like in many ways. The reality that the safety of the workplace is everyone’s responsibility became very clear, but it has been that way under the law for a very long time. The laws and organizations created by those laws to protect employees in the workplace are critical to the success of business operations and employee satisfaction.

**Facilitator Notes:**

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Time:  2 minutes

Running time: 4 minutes

**Objective**: Introduce the learning objectives.

**Description**: Show the objectives.  Answer any questions.

**Instructional Method**: Lecture

**Script**:

Here are the student objectives for this module:

* Define the key terms related to Job Safety and Health
* Determine the appropriate laws to apply to given employment situations.
* Explain the impact of the Occupational Health & Safety Act on the workplace.
* Describe the costs and benefits of worker’s compensation insurance.
* Discuss the impact of legalized drugs in the workplace.

**Facilitator Notes:**

Use the objectives topics to create evaluation for the review.

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Time:  13 minutes

Running time: 17 minutes

**Objective**: Define key terms for Job Safety and Health

**Description**: Identify and define key terms for Job Safety and Health.

**Instructional Method**: Game

**Script**:

Let’s play a game to define some key terms used in the compensation and benefits profession.

**Exercise**:  Key terms Game

**Note**: The winning group will have the most key terms listed correctly

10 Minutes

1. Put students into groups of 3 – 6
2. Have each group number a list from 1 – 15.
3. Read the definition of the term (note what number you read)
4. Have 1 student write the name (or number) of the term on their list.

3 minutes

1. Give students the answers.
2. The team with the most is the winner.

**Facilitator Notes:**

**Key Terms**

1. **Continual-training requirement**- An OSHA requirement that employers provide safety training to all employees when they are hired or transferred into new positions.
2. **Contributory negligence**- an injured employee failed to exercise reasonable care for their own safety.
3. **De minimis violation**- a small policy infraction that does not create serious danger for an employee.
4. **Emergency temporary standards**- temporary standards imposed by OSHA to protect employees exposed to grave danger.
5. **General duty clause**- Employers must provide employees with a workplace that is free of safety hazards.
6. **No-fault**- Liability for a workplace injury is imposed regardless of who is at fault.
7. **Other than serious violations**- “A violation that has a direct relationship to job safety and health, but probably would not cause death or serious physical harm. A proposed penalty of up to $7,000 for each violation is discretionary” (Bennett-Alexander, 2022, p. 924).
8. **Pre-employment Drug Testing**- Testing for specific illegal and/or prohibited drugs prior to employing an applicant.
9. **Recklessness**- When a person disregards safety rules and takes unnecessary risks.
10. **Repeat violation**- “A violation of any standard, regulation, rule, or order where, upon reinspection, a substantially similar violation can bring a fine of up to $70,000 for each such violation. The original violation must be final in order to be the basis for a repeated citation” (Bennett-Alexander, 2022, p. 924).
11. **Failure to abate prior violation**- “Failure to abate a prior violation may bring a civil penalty of up to $7,000 for each day the violation continues beyond the prescribed abatement date” (Bennett-Alexander, 2022, p. 924).
12. **Serious violation- “**A violation where there is substantial probability that death or serious physical harm could result and the employer knew, or should have known, of the hazard. A mandatory penalty of up to $7,000 for each violation is proposed” (Bennett-Alexander, 2022, p. 924).
13. **Willful violation**- “A violation that the employer knowingly commits or commits with plain indifference to the law. Penalties of up to $70,000 may be proposed for each willful violation, with a minimum penalty of $5,000 for each violation. If an employer is convicted of a willful violation of a standard that resulted in the death of an employee, the offense is punishable by a court-imposed fine or by imprisonment for up to six months, or both. A fine of up to $250,000 for an individual, or $500,000 for a corporation, may be imposed for a criminal conviction” (Bennett-Alexander, 2022, p. 924).
14. **Workers’ compensation**- a mandatory benefit provided by employers to provide compensation to employees who are injured or killed on the job.
15. **Workplace Violence Prevention Plan**- An employer plan of training and prevention activities to reduce and eliminate the risk of workplace violence.



Time:  2 minutes

Running time: 19 minutes

**Objective**: Define the key terms related to Job Safety and Health

**Description**: Set the stage for the chapter as it applies the class.

**Instructional Method**: Lecture

**Script**:

In our modern society, we take the right to go to work in safe work environments as a given expectation. As employees, we expect our employers to keep tools, equipment, and facilities as free from danger as possible, even when the nature of the work itself is dangerous. But it hasn’t always been that way. Prior to the intervention of Congress, many workplaces were so dangerous for employees that it was commonplace for an employee to lose a limb or even their life in the course of a normal workday. Risks like these gave rise to employee unions that we will discuss more in Module 12. Additionally, laws began to be passed to make employee health and safety a priority for all employers.

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Time:  16 minutes

Running time: 35 minutes

**Objective**: Explain the impact of the Occupational Health & Safety Act on the workplace.

**Description**: Students will list and describe OSHA details.

**Instructional Method**: Lecture - Exercise

**Script**:     
 The [Occupational Safety and Health Act of 1970](https://www.osha.gov/laws-regs/oshact/completeoshact) is designed to “assure safe and healthful working conditions for working men and women” (U.S. Department of Labor). The law created a set of standards for employee workplace health and safety, created the [National Institute for Occupational Safety and Health (NIOSH)](https://www.cdc.gov/niosh/index.htm), and the [Occupational Safety and Health Administration](https://www.osha.gov/) (OSHA) to oversee administration of and enforce the standards of the Act in the United States.

**Exercise**: OSHA Details (10 minutes)

1. Break students into 5 groups according to the slide
2. Have students go to the OSHA website and list and describe their subject on a flipchart, whiteboard, document, or other way to share their work.
3. Gallery walk – Have students ”walk” to visit each flip chart, document or subject of the others.

**Note**: Use facilitator notes to add anything that the students missed.

**Facilitator Notes:**   
According to the OSHA website:

OSHA's mission is to ensure that employees work in a safe and healthful environment by setting and enforcing standards, and by providing training, outreach, education and assistance. **Employers must comply with all applicable OSHA standards**. They must also comply with the [General Duty Clause](https://www.osha.gov/laws-regs/oshact/section_5) of the [OSH Act](https://www.osha.gov/laws-regs/oshact/toc), which requires employers to keep their workplace free of serious recognized hazards.

*Employer Responsibilities*

The initial burden of providing a safe and healthy workplace falls on employers. Employers have a ***general duty*** to provide workplaces that are free of recognized safety hazards and to handle jobs that are hazardous by their nature in the safest manner possible. The laws we will discuss in this module set standards for employers on a wide variety of health and safety issues. Ethically, employers are also obligated to maintain safe workplaces, inform employees about hazardous workplace environments, create policies and procedures to help ensure safe practices, provide regular equipment maintenance and training to employees to help them avoid accidents, and monitor employee safety procedures taking corrective action when needed.

Specifically, [OSHA standards mandate that employers must](https://www.osha.gov/dte/outreach/intro_osha/intro_to_osha_guide.html):

* Provide a workplace free from recognized hazards and comply with OSHA standards.
* Provide training required by OSHA standards.
* Keep records of injuries and illnesses

o Set up a reporting system; Provide copies of logs (i.e., OSHA 300), upon request; Post the annual summary; Report within 8 hours any work-related fatalities and within 24 hours, all work-related: inpatient hospitalizations, amputations, and losses of an eye.

* Provide medical exams when required by OSHA standards and provide workers access to their exposure and medical records
* Not discriminate against workers who exercise their rights under the Act
* Post OSHA citations and abatement verification notices
* Provide and pay for most Personal Protective Equipment (PPE)*Employee Rights/Responsibilities*

Under [OSHA, employees have the rights to](https://www.osha.gov/dte/outreach/intro_osha/intro_to_osha_guide.html):

* A safe and healthful workplace
* Know about hazardous conditions
* Information about injuries and illnesses in your workplace
* Complain or request hazard correction from employer
* Training as provided in the OSHA standards
* Hazard exposure and medical records
* File a complaint with OSHA
* Participate in an OSHA inspection
* Be free from retaliation for exercising safety and health rights

Employees are also responsible for maintaining a safe and healthy workplace by actively participating in employee safety training, following established safety protocols, wearing personal protective equipment properly, reporting unsafe conditions of facilities, equipment, or activities, and holding others accountable to safety standards. Employees may not act in a ***reckless*** manner that puts others at risk at any time, including instances of horseplay and practical jokes.

*OSHA Inspections*

OSHA Compliance Health and Safety Officers typically [conduct inspections](https://www.osha.gov/enforcement/InspectionsFactSheet) without notice to employers and they focus first on the highest priority situations and setting ***emergency temporary standards*** when grave danger is present:

**1. Imminent danger situations**—hazards that could cause death or serious physical harm receive top priority. Compliance officers will ask employers to correct these hazards immediately or remove endangered employees.

**2. Severe injuries and illnesses**—employers must report: • All work-related fatalities within 8 hours. • All work-related inpatient hospitalizations, amputations, or losses of an eye within 24 hours.

**3. Worker Complaints**—allegations of hazards or violations also receive a high priority. Employees may request anonymity when they file complaints.

**4. Referrals** of hazards from other federal, state or local agencies, individuals, organizations or the media receive consideration for inspection.

**5. Targeted inspections**—inspections aimed at specific high-hazard industries or individual workplaces that have experienced high rates of injuries and illnesses also receive priority.

**6. Follow-up inspections**—checks for abatement of violations cited during previous inspections are also conducted by the agency in certain circumstances.

*OSHA Violations*

Bennett-Alexander (2022) provides a summary of the types of health and safety violations that OSHA issues when workplace safety hazards are reported or when random inspections reveal them.

*Seven Categories of OSHA Violations and Resulting Penalties*

1. ***Other than serious*-** A violation that has a direct relationship to job safety and health, but probably would not cause death or serious physical harm. A proposed penalty of up to $7,000 for each violation is discretionary.
2. ***Serious violation*-** A violation where there is substantial probability that death or serious physical harm could result and the employer knew, or should have known, of the hazard. A mandatory penalty of up to $7,000 for each violation is proposed.
3. ***Willful violation*-** A violation that the employer knowingly commits or commits with plain indifference to the law. Penalties of up to $70,000 may be proposed for each willful violation, with a minimum penalty of $5,000 for each violation. If an employer is convicted of a willful violation of a standard that resulted in the death of an employee, the offense is punishable by a court-imposed fine or by imprisonment for up to six months, or both. A fine of up to $250,000 for an individual, or $500,000 for a corporation, may be imposed for a criminal conviction.
4. ***Repeated violation*-** A violation of any standard, regulation, rule, or order where, upon reinspection, a substantially similar violation can bring a fine of up to $70,000 for each such violation. The original violation must be final in order to be the basis for a repeated citation.
5. ***Failure to abate prior violation*-** Failure to abate a prior violation may bring a civil penalty of up to $7,000 for each day the violation continues beyond the prescribed abatement date.
6. **Violation-** Violations of standards that have no direct or immediate relationship to safety or health.
7. **Additional violations-** Examples include falsifying records, reports, or applications; violations of posting requirements; assaulting a compliance officer; or otherwise resisting, opposing, intimidating, or interfering with a compliance officer while engaged in the performance of her or his duties.

*Whistleblower Protection and Retaliation*

Employers may not retaliate against employees who make complaints about health and safety concerns in the workplace.

[OSHA’s Whistleblower Protection Program](https://www.whistleblowers.gov/) enforces the whistleblower provisions of [more than 20 whistleblower statutes](https://www.whistleblowers.gov/whistleblower_acts-desk_reference) protecting employees from retaliation for reporting violations of various workplace safety and health, airline, commercial motor carrier, consumer product, environmental, financial reform, food safety, health insurance reform, motor vehicle safety, nuclear, pipeline, public transportation agency, railroad, maritime, securities, tax, antitrust, and anti-money laundering laws and for engaging in other related protected activities.

Retaliation means taking adverse action against an employee who “raises a concern about a possible violation or engages in another related protected activity” ([whistleblowers.gov](https://www.whistleblowers.gov/)).

Examples of adverse actions might include ([whistleblowers.gov](https://www.whistleblowers.gov/)):

* Firing or laying off
* Demoting
* Denying overtime or promotion
* Disciplining
* Denying benefits
* Failing to hire or rehire
* Intimidation or harassment
* Making threats
* Reassignment to a less desirable position or actions affecting prospects for promotion (such as excluding an employee from training meetings)
* Reducing or changing pay or hours
* More subtle actions, such as isolating, ostracizing, mocking, or falsely accusing the employee of poor performance
* Blacklisting (intentionally interfering with an employee’s ability to obtain future employment)
* Constructive discharge (quitting when an employer makes working conditions intolerable due to the employee's protected activity)
* Reporting or threatening to report an employee to the police or immigration authorities



Time:  5 minutes

Running time: 40 minutes

**Objective**: Describe the costs and benefits of worker’s compensation insurance.

**Description**: Have students discuss the costs and benefits of worker’s compensation insurance.

**Instructional Method**: Lecture

**Script**:

In spite of so much emphasis on employee safety and health, employees still get hurt at work sometimes. This happens through accidents caused by malfunctioning equipment, the failure of employees and others to follow safety procedures properly, and by outside factors such as weather. When employees are injured on the job, they are covered by a mandatory benefit called Worker’s Compensation Insurance.

**Discussion**

**Ask:**

* Has anyone used workers compensation on the job?
* What do you think of pregnancy being a disability?

**Facilitator Notes:**

[**Worker’s Compensation Insurance**](https://www.dol.gov/general/topic/workcomp)- ***Worker’s Compensation*** is administered by individual states and is a costly part of doing business on the part of an employer. Worker’s Compensation is a ***no-fault*** insurance, meaning that employees are covered even if their own actions caused the injury or illness. Benefits are provided for medical treatment, replacement of lost wages, partial and total disability payments, death benefits for survivors in the case of lost life, and rehabilitation and job training. Injured workers can find resources by contacting their [State Worker’s Compensation Officials](https://www.dol.gov/agencies/owcp/wc) for more information.

Pregnancy and Disability

Employees who are pregnant or who have disabilities are also entitled to a safe workplace.

Pregnant employees are entitled to accommodation just as any other employee with a temporary disability would be, but they must request the work accommodation, the employer may not force them to take a different job so long as they are able to complete the essential functions of the position with or without accommodation.

Similarly, employers cannot assume that a disabled employee needs or wants an accommodation but should wait until the employee requests such accommodations. Those with temporary disabilities (such as a broken ankle requiring crutches for several weeks), can expect the employer to temporarily accommodate their disability for a period of time, or the employer can require the employee to take Family Medical Leave until the employee can fully complete their job duties.

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Time:  10 minutes

Running time: 50 minutes

**Objective**: Determine the appropriate laws to apply to given employment situations.

**Description**: Have students examine situations that apply to HIPPA.

**Instructional Method**: Lecture - Pair and Share Discussion

**Script**:

The Health Insurance Portability and Accountability Act (HIPPA) of 1996 provides standards for protecting private health-related information from being disclosed without the consent and knowledge of the patient.

In the workplace, HIPPA regulations require that private health information be safeguarded [physically, technically, and administratively](https://www.hhs.gov/hipaa/for-professionals/security/guidance/index.html). In simple terms, medical information must be physically kept separately from other employment-related documents, in locked facilities that are only accessible by those authorized to access them. Health-related employee information that is kept electronically must also be secure so that the information remains private, and administrative policies and practices must exist and be utilized properly so that all existing systems and new systems are in compliance with the law.

**Discussion**:

1. Have students pair up or put into small groups.
2. Have students discuss   
   How do we keep employee’s safe and protect their privacy in these situations?

* Emergencies at work (employee fell and broke their leg)
* Pandemic (COVID)
* Natural Disaster – Flood, tornado or fire
* Medical emergencies (employee fainted at work)

**Facilitator Notes:**

Please refer to Module 9 for more information about HIPPA.

Emergency Responses

Employee health and safety needs don’t stop in an emergency. Even during times of great stress and potential danger, employers have an obligation to do everything they can to keep employees safe.

*Pandemic or Natural Disaster*

How can employers possibly plan for every possible safety hazard? From the COVID Pandemic to fires, floods, earthquakes, hurricanes, tornados, and blizzards, to extreme heat or cold, employers can take preventative measures to ensure employees can be as safe as possible in the event of an outbreak of disease or a natural disaster. All employers should have fire exits clearly marked and post escape routes and should conduct regular fire safety drills. These same principles can be applied to any number of emergency situations. If employers in locations prone to severe storms invest the time to put emergency procedures in place and practice them, then employees are more likely to be safer in a serious situation.

During the pandemic, some employees felt it was a violation of HIPPA for employers to require proof of vaccination in order to return to work or remain at work. This stems from a general misunderstanding of the law. Employers are free to require any number of vaccinations in their workplaces (especially those in healthcare and education), and it does not violate HIPPA to provide an employer proof of vaccination. It would be a violation of HIPPA if an employer published a notice of unvaccinated employees, however.

*Medical Emergency*

What if an employee has a medical emergency at work? How does an employer keep protected health information private in that situation?

Employers are free to provide protected health information to emergency medical personnel in the event of an emergency. For example, if an employee collapses at work, the manager can tell the paramedics that the employee is diabetic. The manager cannot, however, tell the entire department staff that the employee is diabetic and may not report the employee’s diagnosis resulting in the collapse to the rest of the department.

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Time:  5 minutes

Running time: 55 minutes

**Objective**: Discuss the impact of legalized drugs in the workplace.

**Description**: Discuss the impact of legalized drugs in the workplace.

**Instructional Method**: Lecture

**Script**:

Most employers include a statement about illegal drug use in their employee handbook, and many industries are required to conduct pre-employment and random drug screens on employees. Employees in the transportation, medical, and law enforcement industries are examples of industries that are required to screen employees for the use of illegal drugs. [Executive Order 12564](https://www.archives.gov/federal-register/codification/executive-order/12564.html) created the [Federal Drug-Free Workplace Program](https://www.samhsa.gov/workplace/about/background) that applies to all federal employees. This law requires federal employees to pass pre-employment and random ongoing drug screens.

Employers must obtain written consent from the employee to test for drugs and should not send an employee for a drug screen until a conditional offer of employment has been made.

**Discussion:**

**Ask:**

* Does your workplace have a drug testing policy?
* Have you been drug tested before hired for a job?
* What is the impact of legalized drugs in your workplace?

**Facilitator Notes:**

*Illegal Drugs*

Employers who test for drugs typically do so using urine, saliva, hair, or sweat samples. These specimens are used to test for five categories of drugs: Amphetamines; Cocaine; Marijuana; Opiates; and Phencyclidine (PCP). Additional categories may include barbiturates, Benzodiazepines, ethanol (alcohol), hydrocodone, MDMA, methadone, methaqualone, or propoxyphene.

*Drug testing*

According to the [Substance Abuse and Mental Health Services Administration website](https://www.samhsa.gov/workplace/drug-testing-resources):

Drug testing may be used in the following set times or circumstances:

* ***Pre-employment*:** You can make passing a drug test a condition of employment. With this approach, all job candidates will receive drug testing prior to being hired.
* **Annual Physical Tests:** You can test your employees for alcohol and other drug use as part of an annual physical examination. Be sure to inform employees that drug-testing will be part of the exam. Failure to provide prior notification is a violation of the employee's constitutional rights.
* **For-cause and Reasonable Suspicion Tests:** You may decide to test employees who show discernible signs of being unfit for duty (for-cause testing), or who have a documented pattern of unsafe work behavior (reasonable suspicion testing.) These kinds of tests help to protect the safety and well-being of the employee and other coworkers.
* **Post-accident Tests:** Testing employees who were involved in a workplace accident or unsafe practices can help determine whether alcohol or other drug use was a contributing factor to the incident.
* **Post-treatment Tests:** Testing employees who return to work after completing a rehabilitation program can encourage them to remain drug-free.
* **Random Tests:** Tests using an unpredictable selection process are the most effective for deterring illicit drug use.

Private employers are free to adopt any policy they choose concerning drug testing but must enforce it equally for all employees or classifications of employees. For example, an employer might require pre-employment and random drug testing for floral delivery drivers but not for florists.

*Legal Marijuana and Mushrooms*

In states where medical and/or recreational marijuana and psychedelic mushrooms, employers are subject to the laws in those states regarding testing and employer policies. Most states still allow employers to limit off-duty use of marijuana and certainly on-the-job use.

NOLO.com provides an excellent resource, [State Laws on Off-Duty Marijuana Use](https://www.nolo.com/legal-encyclopedia/state-laws-on-off-duty-marijuana-use.html), concerning the various states’ rules for employers on medical and/or recreational marijuana.

*Prescription Drugs*

It is not uncommon for an employee to become addicted to prescription drugs, which results in a negative impact on the workplace. In this situation, employers should be cautious because the employee’s underlying condition might be caused by a protected disability. If an employee is unable to perform the essential functions of the job due to prescription drug use or abuse, the employer should follow their drug-free workplace policy to ensure employee rights aren’t violated.

Under all circumstances, if an employee’s use of any kind of drug or alcohol endangers other employees, the employer should take immediate action to remove the danger from the workplace.

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Time:  5 minutes

Running time: 60 minutes

**Objective**: Discuss workplace violence.

**Description**: Discuss workplace violence.

**Instructional Method**: Lecture - Discussion

**Script**:

No discussion about employee health and safety is complete without a discussion of workplace violence. The Bureau of Labor Services reported that “20,050 workers in the private industry experienced trauma from nonfatal workplace violence in 2020” (<https://www.cdc.gov/niosh/topics/violence/fastfacts.html>).  Additionally, 392 U.S. workers were victims of homicide in 2020.

**Discussion**:

**Ask**: What is the difference between bullying and workplace violence?

Have you witnessed violence at work?

**Facilitator Notes:**

*Harassment and Bullying*

Employers who allow a workplace where harassment and bullying behaviors are commonplace are at a higher risk for an incidence of workplace violence. Employers can help to eliminate and reduce the risk of bullying or harassing behaviors escalating into violence by creating a work environment where those types of activities are not tolerated and providing regular ***workplace violence prevention*** training for all employees in recognizing and dealing with harassment and bullying behaviors in the workplace.

*Domestic Violence*

Another common risk for employers is the risk that domestic violence will spill over into the workplace from their employees’ personal lives. Unfortunately, it is common, and there is not much an employer can do to prevent it. Employers can provide locked facilities with keycard access in many instances, but not all. Employers can also provide access to an employee assistance program with access to counseling referral services, but they may not require employees or their families to use them.

Employers must provide time off under the Family and Medical Leave Act for domestic violence injuries and for counseling resulting from domestic violence, but those are reactive measures to help employees after the fact and do not prevent instances of domestic violence that occur within a workplace.



Time: 20 minutes

Running time: 80 minutes

**Objective**: Determine the appropriate laws to apply to given employment situations.

**Description**: Students will review the material by answering the questions on the slide.

**Instructional Method**: Pair and share discussions, exercises, homework

**Script:** Let’s discuss different employment laws.

**Exercise**:

1. Pair students
2. Have students discuss and answer the questions on the slide.
3. Have students share their answers.

**Discussion Prompts**

1. Is medical and/or recreational marijuana legal in your state? What about psychedelic mushrooms? What are the laws in your state concerning the workplace and use of these legal drugs? What has the impact of legalization been on the workplace in your state? If it is not legal in your state, choose a state to research where it is legal.
2. Review the workplace safety rules in your employee handbook or posted at your workplace. Do you feel you have sufficient training to deal with workplace safety issues that might arise? Why or why not?

**Case Law in the Spotlight**

* R. Williams Construction Co. V. OSHRC 464 F.3d 1060 (9th Cir. 2006)
* SeaWorld of Florida v. Perez We 478 F.3d 1202 (D.C. Cir. 2014)
* Whirlpool Corporation v. Marshall
* Horne Plumbing and Heating Co. v. OSHRC

**State Employment Law Focus**

* Review the Worker’s Compensation laws for your state by visiting the [Workers Compensation Research Institute](https://www.wcrinet.org/areas-of-research/workers-compensation-laws?gclid=Cj0KCQiAic6eBhCoARIsANlox85i_FWQt5KGsJL2XQDorUBojn4xKpYJwE8Y3yi_s9IL0QFiQvGAQasaApRxEALw_wcB). What did you learn that employers need to know? What about employees?

**HR Skills Exercise**

* The CEO and Board of Directors have decided to review the drug-free workplace policy in your organization and have asked you to provide the preliminary wording for the policy for them to review and revise. You can choose the industry you plan to work in when you graduate to determine what the drug use policies should be. Write a drug-free workplace policy that is standard for your industry and be prepared to respond to questions from the CEO and BOD.

**Relevant Laws:**

* Occupational Safety and Health Act of 1970
* Drug-Free Workplace Act of 1988
* Health Insurance Portability and Accountability Act of 1996 (HIPAA)
* Workers’ compensation laws (vary by state)
* Medical Marijuana laws (vary by state)

**Review Study Aid #10: Health & Safety Law**

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Time:  10 minutes

Running time: 90 minutes

**Objective**: Review main points in this module.

**Description**:  Be sure that students have a fun way to remember the material.

**Instructional Method**: Game – Review

**Script**:

Let’s see how much we remember about this module.

**Facilitator Notes:**

Review Exercise:  Create a fun game to review the material.  Remember to use the objectives to measure learning:

* Define the key terms related compensation.
* Determine the appropriate laws to apply to given employment situations.
* Appropriately classify employees as exempt or nonexempt.
* Discuss various aspects of the Fair Labor Standard Act.
* Describe the concept of equal pay and its impact on the workplace.

* Have each student submit a question on a piece of paper, crumple it up and toss it in a bucket (clean wastebasket), Instructor will then read them and give points to each team with the correct answer.
* Any game show – Family Feud, Jeopardy, $10,000 pyramid, Password, Tic Tac Toe
* Extra credit quizzes

There are many ways to review material virtually or in person.  Students can use their phones or computers to navigate to various online review websites.

A few are:

* Kahoot
* Quizlet