

# Labor Law Compliance Center

## OREGON

Labor Law Compliance Center  
[posters@laborlawcc.com](mailto:posters@laborlawcc.com)  
[www.laborlawcc.com](http://www.laborlawcc.com)  
(800) 801-0597

# Oregon Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Family Leave Act OR01	Employers with 25 employees in Oregon	01/22
Minimum Wage OR02	All employers	06/21
Right to Safe Workplace (OSHA) OR03	All employers	12/21
Notice to Employees: SB 519 OR04	All employers	01/10
Sexual Harassment + Domestic Violence OR05	All employers	06/21
Breaks + Overtime OR06	All employers	06/21
Sick Time Law OR07	All employers	06/21
Employment Insurance Notice NOTICE TO EMPLOYERS OR08	<p>The Employment Department automatically sends this notice after an account is set up or reopened, and employers can order a duplicate if necessary. When ordering a duplicate, employers should have their business identification number ready when they call.</p> <p>For additional information, contact: Employment Department Unemployment Insurance Tax Unit Forms Hotline: 503-947-1488, Option 3</p>	-



# Oregon Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Workers' Compensation Notice NOTICE TO EMPLOYERS OR09	The Workers' Compensation Division issues this notice after it receives the proof of coverage filing from the insurer	-
Employee Work Schedules OR10	All employers	06/20
Equal Pay OR11	All employers	06/21
Workplace Accommodations OR12	All employers	09/19
Agricultural Wage OR13	Agricultural employers	06/21
Field Sanitation Notice OR14	Agricultural employers	05/20
Protect Yourself from Pesticides OR15	Forest Activity Workers	09/09
Workplace Bullying OR16	Recommended	01/18



# OREGON FAMILY LEAVE

You can take time off to take care of yourself or close family members under the Oregon Family Leave Act (OFLA).



- ▶ **This time is protected, but often unpaid unless you have vacation, sick, or other paid leave available.** Paid family leave will be available in 2023.
- ▶ To be eligible, you must have worked an average of 25 hours per week for 180 days - just 180 days for parental leave. Separation from employment or removal from the schedule for up to 180 days does not count against eligibility. During a public health emergency, you are eligible for all types of OFLA leave after working for at least 30 days prior at an average of at least 25 hours per week. Your employer must have at least 25 employees.
- ▶ You can take up to a total of 12 weeks of time off per year for any of these reasons.
  - » **Parental leave** for either parent to take time off for the birth, adoption, or foster placement of a child. If you use all 12 weeks, you can take up to 12 more weeks for sick child leave.
  - » **Serious health condition** of your own, or to care for a family member.
  - » **Pregnancy disability leave** before or after birth of child or for prenatal care. You can take up to 12 weeks of this in addition to 12 weeks for any reason listed here.
  - » **Military family leave** up to 14 days if your spouse is a service member who has been called to active duty or is on leave from active duty.
  - » **Sick child leave** for your child with an illness, injury or condition that requires home care but is not serious, or to care for a child whose school or place of care is closed because of a public health emergency.
  - » **Bereavement leave** for up to 2 weeks after the death of a family member.
- ▶ Your employer must keep giving you the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.

## CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-673-0761

Email: [help@boli.state.or.us](mailto:help@boli.state.or.us)

Web: [oregon.gov/boli](http://oregon.gov/boli)

Se habla español.



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# MINIMUM WAGE

You must be paid at least minimum wage.  
The rate depends on where you work.

**\$12.75 per hour**

## Standard

(Benton, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Wasco, Yamhill, parts of  
\* Clackamas, Multnomah, & Washington



\* The minimum wage you should get depends on your employer's exact address. If you work **INSIDE** the urban growth boundary, you should make at least \$14.00. If you work **OUTSIDE** the urban growth boundary, you should make at least \$12.75. Look up your work address here: [bit.ly/metroboundary](https://bit.ly/metroboundary)

**\$14.00 per hour**

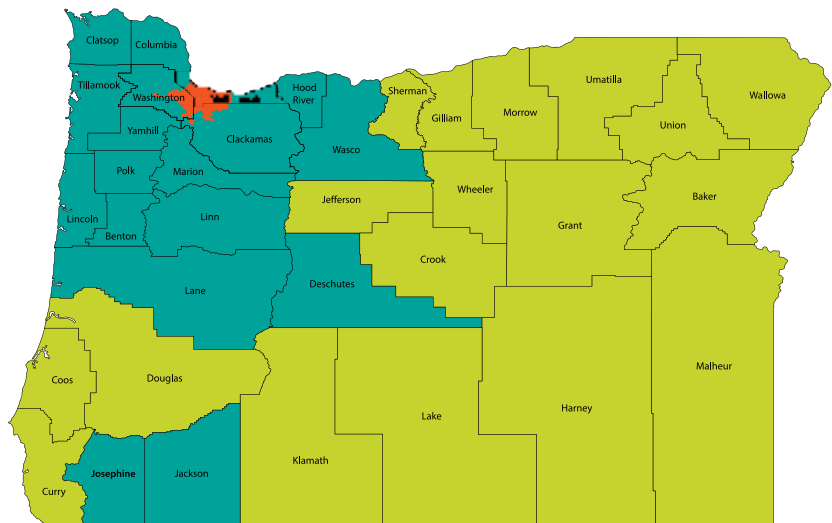
## Portland Metro Area

\* Clackamas, Multnomah, & Washington

**\$12.00 per hour**

## Nonurban Counties

(Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wheeler)



- ▶ **Every worker must be paid at least minimum wage.** There are exceptions but they are uncommon.
- ▶ The minimum wage goes up every year. These rates are in effect from July 1, 2021 to June 30, 2022. The next minimum wage increase is on July 1, 2022.
- ▶ **Tip credits are illegal in Oregon.**
- ▶ Deductions are allowed if legally required or if you agree in writing and the deduction is for your benefit. Your paycheck must show this information.
- ▶ If you make close to minimum wage, you may qualify for the Earned Income Tax Credit. Visit [eitc.outreach.org](https://eitc.outreach.org)

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# IT'S THE LAW!

## Know your rights

*You have a  
right to a safe  
and healthful  
workplace*

**1-800-922-2689**  
**osha.oregon.gov**

- › You have the right to notify your employer or Oregon OSHA about workplace hazards. You may ask Oregon OSHA to keep your name confidential.
- › You have the right to request an Oregon OSHA inspection if you believe that there are unsafe or unhealthy conditions in your workplace. You or your representative may participate in the inspection.
- › You have the right to report a work-related injury or illness, without being retaliated against.
- › You can file a complaint with the Oregon Bureau of Labor and Industries within one year, or with federal OSHA within 30 days, of discrimination by your employer for making safety and health complaints or for exercising your rights under the Oregon Safe Employment Act.
- › Anyone who wants to register a complaint about the administration of the Oregon Safe Employment Act can do so by contacting:

**U.S. Department of Labor**  
**OSHA Region X**  
**1111 Third Ave., Suite 715**  
**Seattle, WA 98101-3212**  
**206-553-5930**

- › You have a right to see Oregon OSHA citations issued to your employer. Your employer must post the citations at the workplace.
- › Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- › You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions. Additionally, you may request the workplace injury and illness log.
- › You have the right to know about hazardous substances used in your workplace.

The Oregon Safe Employment Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the state. The Oregon Occupational Safety and Health Division (Oregon OSHA) of the Department of Consumer and Business Services has the primary responsibility for administering the act.

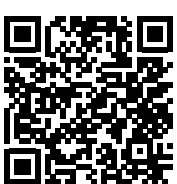
Oregon OSHA issues occupational safety and health standards, and its trained safety and health compliance officers conduct job-site inspections to ensure compliance with the Oregon Safe Employment Act.

Oregon OSHA has a staff of trained safety and health professionals available to work with businesses in all industries to improve workplace safety and health.

**Consultations and training opportunities are available at no charge to Oregon businesses by calling any of the phone numbers listed.**

*This free poster is available from Oregon OSHA*

*— It's the law! —*



File a complaint  
with Oregon  
**OSHA**



Know your  
retaliation  
rights

FOR MORE INFORMATION, copies of the Oregon Safe Employment Act, specific safety and health standards, advice or assistance, call:

**Salem Central Office ..... 503-378-3272**  
**Bend ..... 541-388-6066**  
**Eugene ..... 541-686-7562**  
**Medford ..... 541-776-6030**  
**Pendleton ..... 541-276-9175**  
**Portland ..... 503-229-5910**  
**Salem ..... 503-378-3274**



*Display this poster where all  
your workers can see it!*

**Oregon Administrative Rule 437-001-275(2)(a).**



# NOTICE TO EMPLOYERS AND EMPLOYEES

## OREGON LAWS 2009, CHAPTER 658 (SENATE BILL 519)

Under Oregon law effective January 1, 2010, an employer may not discharge, discipline, or otherwise penalize or threaten to discharge, discipline, or otherwise penalize or take any adverse employment action against an employee:

- meeting or communication if the primary purpose of the meeting or communication;
- is to communicate the opinion of the employer about religious or political matters;
- as a means of requiring an employee to attend such a meeting or communication;
- because the employee makes a good faith report, orally or in writing, of a violation or a suspected violation of this law.

The law does not prohibit an employer from requiring attendance at the meetings that are not primarily about religious or political matters. The law also does not prohibit an employer from offering meetings, forums, or other communication about religious or political matters for which attendance or participation is strictly voluntary.

An aggrieved employee may bring a civil action no later than 90 days after the date of the alleged violation in the circuit court of the judicial district where the violation is alleged to have occurred or where the principal office of the employer is located.



# SEXUAL HARASSMENT + DOMESTIC VIOLENCE PROTECTIONS

Oregon laws protect your right to work free from harassment. They also require your employer to provide supports if you are a victim of domestic violence.

## SEXUAL HARASSMENT

- ▶ You have the right to a workplace free from harassment, discrimination, and sexual assault. Your employer must have a policy to reduce and prevent these violations.
- ▶ **Discrimination because of race, color, sex, sexual orientation, national origin, religion, marital status, uniformed service, disability, or age is illegal.**
- ▶ Sexual harassment can look like unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature (verbal, physical, or visual), that is directed toward an individual.
- ▶ It can also include conduct that is not sexual but is gender-related. Sexual harassment can be targeted toward someone of the same or different sex or gender.



## DOMESTIC VIOLENCE PROTECTIONS

- ▶ If you experience domestic violence, harassment, sexual assault, or stalking (or if you are a parent or guardian of a victim), **your employer must make reasonable changes to support your safety.**
- ▶ These changes might include: a transfer, reassignment, modified schedule, unpaid leave, changed work phone number, changed work station, installed lock, new safety procedure, or other adjustment after threatened or actual events.
- ▶ You can also take protected leave to find legal or law enforcement assistance, get medical treatment for injuries or mental health support, move or change your living situation, and more.
- ▶ You can't be fired, suspended, retaliated or discriminated against in any way because you are a victim.

## CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-673-0761

Email: [help@boli.state.or.us](mailto:help@boli.state.or.us)

Web: [oregon.gov/boli](http://oregon.gov/boli)

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# BREAKS & MEALS



# OVERTIME & PAYCHECKS

Your employer is required to give you breaks free from work responsibilities. There are specific rules about overtime pay and paychecks.

## BREAKS & MEALS

- ▶ For each 8 hour work shift you get these breaks free from work responsibilities:
  - » Two 10 minute paid rest breaks
  - » One 30 minute unpaid meal break
- ▶ You also get reasonable breaks as needed to express milk (and a private space that is not a bathroom to pump) until your child reaches 18 months of age.
- ▶ If your shift is longer or shorter than 8 hours, refer to the chart here or visit [oregon.gov/boli](http://oregon.gov/boli) for more information.

Shift Length	Rest Breaks	Meal Breaks
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2

## OVERTIME & PAYCHECKS

- ▶ If you work more than 40 hours in one week, you must receive overtime pay of 1.5 times your regular pay rate. There are some exceptions but they are uncommon.
- ▶ Regular paydays are required by law. You must receive a paycheck at least every 35 days. Your employer must provide you with a detailed paystub.
- ▶ If you are fired or permanently laid off, you must get your last paycheck by the end of the next business day.
- ▶ If you quit with 48+ hours' notice, you must get your last paycheck on your last day of employment. If you do not give 48 hours' notice, you must get your last paycheck within 5 business days or the next payday, whichever is first.



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# SICK TIME

**All Oregon workers get protected sick time.**  
If you work for an employer with 10+ employees (6+ if they have a location in Portland), **you get paid sick time.**



- ▶ **Your employer must give you sick time.** You get at least 1 hour of protected sick time for every 30 hours you work up to at least 40 hours a year.
- ▶ **You can use sick time for many reasons** including if you (or a family member) are sick, injured, experiencing mental illness, or need to visit the doctor. Also covered: bereavement, parental leave, and leave to care for a child whose school or place of care is closed for a public health emergency.
- ▶ Your employer must pay you your regular wage when you take sick time if they have 10+ employees (6+ if they have a location in Portland). Otherwise, your sick time is protected but unpaid.
- ▶ You can start taking protected sick time after you've worked for at least 90 days. Your employer must regularly let you know how much sick time you have earned.

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# REQUIRED NOTICE!

## Employment Insurance Notice (Form 11):

(regulated by Employment Department)

### **Who must post?**

Employers with at least a \$1000 payroll in a calendar quarter and employers with one or more workers during 18 different weeks in a calendar year.

The Employment Department automatically sends this notice after an account is set up or reopened. Employers can order a duplicate if necessary. When ordering a duplicate, employers will need their business identification number.

You will find additional information and an order form at [www.oregon.gov/employ/tax](http://www.oregon.gov/employ/tax).



# REQUIRED NOTICE!

## Workers' Compensation Notice of Compliance:

(regulated by Workers' Compensation Division of DCBS)

### **Who must post?**

All employers who are required to provide workers' compensation coverage for their employees.

Employers receive this notice from the Workers' Compensation Division after they purchase workers' compensation insurance. Employers not receiving the notice or requiring a duplicate notice should contact the Workers' Compensation Division.

[Order form](#) for your Workers Compensation Notice and information about the Notice of Compliance poster.

You can also contact them at <https://wcd.oregon.gov>

Flipboard, Inc.

Workers Compensation Carrier: Berkley, 222 South 9th Street, Suite 2550 Minneapolis, MN 55402  
(866) 499-5239 TWC 7008964-13

If you are injured on the job, please contact Kate Triplett or someone on the People Team, [people-team@flipboard.com](mailto:people-team@flipboard.com).



# PREDICTIVE SCHEDULING

- ▶ **Your employer must give you a work schedule in writing at least 14 calendar days in advance.** It must be posted and easily visible and include all work shifts/on-call shifts. You may decline shifts that are not included in the written work schedule.
- ▶ **You have the right to rest between shifts.** Unless you request or agree to it, you can't be scheduled to work during the first 10 hours after the previous calendar day's work or on-call shift OR the first 10 hours following the end of work that spanned two calendar days. **If you are scheduled for a back to back shift within 10 hours, your employer must pay you time-and-a-half your regular pay rate.**
- ▶ **Your employer must pay you additional compensation if they change your schedule less than 14 days ahead of time.** If you request to work additional shifts or make changes, this extra pay is not required. Other exceptions include changes of less than 30 minutes, disciplinary suspensions, staff shortages, if you agree to be on the voluntary standby list, and a few others. Learn more at [oregon.gov/boli](http://oregon.gov/boli).
  - » You must get an extra hour of pay at your regular rate plus wages earned if your employer adds more than 30 minutes of work to your shift, changes the date, start time, or end time of your shift with no loss of hours, or schedules you for an extra work or on-call shift
  - » You must get one-half of your regular rate of pay, per hour, for each scheduled hour that you do not work if your employer subtracts hours from your shift before or after you report for duty, changes the date or start time/end time of your shift resulting in a loss of hours, cancels your shift, or does not ask you to work when you are scheduled for an on-call shift
- ▶ **You have the right to provide input into your schedule.** You may identify limitations or changes in your availability. You may request not to be scheduled for work shifts during certain times or at certain locations. Your employer is not required to grant your requests, but they may not retaliate against you for making them.
- ▶ **When you're hired:** Your employer must give you a written estimate of your work schedule that includes the average number of hours you can expect to work and if/how you will be expected to work on-call shifts.
- ▶ **Voluntary standby list:** Your employer must give you information about their voluntary standby list, which is an opt-in list they can keep of people willing to work additional hours due to unanticipated customer needs or unexpected absences.

*Retail, hospitality, and food services employers must follow predictive work schedule rules if they employ at least 500 workers worldwide. This law applies to workers whose work is related to retail, hospitality, and food service. Temporary or leased workers and exempt salaried workers are not covered by this law.*

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# EQUAL PAY

**Your employer must pay you the same amount as other people doing similar work.**



- ▶ **It's illegal for your employer to pay you less than someone else because of your gender, race, veteran status, disability, age, color, religion, national origin, marital status, sexual orientation, or pay history.**
- ▶ Different pay may be allowed if there is system based on bona fide factors including one or more of the following: seniority, merit, a system that measures earnings by quantity or quality of production, workplace location, travel, education, training, or experience.
- ▶ You're also protected during the **hiring process**:
  - » Employers cannot ask for your salary/pay history before they make an offer of employment
  - » Employers cannot screen job applicants based on current or past salary/pay history
  - » Employers cannot determine compensation for a job based on the pay history of a potential new employee (not including internal transfers)
- ▶ If you need to, you can file a complaint at [oregon.gov/boli](http://oregon.gov/boli). You could get back pay or the pay difference you are owed.

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# Workplace Accommodations Notice

Flipboard, Inc. \_\_\_\_\_ **(Employer Name)** is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

Flipboard, Inc. \_\_\_\_\_ **(Employer Name)** will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

## Employees and job applicants have a right to be free from unlawful discrimination and retaliation

For this reason, Flipboard, Inc. \_\_\_\_\_ **(Employer Name)** will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

**To request an accommodation or to discuss concerns or questions about this notice**, please contact any one of our supervisors or \_\_\_\_\_ (Alternate Contact Name) in the human resources department. *[Provide multiple ways for employees to reach out with requests or concerns.]*



# AGRICULTURAL WORKERS

- Agricultural workers are **not** required to be paid overtime, though you must be paid for every hour you work.
- For each 8-hour work shift you get two 10 minute paid rest breaks (15 minutes if you are under 18) and one 30 minute unpaid meal break free from work responsibilities. If the minimum wage exceptions apply to you (see below), your employer is not required to give you these breaks.
- In general, agricultural workers must be paid at least the minimum wage for the region where your employer is located. There are some exceptions to this law for agricultural workers.
- Workers who are 14 to 17 years old must have a certificate of training to operate power driven farm machinery or ride in or on machinery. Your employer must also obtain an employment certificate.

## Minimum Wage + Exceptions

Agricultural employers are not required to pay minimum wage to:

- Members of the employer's immediate family.
- Local hand harvest or pruning workers who are paid piece rate and who worked fewer than 13 weeks during the previous calendar year.
- Migrant hand harvest workers who are 16 or under who are paid the same piece rate as workers over 16.
- Workers mainly engaged in the range production of livestock.
- Hand harvest and pruning workers who are paid piece rate and work for an employer who did not exceed 500 piece-rate-work-days\* of agricultural labor in any quarter of the previous calendar year.

\*A piece-rate-work-day accrues for each day an employee performs piece rate agricultural labor for at least one hour.

**If you make close to minimum wage, you may qualify for the Earned Income Tax Credit. Visit [eitc outreach.org](http://eitc outreach.org) to check.**

**\$12.75 per hour**

### Standard

Benton, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Wasco, Yamhill, parts of  
\* Clackamas, Multnomah, & Washington

**\$14.00 per hour**

### Portland Metro Area

\* Clackamas, Multnomah, & Washington

**\$12.00 per hour**

### Nonurban Counties

Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wheeler

\* The minimum wage you should get depends on your employer's exact address. If you work **INSIDE** the urban growth boundary, you should make at least \$14.00. If you work **OUTSIDE** the urban growth boundary, you should make at least \$12.75. Look up your work address here: [bit.ly/metroboundary](http://bit.ly/metroboundary)

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# Attention Workers! Field Sanitation.

## Your employer must provide:

### Safe drinking water

- Immediately available and enough for everyone.
- Cool and kept in sanitary containers.
- Dispensed from a water fountain or into personal containers or disposable cups.

### Toilets and handwashing facilities

- Your employer must allow you to use the toilet when you need it.
- Facilities must be located together and within a five-minute walk.
- **A toilet must be:**
  - Clean, private, and have toilet paper.
  - Provided for every 20 workers.



### Handwashing facilities must include:

- Clean water and soap.
- Single-use towels and a trash container.



### Information

Your employer must tell you:

- The location of the drinking water, toilet, and handwashing.
- About the importance of:
  - Handwashing before and after using the toilet.
  - Avoiding heat stress and infectious diseases.
  - Reducing exposure to pesticide residues.



You have the right to file a complaint with Oregon OSHA if you do not have these things.

English: 800-922-2689 Spanish: 800-843-8086

**Employers:** You must provide and maintain basic sanitation facilities and supplies for agricultural workers who prepare, prune, plant, harvest, pack, or do other types of hand labor with crops in the field. You must display this notice if those crops are for human consumption. For more information, see OAR 437-004-1110.

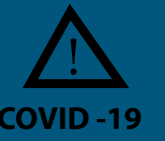


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### Toilets and handwashing facilities

- Your employer must allow you to use the toilet when you need it.
- Facilities must be located together and at the entrance/exit to field or in a harvested area, whichever is closer. They must not be more than a five-minute walk or one-quarter mile.
- **A toilet must be:**
  - Clean, private, and have toilet paper.
  - Provided for every 10 workers.
  - Sanitized three times daily.



### Handwashing facilities must:

- Be sanitized three times daily.
- Include clean water and soap.
- Include single-use towels and a trash container.



### Information

Your employer must tell you:

- The location of the drinking water, toilet, and handwashing.
- About the importance of:
  - Handwashing before and after using the toilet.
  - Avoiding heat stress and infectious diseases.
  - Reducing exposure to pesticide residues.
  - How these techniques reduce COVID-19 risks.



You have the right to file a complaint with Oregon OSHA if you do not have these things.

English: 800-922-2689 Español: 800-843-8086

**Employers:** You must provide and maintain basic sanitation facilities and supplies for agricultural workers who do hand labor operations or otherwise engage in labor intensive agriculture operations. You must display this notice if this applies to your operation. For more information, see Oregon Administrative Rule 437-001-0749.



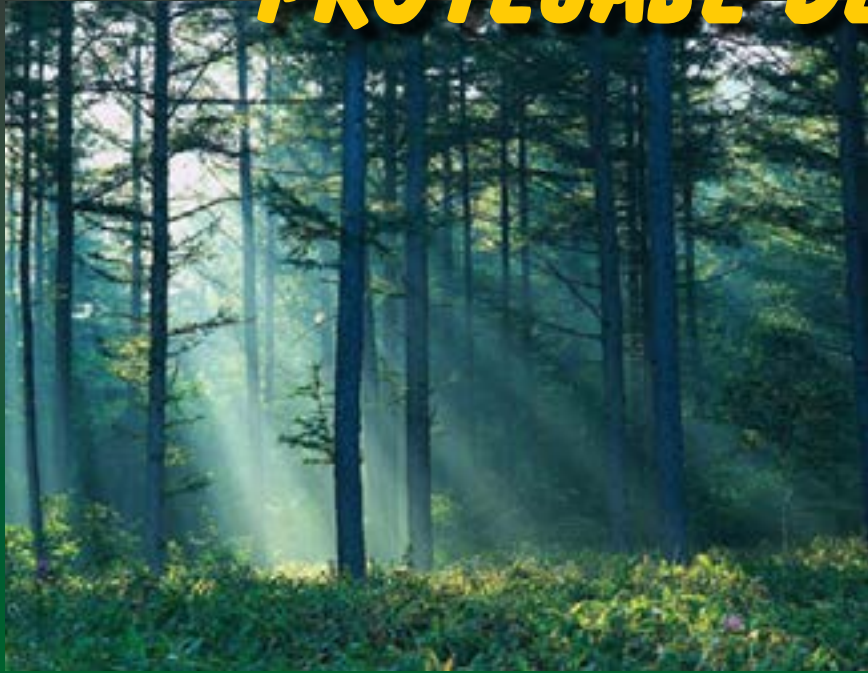
440-1890 COVID-19 (4/20/COM)  
Labor Law Compliance Center  
(800) 801-0597



www.laborlawcc.com



# PROTECT YOURSELF FROM PESTICIDES PROTEJASE DE LOS PESTICIDAS



Pesticides may be on trees, plants, and soil; in surface water; or drifting from nearby applications.

Los pesticidas pueden estar en los arboles, plantas, tierra, agua superficial, o dejándose llevar por aplicaciones cercanas.



There are rules to protect workers. These rules require that your employer train you in pesticide safety.

Hay leyes para proteger a los trabajadores. Estas leyes requieren que el empleador lo adiestre sobre la seguridad de los pesticidas.



Keep out of treated or restricted areas.

Manténgase fuera de áreas tratadas o restringidas.

Wear a hat, a long-sleeve shirt, long pants, shoes, and socks to protect yourself from pesticides.

Use un sombrero, camisa de manga larga, pantalones largos, zapatos, y calcetines para protegerse de los pesticidas.



## IN AN EMERGENCY EN CASO DE EMERGENCIA



If pesticides get on you, wash them off right away with clean water.

Si se contamina con pesticidas, lávese inmediatamente con agua potable.



Then shower, shampoo your hair, and change into clean clothes as soon as possible.

Después, dúchese, lávese el cabello con champú, y póngase ropa limpia lo antes posible.



## FAMILIA TRABAJO

Wash your work clothes separately from your other clothes and family laundry, before wearing them again.

Antes de volver a usar la ropa, lávela separadamente de la del resto de la familia.

After work, shower or wash your body with soap and water, shampoo your hair, and put on clean clothes.



Después del trabajo, tome una ducha o lávese el cuerpo con agua y jabón, lávese el cabello con champú y póngase ropa limpia.

Always wash your hands and face before eating, drinking, chewing gum, using tobacco, or using the toilet.

Siempre lávese las manos y la cara antes de comer, beber, mascar chicle, usar tabaco, o usar el baño.

## EMERGENCY MEDICAL CARE INFORMATION:

The employer must post the name, location, and emergency contact information for the nearest emergency medical facility next to this poster.

Oregon OSHA rules for Division 7/ Forest Activities\* require:

- At least one operable communication device (two-way radio, phone, or other effective means) is available at worksites to contact an ambulance service, if needed
- Transportation is **always** available to the nearest suitable medical facility or to a point where an ambulance can be met
- The following information is kept with/near the communication device
  - written land directions to the worksite
  - worksite location by Township, Range, and Section (TR&S)
  - name and phone number of air evacuation service, if available
  - worksite location by longitude and latitude, if required by the air service

\* For more information, see **OAR 437-007-0220 Medical Services and First Aid.**



**Phone:**  
503-378-3272  
**Toll-free:**  
800-922-2689  
**en Español:**  
800-843-8086



## INFORMACION SOBRE PRIMEROS AUXILIOS

El empleador debe colocar a la vista y junto a este poster, el nombre, la dirección y el número de teléfono del lugar más cercano para auxilios médicos de urgencia.

Las leyes de Oregon OSHA de la División 7/Actividades Forestales\* requiere:

- Que por lo menos un aparato de comunicación en buen funcionamiento (radio de doble sentido, teléfono, u otro medio de comunicación efectivo) esté disponible en los lugares de trabajo para contactar servicios de ambulancia si fuese necesario.
- Que **siempre** haya medio de transporte al lugar más cercano para auxilios médicos de urgencia o a un lugar en el cual puedan reunirse con una ambulancia.
- Que la información a continuación este junto a, o cerca de, el aparato de comunicación:
  - direcciones escritas al lugar de trabajo por vía terrestre
  - el lugar del trabajo por unidad mínima de mapeo (UMM) (Township, Range, and Section (TR&S))
  - nombre y teléfono de un servicio de evacuación aérea, si lo hay
  - ubicación del lugar de trabajo por longitud y latitud, si es requerido por el servicio aéreo

\* Para más información, vea **OAR 437-007-0220 Servicios Médicos y Primeros Auxilios.**



Bullying harms employees, employers, and businesses by creating a disrespectful, unhealthful, and nonproductive work environment. Workplace bullying generally is not illegal in Oregon, however, it is harmful and in some cases can lead to lawsuits based on discrimination. Oregon and federal laws protect individuals who are harassed and discriminated against because of their race, national origin, gender, veteran status, or other protected class status.

## What is workplace bullying?

Workplace bullying is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades or humiliates an employee. Bullying situations may involve:

- Bosses or supervisors against their subordinates
- Employees against their peers
- A group of co-workers targeting another worker (mobbing)
- An organization or institution when bullying is entrenched and becomes accepted as part of the workplace culture
- A third party such as a client or customer who bullies an employee

Managers and supervisors who have high expectations, present a tough demeanor, identify areas requiring improved performance, or impose discipline within established workplace guidelines are not engaging in bullying as long as their actions are carried out in a respectful and fair manner.

## Examples of situations and actions commonly considered bullying:

**Abusive Work Environment:** The bully makes physical or verbal threats against the target, insults, or publicly humiliates them. The bully spreads malicious untruthful information or gossip to intimidate or turn others against the target.

**Undermining and Discrediting:** The bully makes false accusations of incompetence, blames target for others' errors, and/or takes credit for target's successes at work.

**Retaliation:** The target experiences intentional exclusion and ostracism after raising concerns. This may also include retaliatory loss of job opportunities or favored work activities and schedules when not related

## What can I do if I'm being bullied?

Regain control! Bullying is about control, and therefore it has nothing to do with your performance. Here are some options for what you can do:

- Check if your organization has a code of conduct or workplace violence program that addresses intimidation or harassment at work.
- Carefully document bullying incidents (dates, times, places, what was done or said and who was present). Keep documents that contradict the bully's accusations, such as timesheets, emails, and audit reports. Assess whether changes in your own behavior could help resolve the situation.
- Set boundaries with the bully. If safe to do so, describe the offensive behavior and declare that you expect it to stop. The bully is likely to deny and even misconstrue your accusations initially. However, their behavior may improve over time. Having another person present as a witness and remaining calm can be helpful and strengthen your position if the bully responds negatively.
- Do not retaliate or escalate the behavior, because you may be blamed or subject to discipline.
- Report the problem to your supervisor, another manager, or to another "higher-up" at work. This is where the documentation will be helpful to demonstrate that you did not contribute to the situation.
- Find emotional support from trusted people at work, outside of work and at home.

## Why it Matters

Workplace bullying often involves an abuse or misuse of power. Bullying behavior creates feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work. The targets of bullying may suffer from physical and mental health problems that can last for many years. Bullying can also reduce productivity, decrease retention, and increase employer health costs.

### Targets of bullying frequently experience one or more of these significant impacts:

- Stress, depression, and sleep disorders
- Reduced self-esteem
- Increased physical illness and sick days
- Increased accidents and injuries
- Lack of focus and loss of effectiveness

### Bullying can be costly for organizations too:

- Distraction and loss of productivity by the target, the bully, and bystanders
- Poor workplace morale and loss of reputation
- Possible investigations, grievances, and lawsuits
- Inability to recruit and retain good staff
- Increased medical costs and attendance issues

## What can an employer do?

First and foremost, employers must recognize and prevent workplace bullying by creating a respectful workplace culture. If you are an employer, supervisor, or manager who is aware of bullying and do not take action, then you are accepting a share of the responsibility for future abuses. Take steps to:

- Develop a respectful workplace code of conduct that specifically prohibits bullying behavior and identifies consequences for employees who engage in bullying.
- Establish a culture where supervisors are expected to treat employees fairly and respectfully and engage in informal conflict resolution.
- Provide opportunities for confidential reporting and for mediated conflict resolution when needed.
- Educate all employees about respectful professional behavior and the company code of conduct.
- Take claims of bullying seriously and consistently enforce your workplace code of conduct.

For more information, visit our website at [www.oregon.gov/boli](http://www.oregon.gov/boli), or contact us at 971-673-0761 or [mailb@boli.state.or.us](mailto:mailb@boli.state.or.us)

