

- the names, work locations, and telephone numbers of all Occupational Safety and Health Committee members and representatives;
- a copy of the most recent Occupational Safety and Health Committee minutes;
- procedures for fire safety and emergency measures.

Other responsibilities of the department include:

- ensuring that hazardous substances are identified and are stored and handled safely;
- providing safety materials, equipment, devices, and protective clothing to each person granted access to the workplace by the employer;
- providing first-aid facilities and health services;
- providing the information, instruction, training, and supervision necessary to ensure the safety and health of employees in the workplace;
- controlling chemical, biological, and physical agents in the workplace in accordance with prescribed standards;
- keeping safety and health records;
- communicating to employees every known and foreseeable safety or health hazard in the workplace; and