

UNITED SAFETY SOLUTIONS

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826 Bloom Rd
Eagle River, WI 54521

RECORD KEEPING AND REPORTING: FEDERAL LAWS AND REGULATIONS

OSHA Record Keeping and Reporting
Course: Hours Instruction
Hours: Class Room
Hours: Field Instruction

Regulation 1904
Prerequisites:
Fee:
CE Credits:

In an effort to ensure all non-exempt organizations meet employee health, environmental and safety standards, OSHA has been getting tougher on companies and cracking down on record-keeping practices in particular. OSHA inspections have increased resulting in a greater number of both citations and penalties, with record-keeping practices the focus of many meticulous reviews.

With the complexity of OSHA's rules, regulations and record-keeping requirements, ensure that your organization is safe from potentially costly penalties, fines and possible legal action. OSHA's Recordkeeping Standard ensures that companies track and report incidents, so they're less likely to repeat them. Cutting safety programs, in the long run, leads to higher accident rates, higher health insurance premiums and closer scrutiny from OSHA inspectors, resulting in hefty fines and penalties if infractions are found. OSHA's Recordkeeping Standard ensures that companies track and report incidents, so they're less likely to repeat them. It's imperative that you and your organization take extra precautions to ensure complete compliance with OSHA's record-keeping policies and procedures.

Who Should Take This Course: Human resources personnel, workers' compensation administrators, safety directors, business owners, claims and insurance professionals, controllers, bookkeepers, attorneys, every professional responsible for preparing and maintaining records of work-related injuries and illnesses.

The seminar covers:

- The purpose and scope of OSHA's 1904 Recordkeeping and Reporting Occupational Injuries and Illnesses
- How to determine if your organization is covered by OSHA's record-keeping requirements or if you are exempt
- Which injuries and illnesses to record under OSHA regulations
- The required OSHA Recordkeeping forms and how to fill them out correctly
- Who is responsible for filling out each form
- How to log incidents
- How to maintain forms 300, 300A and 301 in accordance with OSHA's record-keeping regulations
- OSHA records retention requirements: what you need to know
- How to produce sound documentation to avoid costly fines and penalties
- The distinctions in OSHA regulations between reporting, documentation and record keeping

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- Resources to help you research further questions about OSHA record keeping
- Measure the effectiveness of your safety program
- Identify high-risk areas and procedures
- Management support of safety initiatives
- Motivating employees with information to work more safely
- Avoiding OSHA fines for non-compliance

Complete List of Regulations Included in This Course:

Scope:

- 1904.1 Small employer partial exemptions
- 1904.2 Industry partial exemptions (see Appendix A to Subpart B for complete list)
- 1904.3 Keeping records for other Federal agencies

Recording Criteria:

- 1904.4 Recording criteria
- 1904.5 Work-relatedness
- 1904.6 New case
- 1904.7 General recording criteria
- 1904.8 Needle sticks and sharps
- 1904.9 Medical removal
- 1904.10 Hearing loss
- 1904.11 Tuberculosis
- 1904.29 Forms

United Safety Solutions Course Covers:

- Tips and best practices for quickly getting up to speed on OSHA's record-keeping regulations
- The latest record-keeping practices
- Proper logging of employee incidents
- Maintaining records in accordance with OSHA's current standards
- Presenting solid documentation required by OSHA
- Recording injuries and illnesses to minimize further accidents making employees aware of possible hazards on the job site
- To be familiar with OSHA's record-keeping requirements for keeping records up-to-date at your workplace
- How to identify and utilize the OSHA record-keeping forms 300, 300A and 301

Certification:

Successful completion requires 80% on both classroom and practical skills.

Upon successful completion, participants receive a wallet card, documentation to satisfy OSHA.