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## OSHA Record Keeping

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<b>Prerequisites:</b>	None
<b>Schedule:</b>	½ day

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### Course Objectives

This half-day course will focus on all OSHA recordkeeping requirements used to track and record workplace injuries and illnesses: the OSHA 300, 300A and 301 forms.

Participants will receive a student workbook with a copy of the rules, hardcopies of the 3 forms and a link to electronic versions. They will be able to use the OSHA Recordkeeping Advisor to walk through problems they encounter when they return to the workplace. They will participate in exercises that will challenge them to accurately record, even in tricky situations.

### Course TOPICS

- Who is exempt from recordkeeping?
- Which incidents are recordable?
- What is “work related?”
- What is “medical” vs “first aid?”
- What if a prescription is written?
- How is hearing loss recorded?
- How are “days away” counted?
- What about injuries to temporary workers or contract employees?
- What forms must be completed?
- Can I maintain one 300 log covering all my locations?
- How long must they be retained?
- How is OSHA enforcing / fining recordkeeping violations?
- What is the new “msd” column? (proposed change)
- What needs to be reported to OSHA within 8 hours? (proposed changes)
- Class exercise
- The Recordkeeping Advisor