

METROPOLITAN SAFETY COUNCIL, INC.

OSHA Recordkeeping

Wednesday 3/25/20 or Friday 5/8/20 or Wednesday 7/8/20 or
Monday 9/14/20 or Wednesday 12/2/20
1 pm – 5 pm

Don't Repeat History! Learn From It!

Effective recordkeeping is just as important as safety training and PPE when it comes to avoiding workplace injuries and illnesses. It gives you a solid foundation for a successful, well-managed safety program.

OSHA's Recordkeeping Standard ensures that companies track and report incidents, so they're less likely to repeat them. This course helps you learn to comply with the standard in your own facility. In just four hours, we'll walk you through the key elements of the standard and show you how to make it part of an effective safety program.

The seminar covers

- ✦ The purpose and scope of OSHA's 1904 Recordkeeping and Reporting Occupational Injuries and Illnesses
- ✦ Which industries and companies need to comply, and what types of incidents they need to report
- ✦ The required OSHA Recordkeeping forms and how to complete them correctly
- ✦ Who is responsible for filling out the forms

You'll learn how good recordkeeping can help you

- ✦ Measure the effectiveness of your safety program
- ✦ Identify high-risk areas and procedures
- ✦ Get management to support safety initiatives
- ✦ Keep employees informed and motivate them to work more safely

4-hour course

Fee: \$99* per person

Advanced registration required. Please visit our website or call for details.

*Based on payment received at least 10 days prior to class.

Special Offer:

Enroll in both Intro to OSHA at the regular price and get OSHA Recordkeeping course on the same day for ½ off! When taken together, pay only \$50 for Recordkeeping. Offer expires 12/31/20.

Revised 1/20



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