



Instructor: **Edward Davis** draws on 32+ years as a safety professional. Ed is a retired Safety and Environmental professional from Schreiber Foods, Inc., where he trained 450+ employees in annual OSHA Safety and Health Training. He also did annual reporting and record keeping at his facility. Ed is a graduate from Central Missouri State University with a Business degree. Ed is an OSHA Authorized General Industry Trainer, certified for 24 & 8 hour Hazwoper, and Confined Spaces. He also has a background in Process Safety Management and is a food safety trainer for Safe Quality Food (SQF 2000), and a ServSafe trainer. Ed enjoys working to create a culture of safety for a lifetime in the classroom at work and home.

OSHA Recordkeeping Class

Recordkeeping can be a confusing task for anyone who has these responsibilities. ICTC is offering a course to help you understand the recordkeeping requirements as well as identify and address repetitive hazards situations. OSHA

has been particularly aggressive in using its reporting procedures and recordkeeping authority to further its enforcement agenda. This course will help you to determine if an illness or injury is actually “work-related”, how to determine if it’s a first aid or a recordable case. And how long you have to report fatalities, amputations, loss of an eye or hospitalization. It will cover who is required to keep a record of serious work-related injuries and illnesses.



It will cover record keeping requirements such as:

- What forms need to be filled out
- What information is needed on them
- How to submit your forms electronically
- How long records are to be kept
- What forms need to be posted and when they need to be posted
- Who has access to the records

We will also cover the anti-retaliation provisions impacted that post-incident drug testing has on accidents and safety incentive programs, what are the most common recordkeeping mistakes, recordkeeping responsibilities for multi-employer worksite and much more! You will receive hands on experience in filling out the OSHA 300A, 300 and 301 forms.

\$100, materials included | JAN 31, 2018 8AM-3:00PM | MSK Campus, Bld. C, Rm. 100

CONTACT TO REGISTER

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