



2018 OSHA Injury and Illness Recordkeeping and Reporting Master Class

Complying with the latest regulations to avoid costly citations

October 23, 2018 | Dallas, TX
October 11, 2018 | Chicago, IL

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Recordkeeping is important to a variety of organizational operations, but when it comes to occupational safety and health, it's required. OSHA's recordkeeping standards and regulations mandates that companies record occupational injuries and illnesses and report certain incidents to the agency. Aside from OSHA's Part 1904 requirements, there are many additional recordkeeping and documentation mandates and best practices that, if ignored, can trigger penalties as high as \$129,336 per violation. Knowing the important elements of these critical standards is key to an effective safety and health program and to avoid civil and criminal penalties for noncompliance.

This full day program will address issues including:

- Purpose and overview of OSHA's rule 1904 Recordkeeping and Reporting Occupational Injuries and Illnesses, including the latest on implementation of Electronic Recordkeeping rule
- The anti-retaliation provisions of the e-Recordkeeping Rule, and their practical impact on reporting procedures, incentive and discipline programs, worker drug testing and Section 11(c) rights
- Recent changes to OSHA's "continuing violation" rule, and pending legislation to amend the OSH Act with respect to enforcement of recordkeeping rules
- Regulated Companies and Industries, Temporary Agencies and Union Hiring Halls: Understanding the recordkeeping and reporting requirements that apply to each type of entity, the limited exemptions for small businesses, low-hazard industries, how OSHA recording and workers' compensation laws interface, and more
- What is Recordable? The differences between "first aid" and "medical treatment," how to determine whether an injury or illness is work-related, and more
- What is immediately reportable as a Severe Injury, and how to deal with completion of OSHA RRI forms
- OSHA 300, 301 and 300A Forms: Who must complete the forms, best practices for completing them correctly, and how to avoid becoming your company's designated felon
- Most common OSHA injury and illness recordkeeping mistakes to avoid, and tips for effective root cause incident analysis to ensure accurate reporting
- Most common documentation errors relating to LOTO, PPE assessment, medical evaluations and exposure monitoring results, hearing conservation programs, hazard communication, workplace inspections, worker training and more.
- Best practices for non-mandatory records and documentation, including principles of legal privilege for safety audits, consultant recommendations, record retention and destruction policies.

2018 Agenda

Registration and Continental Breakfast

7:30 – 8:00 am

Overview and Introductions

8:30 – 8:45 am



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Purpose and overview of OSHA's Part 1904 Recordkeeping and Reporting Occupational Injuries and Illnesses Requirements

8:45 – 10:00 am

This will include the latest on implementation of Electronic Recordkeeping rule, what's recordable, the differences between "first aid" and "medical treatment," how to determine whether an injury or illness is work-related, exclusions, treatment of off-site injuries, medical removal cases, occupational illnesses and diseases, and more

Break

10:00 – 10:15 am

The Antiretaliation Provisions of the e-Recordkeeping Rule

10:15 – 11:00 am

Learn their practical impact on reporting procedures, incentive and discipline programs, worker drug testing and Section 11(c) rights

Recent Changes to OSHA's "Continuing Violation" Rule

11:00 – 11:30 am

Additionally, this session will address managing OSHA recordkeeping audits and pending legislation to amend the OSH Act with respect to enforcement of recordkeeping rules

Regulated Companies and Industries, Temporary Agencies and Union Hiring Halls

11:30 – 12:00 pm

We'll discuss recording and reporting requirements, exemptions for small businesses, low-hazard industries, and how OSHA recording/reporting, personal injury law, and workers' compensation law interface.

OSHA's New Severe Injury Reporting Rule

12:00 – 12:30 pm

Learn about the completion of online reports and OSHA RRI forms and how these can trigger inspections and record audits

Lunch Break

12:30 – 1:30 pm

Avoiding OSHA Criminal Penalties

1:30 – 2:00 pm

Effectively manage how your records are created, signed and maintained in order to comply with the latest requirements.

Break

2:00 – 2:15 pm

The Rest of the Story: Procedures, Assessments, Evaluations, and More

2:15 – 3:15 pm

We'll cover best practices around documentation relating to LOTO, PPE assessment, medical evaluations and exposure monitoring results, hearing conservation programs, hazard communication, workplace inspections, and worker training.

Non-Mandatory Records and Documentation

3:15 – 3:45 pm

This session will discuss principles of legal privilege for safety audits, consultant recommendations, record retention and destruction policies

Debriefing and Final Questions

3:45 – 4:00:

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