



LIVE SEMINAR

OSHA Training



THIS SEMINAR AT A GLANCE:

Get real-world answers to questions like these:

- Who's at fault — my employees or me — when they fail to follow the safe practices I've initiated for them?
- What are OSHA inspectors looking for when they come to my organization?
- Will I be given advanced notice of an OSHA inspection?
- Can I contest an OSHA citation? How do I go about it?
- Do I really need to display those OSHA posters in my workplace?
- What is the penalty for violating an OSHA standard?
- Can I get help from OSHA to fix the hazards in my workplace?



Maintaining a safe workplace environment is more than just good business practice — it's the law.

It's a situation all too common: you assume you're in compliance with OSHA, but during a routine inspection, you are shocked at the number of violations you've racked up (and the hefty fines your organization will have to pay).

This seminar takes the guesswork out of OSHA compliance. You'll discover smart solutions, quick fixes and preventative measures to help you maintain a safe working environment and bring your organization up to OSHA's stringent safety standards.

- Interpret OSHA's confusing language and government "legalese" and apply it as necessary to your organization
- Assess your organization for potential hazards and act now to eliminate them
- Create and implement a written safety plan
- Develop a record keeping system that meets OSHA standards
- Identify and defuse threats of violence in the workplace
- Adopt a workplace violence policy that addresses security internally and security for those employees who work with outside vendors and contractors
- Learn where to turn for up-to-the-minute information on OSHA's newest rules and regulations affecting your work environment
- Develop an understanding of the employer's and employee's rights and responsibilities

PROGRAM AGENDA

An OSHA Primer

OSHA's citation system — what it is and how it works

- Compliance Directives — the #1 insight into what OSHA inspectors really think a regulation means
- Consultation Service — should you use it? We'll tell you the pros and cons
- Insurance Carriers — an often-overlooked source of FREE services and advice
- How to find your way around www.osha.gov, www.dol.gov and askjan.org to quickly get the information you need
- General Duty Clause — the foundation stone of the OSH Act. Learn what each part of it means and its impact on your operation

Better Safe than Sorry

What are recognized hazards? Spot and correct them before your people get injured

- What are willful, serious violations? Which violations are not so serious?
- How to create and use your own Hazard Assessment checklist
- The truth about Personal Protective Equipment — find out who's really responsible for paying and overseeing correct usage
- How to communicate your Illness and Injury Prevention Plan to your employees
- Learn the best ways for handling employees who know the safety rules but blatantly disregard them
- HAZCOM — Workers have a right to know about hazardous chemicals in their workplace. We'll tell you how to tell them what they need to know.
- Bloodborne Pathogens — We'll help you analyze your coverage

When OSHA Knocks

Is your business a likely candidate for an OSHA inspection? Find out who gets inspected most frequently — and why.

- The bottom line — how much money can OSHA citations really cost you?
- What is the OSHA inspector looking for during an inspection tour? We'll clue you in on the trouble spots guaranteed to be closely examined
- Employee hospitalizations, heart attacks, car accidents, etc. — when and how to report these incidents to Cal/OSHA
- Should you consent to an inspection or demand a search warrant?
- From opening conference to penalty appeals, we'll walk you through an inspection so you know what to expect and how to prepare

Record Keeping, OSHA and You

Who must keep records? Who's exempt? We'll get you up to date on recent developments that may affect you

- Log 300, Form 300A and Form 301 record keeping in a nutshell
- Where can you keep and maintain OSHA records? How should you choose an official record keeper?
- Posting requirements for Form 300A
- How to stay in OSHA compliance while reporting and recording on-the-job mishaps, injuries, incidents and catastrophes including:
 - Death
 - Loss of consciousness
 - Days away
 - Restriction
 - Medical treatment beyond first aid
 - Privacy concern cases
 - Transmitting information in line with Cal/OSHA's record-keeping timeframes

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