

Get all of your safety  
and health records  
organized and utilized!



**Kentucky Chamber**  
*Uniting Business. Advancing Kentucky.*

# OSHA Recordkeeping and Reporting

September 16, 2020

Hilton Garden Inn Louisville Northeast, Louisville

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# OSHA Recordkeeping and Reporting

8 a.m. Registration & continental breakfast (provided)  
8:30 a.m. Seminar begins  
Noon Lunch (provided)  
4:30 p.m. Seminar adjourns

## Agenda

### Why Keep Records and File Reports?

- Requirement of Law
- Protect Employee Legal Rights
- Safety Awareness
- Safety Measuring

### Kinds of Records and Reports

- Work-Related Incidents
- Transportation Incidents
- Equipment in Use – Inspection & Repair
- Hazardous Materials Transportation
- Training Records

### Worker's Compensation vs OSHA Recordkeeping

### OSHA Method for Injury and Illness Recordkeeping

- Coverage & Exemptions
- Forms
- Determining Recordability
  - What constitutes "Work Environment"
  - What is a "New Case"
  - Recordable Criteria
    - Medical vs. First Aid
  - Other Recordable Injuries & Illnesses
  - Interpretation Letters
  - Group Exercise

### NEW OSHA Reporting Requirements

- What about Kentucky?

### Complying with BLS & OSHA Surveys

### The Occupational Safety and Health Administration's revised recordkeeping rule includes two key changes:

First, the rule updates the list of industries that are exempt from the requirement to routinely keep OSHA injury and illness records, due to relatively low occupational injury and illness rates. The previous list of industries was based on the old Standard Industrial Classification (SIC) system and injury and illness data from the Bureau of Labor Statistics (BLS) from 1996, 1997, and 1998. The new list of industries that are exempt from routinely keeping OSHA injury and illness records is based on the North American Industry Classification System (NAICS) and injury and illness data from the Bureau of Labor Statistics (BLS) from 2007, 2008, and 2009. Note: The new rule retains the exemption for any employer with ten or fewer employees, regardless of their industry classification, from the requirement to routinely keep records.

Second, the rule expands the list of severe work-related injuries that all covered employers must report to OSHA. The revised rule retains the current requirement to report all work-related fatalities within 8 hours and adds the requirement to report all work-related in-patient hospitalizations, amputations and loss of an eye within 24 hours to OSHA.



## About the speaker

**Bobbi K. Samples, CSP** is the owner and principal consultant of The Safety Firm, LLC. This is the fifth business she has successfully imagined, created, owned and operated. She received her business management degree from Indiana Wesleyan University and has worked at the executive level within Fortune 500 companies in the areas of human resources and safety. Besides directing the operations of The Safety Firm, Bobbi is a professional artist and innovative motivational speaker. She is consistently cited for her entrepreneurial approaches to training, professional growth and workforce solutions.

## Why attend?

This high impact, one-day training session will give you a comprehensive look at the entire Recordkeeping and Reporting Systems based on OSHA's Guidelines for a good Safety & Health Management System. Recordkeeping is not just about the OSHA 300 log – there are many types of records that should be maintained to be compliant and to be used in sustaining a good safety and health program. Through hands-on training, we will present an overview of what is required and recommended.

The OSHA Recordkeeping requirements for recording of serious injuries in the workplace are important and, if done correctly, can be a valuable tool for safety and health professionals. As of January 1, 2015, OSHA has revised the 1904 Recordkeeping Standard regarding Reporting Requirements and some of the exemptions. We will cover all aspects of the existing and new requirements, utilizing practical exercises to optimize learning retention.

Maintaining accurate records of training, medical surveillance, injuries & illnesses, inspections, maintenance of equipment, transporting of hazardous materials and many other types of records are crucial to any safety and health program. Both Construction and General Industry have multiple types of documentation needed to be compliant with OSHA and to manage their program.

Be able to:

1. Understand what records to keep for your company
2. Apply information from those records to proactively help identify and prevent hazards
3. Reduce and/or prevent penalties for inaccurate or incomplete recordkeeping
4. Reduce potential injuries by accurately recording and analyzing recordkeeping data

## Who should attend?

- Safety directors & managers
- Human resource personnel
- Workers' Compensation administrators
- First aid responders
- Training coordinators
- Department/Shift supervisors with recordkeeping duties
- Team leaders
- Job site supervisors and foremen
- Plant foremen, administrators and supervisors
- Industrial medicine practitioners
- Attorneys
- Physicians

## Continuing Education



### SHRM Professional Development Credits (PDCs)

The Kentucky Chamber is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP or SHRM-SCP.



### HRCI recertification

This program has been pre-approved for credit toward PHR, SPHR and GPHR recertification through HR Certification Institute.

### CEU/CPE

This program may also be eligible for CEU and CPE credits. Contact your professional board to find out what's required.

## Our guarantee

If you are not 100% satisfied with your seminar experience, we will refund your money.

## Membership info

It's not too late to take advantage of the Kentucky Chamber member discount. To learn more about membership, call 502-695-4700 and ask for a membership representative.

# Register OSHA Recordkeeping and Reporting

## Registration fees

\$399/Kentucky Chamber Member

\$499/Non-member

### Special Offer:

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## Cancellations/substitutions

Cancellations must be made no later than five business days prior to the program for a full refund. After this date, no cash refunds will be granted. Substitutions are welcome. Special accommodations made upon request.

## How to register

### Web

www.kychamber.com

### Phone

Lori Jo Goff  
502-848-8727

### Email

lgoff@kychamber.com

### Fax

502-695-5051

### Mail

Kentucky Chamber  
464 Chenault Road  
Frankfort, KY 40601

## Location and lodging

**September 16, 2020 (81291)**

**Hilton Garden Inn Louisville Northeast**

9850 Park Plaza Avenue

Louisville, Ky. 40241

Ph: 502-423-0018

Room Rate: \$129\*

Hotel Room Cutoff Date: August 26, 2020

\*The advertised Kentucky Chamber room rate cannot be guaranteed after the cutoff date. When contacting the hotel for lodging, please specify that you are with the Kentucky Chamber of Commerce's OSHA Recordkeeping and Reporting seminar to receive the discounted rate.

**To register, please complete** To process your order, the entire registration form must be complete.

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Principal Line of Business \_\_\_\_\_

Number of Employees \_\_\_\_\_

## Complete for additional registrants

Registrants' Names \_\_\_\_\_

Titles \_\_\_\_\_

E-mail Addresses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FREE**

\*I understand that by providing the phone, fax number and e-mail information above on behalf of the person/company/organization specified above, I am authorized to and hereby consent for the person/company/organization to receive communication by or on behalf of the Kentucky Chamber of Commerce.

## Payment

\_\_\_ Conference fee enclosed with check payable to the Ky. Chamber. Check Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

\_\_\_ Charge to: VISA \_\_\_ MC \_\_\_ American Express \_\_\_

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_ Bill company PO# \_\_\_\_\_