

OSHA 7845 RECORDKEEPING RULE SEMINAR



MID-ATLANTIC OSHA TRAINING INSTITUTE EDUCATION CENTER

Class Time: 8:00 am to 12:30 pm

Where & Where:

- **July 7, 2015** Chesapeake Region Safety Council - 17 Governor's Court, Suite 185, Baltimore, MD 21244
- **August 6, 2015** Chesapeake Region Safety Council - 17 Governor's Court, Suite 185, Baltimore, MD 21244
- **October 12, 2015** Chesapeake College - Route 50 & 213, Wye Mills, MD 21679
- **November 24, 2015** Chesapeake Region Safety Council - 17 Governor's Court, Suite 185, Baltimore, MD 21244

This course covers OSHA requirements for maintaining and posting records of occupational injuries and illnesses, and reporting specific cases to OSHA. Upon course completion students will have the ability to identify OSHA requirements for recordkeeping, posting and reporting and to complete OSHA Form 300 Log of Work-Related Injuries and Illnesses, OSHA Form 300A Summary of Work-Related Injuries and Illnesses, and OSHA Form 301 Injury and Illness Incident Report.



Class Topics Include:

- Purpose and Scope of OSHA Recordkeeping
- OSHA Injury and Illness Recordkeeping Forms and Recording Criteria
- Posting of Safety and Recordkeeping forms
- Reporting of Fatalities and Multiple Hospitalizations

At the end of this program students will be able to:

- Identify the OSHA requirements for recordkeeping, posting and reporting
- Correctly complete each of the three forms required by OSHA - the 300, 300A, and 301

Class Price:
\$150

Registration Form- Please FILL OUT the Course Info Below:

Class Name: OSHA 7845-Recordkeeping Class Date: (month/day/yr) ____/____/____ Location: (city, state) _____, _____

Student Name(s): _____

Company: _____ Email: _____

Address: _____ City, State, Zip: _____

Phone #: _____ Fax #: _____

4395

Indicate Payment Method: (please check)

Check Enclosed _____ Please Invoice _____ Visa _____ Mastercard _____ American Express _____ Discover _____

Card # _____ CID #: _____ Exp. Date: _____ Name on Card: _____

You can mail this form to:

MAOTIEC/Chesapeake Region Safety Council - 17 Governor's Court, Suite 185, Baltimore, MD 21244
Call to register: 1-800-875-4770 Fax: 410-281-1350 Register online at www.chesapeakeesc.org
Make checks payable to: Chesapeake Region Safety Council