

# **Recording and Reporting to OSHA**

## **Course Description**

In this course you'll learn how to record workplace injuries and illness to meet the requirements of the Occupational Safety and Health Administration (OSHA).

The course will explain the OSHA regulations covering the recording and reporting of workplace injuries and illnesses. It'll also examine the benefits of reporting, and explain the exemptions.

There'll be a focus on the three main OSHA recordkeeping forms - and how to complete them successfully.

We'll also look at Privacy Concern Cases, minor injuries, and the regulations regarding the submission of annual summaries.

You'll see how the forms can be managed over multiple locations.

We'll explain the deadlines and submission methods, that should be observed when sending records to OSHA, along with the length of time records must be saved.

You'll learn how to identify and manage situations which qualify for exemption from the rules.

Finally, we'll explain how to calculate and manage Total Recordable Incident Rate (TRIR), and Days Away, Restricted or Transferred (DART), and the effect these important rates can have on your business.

Please be aware that this course contains detailed descriptions of injuries to clarify the kinds of injuries that are recordable or reportable.

## **Learning Objectives**

In this course, you will learn:

- to understand the purpose of recording and reporting injuries and illnesses.
- to identify the circumstances in which injuries and illnesses must be recorded and reported.
- how to complete the three OSHA injury and illness forms correctly.
- how to calculate and manage your Total Recordable Incident Rate (TRIR).
- how to calculate and manage your Days Away, Restricted, Transferred (DART) rate.

## **Target Audience**

This course is aimed at supervisors and managers that are responsible for monitoring and reporting on accidents and incidents in the workplace.

## **Advantages**

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training around their work and personal life.

## Modules

Course	Module Number	Module Name	Pass % Required
Recording and Reporting to OSHA	1	Introduction	70
Recording and Reporting to OSHA	2	Recordkeeping Forms	70
Recording and Reporting to OSHA	3	Reporting Injuries to OSHA	70
Recording and Reporting to OSHA	4	Calculate and Manage TRIR, and (DART)	70

### Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 45 minutes *(Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions).*