Workplace Safety and OSHA Compliance
An Intensive One-Day Update

Course Description
Get the critical training you need to stay fully compliant with OSHA’s complex, ever-changing regulations — and keep your workplace safe for employees.

Who Should Attend?
Safety managers who must reduce job-related injuries, facility managers who need to protect employees from the growing threat of workplace violence, business owners who want to avoid costly fines and penalties, human resource personnel who need to know how proposed changes affect the workplace, and supervisors and managers who must make work areas safer for employees

Course Objectives
After completing this intensive one-day workshop featuring a comprehensive update on the latest changes in OSHA rules and guidelines, participants will have the tools and techniques to keep their workplace compliant with OSHA’s ever-changing rules. A sample of the safety management tools and OSHA compliance strategies you’ll receive:
• Learn ways to reduce common workplace accidents and eliminate enormous accident-associated costs to your organization.
• Receive an update on the latest changes in OSHA regulations.
• Get checklists to assess OSHA compliance so you can correct every problem before inspectors come calling.
• Discover how to meet OSHA’s rigorous record-keeping requirements.
• Get proactive safety-audit tools designed to open your eyes to major hazards before someone is hurt.
• Find out how to bring written programs and training sessions up to OSHA standards.

Course Overview
Keep current on OSHA’s ever-changing rules in this one-day workshop. In addition to learning must-know safety compliance information, you’ll also discover ways to prevent workplace violence in our special section.

20 Essential Ways This Workshop Will Improve Safety in Your Workplace
1. Comply with OSHA’s latest general industry changes through your thorough understanding.
2. Use proactive safety-audit tools to reduce the number of accidents and injuries.
3. Avoid enormous OSHA fines by assessing your organization’s level of compliance.
4. Use effective preventive measures to keep employees and customers safe.
5. Know how to comply with OSHA’s rigorous record-keeping standards.
6. Save your organization major money by slashing accident-associated costs like workers’ compensation.
7. Recommend ergonomic solutions to prevent worker injuries like carpal tunnel syndrome.
8. Spot workplace accidents before they happen.
10. Alert your organization to proposed OSHA changes so you can plan for future growth.
11. Use checklists to make sure your organization can pass an OSHA inspection with flying colors.
12. Better understand the “gray areas” in OSHA regulations so you won’t get caught off-guard.
13. Know which resources to turn to for up-to-the-minute information on OSHA regulations.
14. Recognize the warning signs that an employee is capable of violence.
15. Use new strategies to correct reckless employee behavior on the job.
17. Conduct and document an accident investigation in a manner that complies with OSHA requirements.
18. Reduce the endless hours it takes to keep OSHA records by using smart time-saving tips.
19. Know the procedure for an OSHA inspection so you’ll deal confidently with inspectors.
20. Gain peace of mind, knowing your workers are safe and your organization is fully compliant with OSHA regulations.
Program Agenda

OSHA Compliance — From Must-Know Basics to the Newest Regulations
• Review and understand OSHA’s penalty system.
• Unscramble OSHA’s lexicon to define citation, violation, standards, guidelines, recognized hazard, serious physical harm, and more.
• Assess your organization’s current level of compliance.
• Learn the top 10 OSHA violations.
• Understand the ins and outs of the lockout/tagout standard.
• Protect your organization by looking ahead.

Preventing Common Workplace Hazards (and Accidents Waiting to Happen)
• Discover the safety violations most frequently cited by OSHA and how to prevent them.
• Determine the gray areas in OSHA’s Accident Prevention Guidelines that could cost your organization plenty.
• Prevent WMSDs: now the No. 1 cause of lost workdays due to injuries.
• Understand why employees disregard safety rules.
• Get a workplace safety hazards checklist.

Effectively Training Managers and Employees on Safety and OSHA Regulations
• Find out if OSHA’s Prevention and Control Programs and Seven-Step Training Programs are right for your organization.
• Motivate reluctant learners who’d rather endure a dental drill than safety training.

Complying With OSHA’s Record-keeping Requirements to the Letter
• Discover OSHA requirements on retention, maintenance, and location of record.
• Learn the ins and outs of the 200 Log and the 101 Form.

Red Alert! How to Be Prepared for an OSHA Site Visit
• Walk through the inspection process so you’ll always know what to expect.
• Discover the records most closely scrutinized by inspectors.
• Learn what you need to know about OSHA’s Program Evaluation Profile.
• Find out how to contest an OSHA citation — is it worth it?

SPECIAL SECTION
Workplace Violence: How to Keep Your Organization Safe From Danger
• Find out if your organization is likely to experience workplace violence.
• Discover the organizational factors that contribute to workplace violence.
• Recognize who poses the greatest threat and commits which types of violent acts.
• Learn indicators that an employee or prospective hire may be capable of violence.
• Know the 12 danger prevention measures to implement to minimize or eliminate workplace violence.
• Get guidelines to develop an effective Workplace Violence Prevention Program.
• Get tips for de-escalating a potentially explosive situation when tensions rise.
• Learn proven techniques for keeping unauthorized people from slipping past the front desk.
• Know the after-hours policies to keep your facility running safe for remaining workers.