How to Comply With OSHA Recordkeeping Requirements

Must-attend training for avoiding costly penalties and keeping your organization 100% compliant!

A One-Day Seminar

Enroll online at www.NationalSeminarsTraining.com or call 1-800-258-7246.
Think You Don’t Need to Worry About OSHA Recordkeeping Violations?

Think again.
You may thoroughly comply with OSHA standards. But if you fall short when it comes to recordkeeping regulations, your company can still end up paying thousands of dollars in fines.

OSHA is cracking down on recordkeeping violations. And across the country, professionals like you are learning this lesson the hard way.

Why is OSHA so interested in your records?
Because the recordkeeping form, the Form 300, is one of the first things an OSHA inspector will ask to see. If the Form 300 and related forms have not been properly maintained, it will very likely raise the compliance officer’s suspicions regarding your company’s safety and health programs. This causes OSHA to scrutinize EVERYTHING more carefully and perhaps even conduct a wall-to-wall inspection.

The bottom line is that poor recordkeeping will have an immediate and direct impact on how OSHA will treat a company during an inspection.

So how can you get up to date FAST on the strictly enforced OSHA recordkeeping regulations your company is required to follow?
Attend this seminar and, in just six information-packed hours, you’ll learn how to avoid recordkeeping violations that could cost your company BIG bucks … and maybe even put your career at risk. Plus, you’ll have the rare opportunity to ask an OSHA expert questions about new regulations, so you can easily double-check your compliance methods to make sure your files are on solid legal ground.

Can This Seminar Save You Money?

You bet — when you comply with OSHA safety regulations, you can reduce the severity and frequency of your losses which, in turn, can reduce your insurance premiums. As a result, your workers’ compensation, liability, and fire insurance rates will go down. And you can bet those are results your boss and other “higher-ups” will appreciate. Don’t delay, register for this seminar today. Call TOLL FREE 1-800-258-7246 to reserve your seat.

Make Certain You Comply on Paper

On top of all your other job responsibilities, dealing with illness and injury records and other OSHA-required records can be overwhelming.

To make matters worse, OSHA seems to change the rules and requirements so often, it can be hard to keep up. And with OSHA penalties getting harsher all the time, you can’t afford to be even a little bit confused.

You need answers to your questions now. You want to know exactly what makes an OSHA incident recordable … which recordkeeping mistakes inspectors most often find … and specific facts to put in your OSHA 300 Log.

Training That’s Guaranteed

This unique OSHA training opportunity could very well save you from making a recordkeeping mistake that could cost your company thousands of dollars. So even if you apply only one strategy that saves you from an unintentional error, this seminar will more than pay for itself.

Plus, we guarantee that you’ll be satisfied with the OSHA compliance training that you receive, or we’ll refund your entire registration fee. So stop worrying about your next OSHA inspection — register today online at www.NationalSeminarsTraining.com or call 1-800-258-7246. You’ll be glad you did.
What You Can Expect To Learn:

Master OSHA's Recordkeeping Requirements
- The #1 OSHA recordkeeping violation … and how to make sure your company doesn’t get nailed for it
- How the OSHA 300 Log trips up many managers, and what you can do so you don’t get saddled with a costly citation
- 2 times you can count on having an OSHA inspector go through your records with a fine-toothed comb
- What experts say on how many people should work with company OSHA records … any more and you’re begging for trouble
- A valuable 4-step action plan that you can use to determine when an injury needs to be documented
- CAUTION! If you are exempt from OSHA Form 300, you are not exempt from OSHA or the Bureau of Labor Statistics’ Survey Form. Find out why

Maintain Reporting and Documentation Standards
- Do you know OSHA’s latest definitions of first aid, medical treatment, and work relationship? You’d better find out!
- How to determine — and document — the difference between new and recurring illnesses and injuries
- How to show “good faith” in your OSHA records so you’ll never get slapped with an expensive “willful” violation
- How your documentation techniques should change between your OSHA 300 Log and the 301 Incident Report
- Which OSHA files you must make available to employees … and the safest legal way to fulfill this requirement
- The sticky gray areas in OSHA’s recordkeeping regulations … and how to safely get through these traps
- Learn who can – and can’t – see your Privacy Log

Handle Records Compliance Like a Pro
- How to organize OSHA records so you can find anything you — or an inspector — need in seconds
- The only way you can safely — and legally — handle a previously unrecorded incident you’ve just discovered
- How to choose and train employees to handle your company’s OSHA files
- How to make sure you’ve provided the kind of “detailed description” of illnesses OSHA demands
- How to properly record a work-related injury or illness that results in an employee’s death
- When independent contractors and temporary workers must be treated as employees in OSHA documents
- The only time an employee’s pre-existing condition should impact your recordkeeping
- Have you unknowingly made your company into an OSHA target? Find out
- There are some injured employees’ names you MUST NOT put on your Form 300. Do you know who they are? We’ll tell you
- If you are exempt from OSHA recordkeeping, are you also exempt from maintaining a sharps injury log under the bloodborne pathogen standard? Find out here

Confidently Remain Inspection Ready
- What you should — and shouldn’t — say to an OSHA inspector who’s going through your files
- How long you are required by law to maintain and update OSHA illness and injury records
- Believe it or not! Documentation that could do your company more harm than good if you add it to your OSHA files
- How to develop an “inspector’s eye” so you can be sure you’re in compliance before an OSHA rep makes a surprise visit
- Illness or injury? How OSHA’s surprising definitions can come back to haunt you

The seminar starts at 9 a.m. and finishes at 4 p.m.
Registration begins at 8:30 a.m.
Will Your Records Pass an OSHA Inspection?

One of your toughest recordkeeping responsibilities is to determine what should — and shouldn’t — be in your files. Test your knowledge of recordkeeping regulations by checking the situations that could lead to trouble with OSHA if they aren’t documented.

Would you record a situation in which an employee ...

| Falls in the restroom and is injured? | YES | NO |
| Was hurt in the building, engaged in job related activities, after regular working hours? | YES | NO |
| Gets sick because of a drafty work area? | YES | NO |
| Comes to you about an injury that happened two weeks ago? | YES | NO |
| Breaks an arm simply because he or she was involved in horseplay? | YES | NO |
| Is hurt in a car accident on the way back from a business lunch? | YES | NO |
| Reinjures a trick knee because of a slip on a ladder? | YES | NO |

If you didn't check YES to every one of these statements, you — and your company — could be headed for some costly problems with OSHA. To find out what you need to do to comply with OSHA's recordkeeping regulations, attend this seminar.

Register online at www.NationalSeminarsTraining.com or call 1-800-258-7246.
Let Us Bring Essential OSHA Training to You!

Can't come to us for this crucial OSHA training? No problem! We can come to YOU, thanks to the highly affordable and super-convenient option of group training.

That's right! We can bring this information-packed program to your organization — customized to meet your unique needs — and present it on your schedule, when and where it is most convenient for your employees to attend. In fact, we can bring ANY of our skill-building seminars and workshops to you, including other OSHA-related training programs.

Group training offers these great benefits …

- You get the same comprehensive, expert instruction offered in our public workshop
- Your employees train when and where it’s most convenient for your organization
- The training will be customized to cover specific OSHA issues you have questions about
- Employees often accept procedural changes better when recommended by an outside expert
- Employees build stronger relationships as they train together
- Your people learn the same techniques so everyone is “on the same page”

You need a group of only 15 or more to qualify for our group training option — which is available for any of the hundreds of excellent workshops and seminars we offer! For more information on the benefits of group training, call our On-Site department at 1-800-344-4613 or visit our Web site at www.NationalSeminarsTraining.com.

Our Money-Back Guarantee

We've developed this important workshop to give you the essential information you need to comply fully with OSHA's recently overhauled recordkeeping rule so your organization can avoid enormously costly penalties for violations.

We so firmly believe that this is the best and most comprehensive OSHA recordkeeping update of its kind that we stand behind it with our 100 percent money-back guarantee. If for any reason you are not completely satisfied with the training you receive, we'll refund your money in full. GUARANTEED!

Here Is a Cross Section of Companies and Organizations That Have Sent Employees to Our Seminars . . .

Beatrice Companies Inc.
Procter & Gamble Co.
The E.F. Hutton Group Inc.
Scott Paper Co.
Xerox Corp.
Goodwill Industries
Avon Products Inc.
Colgate-Palmolive Co.
Kraft Inc.
Westinghouse Electric Corp.
Safeway Stores Inc.
Pepsi-Cola Bottling Co.
Hewlett-Packard Co.
American Red Cross
Ford Motor Co.
HJR Nabisco Inc.
Waddell & Reed Inc.
Boy Scouts of America
AT&T Communications/
Information Systems
Burger King Corp.
Shell Oil Co.
Polaroid Corp.
General Mills Inc.
Federal Express Corp.
Chrysler Corp.
Price Waterhouse
Johnson & Johnson
Eastman Kodak Co.
MCI Corp.
JC Penney Co. Inc.
Abbott Laboratories
Uniroyal-Goodrich Tire Co.
Rand McNally & Co.
Merrill Lynch & Co. Inc.
Quaker Oats Co.
Digital Equipment Corp.
Sears
Syntex Corp.
Marriott Corp.
James River Corp. of Virginia
Clorox Co.
Armour Corp.
International Paper Co.
Levi Strauss Associates Inc.
Sherwin-Williams Co.
Budget Rent A Car Corp.
MCI Communications Corp.
Prinley Bovis Inc.
American Cancer Society
Black & Decker Corp.
Ore-Ida Foods Inc.
Revol Group Inc.
Anheuser-Busch Inc.
Kollogg Co.
Coldwell Banker & Co.

Expect the Best OSHA Training From National Seminars Group

“Great job! Good, insightful information!”
Jeff MacEligot,
HR/Safety Manager

“I learned a lot that was mandatory, very important and vital to our business.”
E. Bennett
Assistant G.M.

“Very easy to follow and understand.”
G. Madison,
Safety Director

“[The trainer] took the topic of OSHA recordkeeping and made it very entertaining and easy to remember.”
K. Everett,
Environmental Specialist

“Great speaker! Great presentation! Incredible knowledge!”
K. Smith,
IT, Safety & Health Manager

“It was an excellent, informative course. The presenter was extremely knowledgeable . . .”
L. Steinhoff,
Office Manager
An Additional Training Opportunity

Workplace Safety & OSHA Compliance 2006

An Intensive 1-Day Update

Get the cost-effective solutions you need to keep your people safe and to keep OSHA off your doorstep! This must-attend training is filled with crucial, potentially lifesaving information you and your organization simply cannot afford to be without.

Here’s just a sample of the safety management tools and OSHA compliance strategies you’ll leave with:

- Proven ways to reduce common workplace accidents
- Checklists that assess your level of OSHA compliance — before inspectors come calling
- An update on the latest changes in OSHA regulations
- Proactive safety-audit tools that will expose major hazards before someone is hurt
- The know-how you need to bring written programs and training sessions up to OSHA standards
- A special section on preventing workplace violence
- And much more.

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

Workshop hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.

Recommended Resources From Our Training Experts ...

The OSHA Recordkeeping Collection

The OSHA Recordkeeping Collection is jam-packed with the most recent information to help you take the worry and hassle out of the complicated task of understanding and documenting OSHA-related injuries, illnesses, and other records. Order your set today and rest assured tomorrow that your records are up-to-date and compliant.

The OSHA Recordkeeping Collection includes:

- The OSHA Recordkeeping Answer Book (perfect bound, 308 pages)
- The OSHA Answer Book, 5th Edition (perfect bound, 295 pages)
- Regsoft — OSHA Federal Regulations (CD-ROM Software for Windows 95 and above)

Item No. BKRQ013
Your Price Only $239.00

To order, call 1-800-258-7246 or see order form on page 7.

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation. If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a $10 enrollment charge.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what’s required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions. RUCEC is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

Tax Deduction. The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

FED ID #43-1576558
**REGISTRATION FORM**

1. **Enrollment Fees**

2. **Check all workshops you wish to attend ...**

   (Please list additional registrations on a separate sheet and attach.)

<table>
<thead>
<tr>
<th>1. Mr./Ms.</th>
<th>Title</th>
<th>OSHA Recordkeeping 1 Day</th>
<th>OSHA Compliance 1 Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/Event #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mr./Ms.</td>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/Event #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Mr./Ms.</td>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/Event #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>FREE</strong> Mr./Ms.</td>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/Event #</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Please send me_____ copies of the *The OSHA Recordkeeping Collection* (Item No. BKRQ013) at $239. Add 7% or applicable sales tax to your product payment. Shipping fees are $6 for first item; $1.50 for each additional item. Method of payment is indicated in step 5.**

3. **Company Information (Please Print)**

   *Phone required in case of last-minute changes.*

   Organization ______________________________________________________________________
   Address ___________________________________________________________________________
   Mail Stop_____________________________ *Phone ______________________________________
   City_____________________________________ State__________ ZIP_______________________

   **Approving Supervisor:** Mr./Ms.__________________________________________________
   E-mail Address_____________________________________________________________________
   **Fax____________________________________________________________________________**
   **Your fax number will be used to send confirmation of your registration as well as to notify you of upcoming events in your area.**

4. **VIP Privileges Program – Join Today!**

   **Join our VIP Privileges Program and enjoy exclusive discounts and benefits. We’ll fax you and your organization first notice of upcoming events in your area, special discounts up to 50% and offers available to members only.**

   **Sign here to join _________________________________________________________________**
   By signing, you and your organization are giving permission for RUCEC to use your fax number to notify you and your organization of upcoming seminars in your area and provide you and your organization with special discounts and offers.

5. **Method of Payment**

   ❑ If you have registered by phone, please record your confirmation number here: ___ ___ ___ ___ ___ ___ ___ ___ ___
   ❑ Check payable to National Seminars Group is enclosed.
   ❑ Charge to: ❑ MasterCard ❑ VISA ❑ American Express ❑ Discover ❑ Diners Club
   Card No.________________________________ Exp. Date________________________
   Signature ______________________________________________________________________
   ❑ Bill my organization; Attn: _______________________________________________________
   ✔ Our purchase order is attached (government, educational and health care organizations only)
   (Note: Full registration fee due and payable prior to start of workshop)
   ❑ Our purchase order is attached (government, educational and health care organizations only)

6. **Important: Your VIP Customer Number**

   Fill in your VIP Customer Number as it appears above the name on the mailing label.
   (Record the number even if the label is addressed to another individual.)

SD, CT and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: ____________________ and attach a copy of your tax-exempt certificate.

Program hours: 9 a.m. to 4 p.m.   Registration begins at 8:30 a.m.
How to Comply With OSHA Recordkeeping Requirements

OSHA Alert!
Inspectors are handing out more citations for recordkeeping violations than ever before. For details on how you can quickly get your files and records in compliance and avoid getting hit with hefty fines, see inside ...

Enroll online at www.NationalSeminarsTraining.com or call 1-800-258-7246.

NATIONAL SEMINARS GROUP
P.O. Box 419107 • Kansas City, MO 64141-6107
A Division of Rockhurst University Continuing Education Center, Inc.

Do you have a group of 15 or more that could benefit from the training described in this brochure?
Our On-Site Training services might be the right solution for you!
See page 5 for more information or visit us on the Web at

VIP #919-118101-001