

Designed for both seasoned safety professionals and newcomers alike, this workshop is the perfect solution to help you keep your workplace safe and 100% compliant.

WORKPLACE SAFETY & OSHA Compliance

A Comprehensive One-Day Update

One of the most widely attended OSHA training programs available today.

- New rules and changes in OSHA compliance
- Smart ways to prevent accidents from happening
- The basics of OSHA record keeping
- New tips for using proactive safety-audit tools
- Effectively training managers and employees on safety essentials
- How to prepare for an OSHA site visit

SPECIAL SECTION: Preventing workplace violence – understanding where your organization may be at risk.

Register online at www.NationalSeminarsTraining.com
or call 1-800-258-7246 and enroll today!



Get unlimited seminars for one low price! See page 6.

Get the cost-effective solutions you need to keep your people safe

AND TO KEEP OSHA OFF YOUR DOORSTEP!

Every minute during the workweek, some 50 workers are injured on the job. By the end of today, 17 people will lose their lives in the workplace ... a workplace that may be a lot like yours.

Protecting your people from accidents and serious injury – and keeping your organization in compliance with OSHA's complex and often-confusing regulations – is a high-stakes job that carries enormous consequences. When safety management works, everybody wins. But when your organization's safety efforts fall short, the costs can be staggering – in human suffering as well as in actual dollars.

Failing to stay up-to-the-minute on the latest changes in OSHA rules and regulations can put your workers at risk and get your organization slapped with tens of thousands of dollars in fines!

But how can you stay absolutely current on OSHA's stringent requirements and on safety management trends without spending hour after hour – time you don't have – on tedious reading and research? The solution is an information-packed one-day update: **Workplace Safety & OSHA Compliance**.

This brand-new training event boils down volumes of material into the crucial, "must-know" information you need to keep your employees safe and keep OSHA inspectors off your doorstep.

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 – and eliminate enormous accident-associated costs to your organization
- Checklists that assess OSHA compliance so you can correct every problem before inspectors come calling
- An update on the latest changes in OSHA regulations
- How-to's for meeting OSHA's rigorous record-keeping requirements
- Proactive safety-audit tools designed to open your eyes to major hazards before someone is hurt
- The know-how you need to bring written programs and training sessions up to OSHA standards

And that's just the beginning. What makes this update different from others available to you is our exclusive **Special Section on Preventing Workplace Violence**. Recent statistics show that 14 percent of workplace deaths were the result of homicide and that nearly 2 million employees are assaulted physically or verbally each year. We'll show you practical ways to beef up security, where the "danger zones" exist in and around your facility, and what to do if you suspect an employee is capable of violence.

When it comes to keeping employees safe and keeping OSHA out of your hair, there's a lot to know. Even one major mistake on your part could put the health and welfare of your people at risk – or cost your organization big-time in fines from OSHA.

Workplace Safety & OSHA Compliance is filled with crucial, potentially lifesaving information you and your organization simply cannot afford to be without. Don't miss this opportunity to attend this update and get up to speed in just one day! **Call 1-800-258-7246 and enroll now.**

15 ESSENTIAL WAYS this workshop will improve safety in your workplace – and keep you OSHA compliant

After just one day of intensive training, you'll ...

- 1 Gain a thorough understanding of OSHA's latest general industry changes and know how to comply
- 2 Use proactive safety-audit tools to significantly reduce the number of accidents and injuries in your workplace
- 3 Avoid enormous OSHA fines and hassles by assessing your organization's level of compliance and shoring up every weakness
- 4 Use effective preventive measures to keep your employees and customers safe from the threat of workplace violence
- 5 Know how to comply to the letter with OSHA's rigorous record-keeping standards
- 6 Save your organization major money by slashing accident-associated costs like workers' comp, time off, and more
- 7 Recommend ergonomic solutions that can prevent worker injuries, like carpal tunnel syndrome
- 8 Spot workplace accidents waiting to happen and know smart, cost-effective ways to correct them
- 9 Boost your safety-training effectiveness immediately
- 10 Alert your organization to proposed OSHA changes so you can take them into account when planning for future growth
- 11 Use checklists to ensure that your organization could pass an OSHA inspection with flying colors
- 12 Better understand the "gray areas" in OSHA regulations so you won't be caught off guard when you thought you were in compliance
- 13 Know which resources to turn to for up-to-the-minute information on OSHA rules and regulations
- 14 Recognize the warning signs that an employee is capable of violence and know how to respond
- 15 Use new strategies to correct reckless employee behavior on the job

Our Money-Back Guarantee

We've developed this important workshop to arm you with safety management strategies, tools, and techniques that can prevent worker injuries – and save employees' lives.

We so firmly believe that this is the best and most comprehensive OSHA compliance and safety 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 return on your investment, we'll refund your money in full. **Guaranteed!**

Who'll Be ATTENDING This Workshop

Safety Managers

Safety managers and those involved in training employees in safety rules will learn volumes of "must-know" information on preventive measures proven to reduce the number of job-related accidents and injuries. You'll also gain solid strategies for significantly improving your organization's safety record.

Facility Managers

Facility managers will discover cost-effective ways to comply with OSHA's ever-changing safety standards and will find out how to better secure a facility and protect employees from the growing threat of workplace violence. You'll also leave with invaluable checklists for spotting potential violations before OSHA inspectors are on the scene.

Human Resource Personnel

Human resource managers and personnel will get an up-to-the-minute update on new OSHA regulations and will find out how proposed changes could soon affect the workplace. You'll also find out exactly what you're legally obligated to do to comply with OSHA standards.

Business Owners

Business owners will avoid costly fines and penalties by gaining a wealth of information on how to be ready for an OSHA inspection at all times. You'll also learn OSHA record-keeping basics that will save you countless hassles and headaches down the road.

Supervisors and Managers

There is no greater tragedy on the job than a serious accident – perhaps even a permanently disabling injury – to one of your employees. This essential workshop will provide you with proven solutions and solid practices guaranteed to make your work area a safer place for your employees.

YOUR COMPREHENSIVE WORKSHOP AGENDA

Gain the essential information you need to comply with OSHA standards – and keep your workplace safe for employees!

Program Hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.

I. OSHA Compliance – From “Must-Know” Basics to the Newest Regulations

- Unscrambling OSHA’s confusing lexicon to define citation, violation, standards, requirements, rules, guidelines, and many more
- A review of how OSHA’s penalty system works
- Comprehensive methods for assessing your organization’s current level of OSHA compliance
- What’s the No. 1 most-cited OSHA violation? The top 10?
- Understanding the ins and outs of the lockout/tagout standard
- Analyzing the potential effects of OSHA’s proposed rules for safety and health programs
- Protecting your organization by looking ahead: new OSHA standard proposals
- Essential resources for staying up-to-the-minute on changes in OSHA regulations

II. Preventing Common Workplace Hazards (and Accidents Waiting to Happen)

- Forewarned is forearmed: most common safety violations cited by OSHA
- Recognizing how “gray areas” in OSHA’s Accident Prevention Guidelines could cost your company a bundle
- How-to’s for using proactive safety-audit tools to customize a safety audit that guarantees results
- A workplace safety hazards checklist no organization should be without
- Conducting a job hazard analysis that can open your eyes to major problems before someone is injured
- Specifics that your Hazard Communication Program must include to comply with OSHA requirements
- Understanding why employees disregard safety rules – the reasons may surprise you!
- Preventing WMSDs: now the No. 1 cause of lost workdays due to injuries

III. Effectively Training Managers and Employees on Safety and OSHA Regulations

- How do your training programs rate against OSHA’s official training requirements for general industry?

- Understanding exactly who must be trained – and how often – to meet OSHA standards
- OSHA’s Prevention and Control Programs and 7-Step Training Programs: Are they right for your organization?
- Top reasons why safety training programs often fail to produce desired levels of improvement in safety
- Essential components a safety training program must contain to be effective
- Strategies for gaining employee – and management – buy-in for safety training
- What to do before, during, and after safety training to boost its impact and effectiveness
- Training tips for motivating reluctant learners who would rather endure a dental drill than safety training

IV. Complying With OSHA’s Record-keeping Requirements to the Letter

- Overview of OSHA record-keeping requirements with an explanation of the recent changes
- A word to the wise: the most frequently cited record-keeping violations
- OSHA requirements on retention, maintenance, and location of records
- Ins and outs of the 300 Log, 301, and 300A
- Step-by-step guidelines for reporting a work injury in accordance with new OSHA requirements
- Valuable time-saving tips for reducing the number of hours it takes to keep and maintain OSHA records
- How many people in your organization should be trained in OSHA record-keeping?
- Using your records to spot hazards and track accident trends – and significantly improve safety levels

V. Red Alert! How to Be Prepared for an OSHA Site Visit

- Is your organization among those most likely to be inspected? Find out!
- Valuable checklists that help you spot trouble – and avoid horrendous fines – before an inspector shows up
- Hot spots: a list of places an OSHA inspector is guaranteed to look
- Which records do inspectors scrutinize most closely?
- Walking through the inspection process so you’ll know what to expect

- Tips for avoiding the most common mistakes organizations make during OSHA inspections
- What you should know about OSHA’s Program Evaluation Profile
- How to contest an OSHA citation – and is it worth it?

SPECIAL SECTION

VI. Workplace Violence: How to Keep Your Organization Safe From Danger

- Is your organization among those most at risk for workplace violence? Find out!
- Understanding the various types of workplace violence and who commits such acts
- Recognizing “danger zones” where acts of workplace violence most typically occur
- Danger prevention measures that could save lives
- How to conduct a security audit to view your site through the eyes of a would-be intruder
- Strategies for controlling visitor access to your facility without creating an unfriendly image
- Basic safety practices that security experts recommend
- After-hours policies that keep your facility safe for remaining workers
- Warning signs that an employee may be capable of violence – and what you should do about it
- Steps to take if a visitor to your facility appears unstable or dangerous
- Proven techniques for keeping unauthorized people from slipping past the front desk
- Tips for de-escalating a potentially explosive situation when tensions rise
- Emergency response procedures ALL employees should know by heart

Learn how to reduce the risk of workplace violence – **BEFORE IT’S TOO LATE ...**

If you think workplace violence can’t happen in your organization, think again. The staggering statistics speak for themselves:

- **Nearly 2 million workers are assaulted verbally or physically in the workplace every year**
- **The second-leading cause of death in the workplace is homicide**
- **Homicide is the No. 1 cause of workplace death for women**
- **Homicide accounted for 14 percent of fatal work injuries in 1997**

An entire special section of **Workplace Safety & OSHA Compliance** has been devoted to the topic of workplace violence prevention. You’ll find out which employees in your organization are most at risk and where the “danger zones” are in and around your facility.

Workplace violence can happen anywhere. Don’t miss this opportunity to learn crucial tactics for reducing your organization’s risk!

BRING THIS SEMINAR TO YOUR ORGANIZATION



STAR12 Enterprise Learning Solutions

You can boost your organization’s safety level literally overnight by bringing **Workplace Safety & OSHA Compliance** to your organization and training your team, department, or entire organization!

You get the same high-quality learning experience that our public seminars are famous for, an incredibly motivating expert trainer, the same valuable workshop resources, the same 100 percent guaranteed training – and you get it all on your organization’s schedule. Training simply doesn’t get more convenient than that.

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- L. Steadford, Houston, TX

Get Your STAR12 All-Access Pass online at www.NationalSeminarsTraining.com or call **1-800-258-7246**.



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Kansas City, MO 64141-6107

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 full credit toward a future enrollment. For cancellations made 5 or more business days before the event, you may request a refund less a \$10 enrollment fee. For enrollments made in conjunction with a STAR12 purchase, STAR12 cancellation rules apply – visit the Information Center at www.NationalSeminarsTraining.com.
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.

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.

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REGISTRATION FORM

1. Enrollment Fees

Group Discount: When 3 enroll from your organization, a 4th attends FREE. Group discounts apply to seminar registrations only, and cannot be used for STAR12 memberships.

The STAR12 All-Access Pass – Only \$299



Your STAR12 All-Access Pass entitles you to unlimited access to all STAR12 seminars, webinars, online courses, and more for 12 months. Use your STAR12 All-Access Pass to attend **Workplace Safety & OSHA Compliance** for FREE!

2. Names of Attendees (Please Print)

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

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Email Address _____
City/Event #: _____

2. Mr./Ms. _____ Title _____
Email Address _____
City/Event #: _____

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Email Address _____
City/Event #: _____

3. Company Information (Please Print) *Phone required in case of last-minute changes.

Organization _____
Address _____ Mail Stop _____
City _____ State _____ ZIP _____

Approving Supervisor: Mr./Ms. _____
Email Address _____
*Phone _____
**Fax _____

Sign here _____

**This fax number will be used to send confirmation of your registration as well as to notify you and your organization of upcoming events in your area and provide you and your organization with special discount offers. By signing, you and your organization are giving permission for RUCCEC to use your fax number for these purposes.

4. 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: _____
(Note: Full registration fee due and payable prior to start of workshop)

Our purchase order is attached (government, educational and health care organizations only)

5. Important: Your VIP Customer Number

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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.



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