
Course Syllabus:

A-SAF-013

Employer Postings, Reporting & Recordkeeping



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Overview

OSHA requires that employers post certain notices informing employees of the protection and obligations provided for in the Occupational Safety & Health Act. OSHA requires all employers to report accidents, display the required postings, and to comply with OSHA standards. OSHA also requires non-exempt employers of 11 or more persons to maintain records of occupational injuries and illnesses and to post the accident and incident summaries.

Goals

This course will give you an overview of the federal regulatory requirements as well as provide useful tools to comply with federal and/or state requirements for employer postings, reporting, and recordkeeping. If you already have a health and safety program in place, this course will provide you with additional information that may enhance your current health and safety program.

Lesson Topics

Module 1- Introduction

- Welcome
- Course Objectives
- WBT Library
- Glossary
- Learning Assessment & Final Exam
- Additional Information

Module 2 – OSHA Overview, Standards, & Postings

- Objectives
- OSHA's Purpose
- OSHA Act Coverage
- OSHA Standards
- Emergency Temporary Standards
- Required Postings
- Job Safety & Health Protection
- Equal Opportunity is the Law

Materials

Computer (PC, laptop)

Internet Connection: High Speed

Requirements

You should print and maintain a copy of this course syllabus and overview on file at your facility. It is recommended that you provide a copy of this document in the event of a regulatory agency inspection.

Evaluation

Upon completion of the course of instruction, a comprehensive examination will be offered. In order to earn a Certificate of Completion, you must receive at least 80% on the exam.

The exam is comprised of at least 20 questions, randomly selected from a database of questions and address each of the lesson topics covered in the course.

Lesson Topics – cont'd

Module 2 – OSHA Overview, Standards, & Postings- cont'd

- Fair Labor Standards Act (FLSA)
- Employee Right for Workers with Disabilities
- Your Rights Under the Family and Medical Leave Act
- Uniformed Services Employment
- Reemployment Rights Act
- Davis-Bacon Act
- Service Contracts Act
- Employee Polygraph Protection Act
- Summary

Module 3– Reporting & Recordkeeping

- Forms Required
- Applicability
- Required Information
- 5-Step Process
- Injury or Illness
- Work Related Cases
- Severity Criteria
- Recording a Fatality
- Recording Days Away from Work
- Recording Restricted Work Activity
- Recording Medical Treatments
- Other Recording Criteria
- OSHA Form 300A- Summary
- Recordkeeping
- How to Report to OSHA
- What to Report to OSHA
- Summary

Conclusion

- Certification Test Code
- Final Exam Prep