LEADER'S GUIDE

1529-LDG-E

OSHA RECORDKEEPING FOR EMPLOYEES

Training for the OSHA RECORDKEEPING STANDARD

Quality Safety and Health Products, for Today...and Tomorrow

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THE REGULATORY COMPLIANCE KIT
VIDEO SERIES

This education program is part of a comprehensive series of programs on important regulatory topics. Many of these programs have been created to meet employee training requirements of specific OSHA, EPA and DOT regulations. This series includes programs on the following regulations and topics:

- The Asbestos Standard.
- The Bloodborne Pathogens Standard.
- The Confined Space Entry Standard.
- DOT Hazardous Materials Regulations (HMR).
- Emergency Planning.
- Forklifts/Powered Industrial Trucks Standard.
- Hearing Conservation and Safety
- Indoor Air Quality.
- The Laboratory Standard.
- The OSHA Lead Standards (Industrial and Construction versions).
- Lock-Out/Tag-Out.
- The OSHA Recordkeeping Standard.
- The Personal Protective Equipment Standards.
- The Respiratory Protection Standard.
- Right-To-Know/The Hazard Communications Standard (Industrial and Construction version).
- The Scaffolding Standard (Industrial and Construction versions).
- The CDC Tuberculosis Prevention Guidelines.

Other products in the Regulatory Compliance Kit line include Compliance Manuals, Employee Booklets and Posters which have been designed specifically to be used with the videotapes. These products can be used to satisfy OSHA, EPA and DOT compliance requirements for creating Written Compliance Programs, as well as Employee Training.
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INTRODUCTION TO THE PROGRAM

Structure and Organization

Information in this program is presented in a definite order, so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- Overview of OSHA's recordkeeping requirements.
- Why employees should participate in the recordkeeping process.
- Definitions and examples of Work-Related Illnesses/Injuries.
- Definitions and examples of Recordable Illnesses/Injuries.
- OSHA Form 300 Log of Work-Related Injuries and Illnesses.
- OSHA Form 301 Injury and Illness Report.
- OSHA Form 300A Summary of Work-Related Injuries and Illnesses.

Each of the sections covers important information in one topic area, providing employees with the basis for understanding the basic concepts of OSHA Recordkeeping.

Background

A single workplace accident can be devastating. Workers can be injured... even killed. Property, equipment and materials can be damaged or destroyed. Work can come to a complete standstill.

One way to protect employees from potential hazards and to help make the workplace safer is through OSHA recordkeeping. By keeping detailed records of injuries and illnesses, companies can detect patterns and reoccurrences of
hazards, and take the appropriate steps to minimize them. By collecting this data nationwide, OSHA can also take steps to keep all workplaces safer.

But for recordkeeping to be effective, everyone's cooperation is needed. Employees need to inform management of incidents in a timely manner. And management needs to record incidents in a way that OSHA has determined to be readable and usable. By understanding what's involved in the recordkeeping process and the roles they should be playing in it, employees can not only support the health and safety of their coworkers, they can also contribute to the safety of every workplace in the nation.

**Objectives**

To help remind employees that it is important to adhere to OSHA Recordkeeping Standard and their responsibilities in the process, this education and training program is designed to present fundamental information on the standard and the associated compliance activities. Upon completion of the program, employees should:

- Understand the reasons why OSHA has mandated specific recordkeeping requirements and protocols.

- Be able to identify, evaluate and apply specific OSHA recordkeeping forms to their own facility.

- Know what types of incidents are considered to be work-related.

- Know what types of incidents are recordable.

- Understand common misconceptions that surround the Recordkeeping Standard.
Reviewing the Program

As with any educational program, the presenter should go through the entire program at least once to become familiar with the content and make sure the program is consistent with company policy and directives. An outline of the points in the program is included in this Leader's Guide to help with this task and for general reference.

As part of this review process, you should determine how you, as the presenter, will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.
PREPARING FOR THE PRESENTATION

Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the trainees are looking to your experience and knowledge to help them relate to the situations shown in the videotape program. It is important to let the trainees interact with you and each other during the training session. Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of OSHA Recordkeeping.
- Focus discussions on how the recordkeeping process relates to the work of class participants.
- Prevent any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don’t participate voluntarily.
- Clarify comments by relating them to the key points in the videotape.

Use the Outline of Major Program Points included in the program, as well as the information included in the quiz, as the basis for answering any questions. If you don’t know the answer, say so. Remember, this is a positive program on OSHA Recordkeeping. Make sure your attitude and words reflect this and that the emphasis is always on providing the information needed by the attendees to improve understanding of OSHA’s recordkeeping requirements.
Setting Up the Class and Classroom

Remember, there are a number of things that must be done to set up the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
  - Use the enclosed form to schedule employees into the session.
  - Make sure that the session is scheduled so that it fits into your attendees' work day.
  - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
  - If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
  - Schedule the room well in advance.
  - Make sure the room can accommodate the expected number of attendees.
  - Check it again on the day of the program to make sure there is no conflict.
  - Make sure the room can be darkened, and won't create a glare on the television screen.
  - Locate the light controls and test them.
  - Make sure the power for the videotape player operates separately from the room light.
  - See if you can control the room temperature.
  - Know where the closest restrooms are located.
  - Assure that the room is free from distracting noises.
  - Make sure emergency exits are marked and known to the attendees.

- **Seating**
  - Make sure everyone can see the screen from their seat.
  - Make sure everyone can hear both the videotape and yourself when you speak.
- Check to see that seating is such that writing can be done easily.
- Make sure the seating arrangement allows eye contact between attendees, and between yourself and attendees.

- **Equipment and Materials**
  - Make sure a videotape player (check for correct format), monitor, and all appropriate cables and extension cords are available.
  - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
  - If you plan on using a chartpad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
  - Make sure you have 6" x 8" index cards or other materials to be used as name tents for attendees.
  - Make sure you have made up a sufficient number of copies of the quiz, as well as any other handouts you are using.

- **Final Check**
  - Make sure equipment is in the room prior to the scheduled session.
  - Check to see that the room is set up properly.
  - Check equipment prior to the presentation to assure that it works.
  - Make sure extension cords, etc. are taped down, if need be, to avoid tripping.
  - Run the leader on the videotape up to the point where the program begins.
CONDUCTING THE SESSION

The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about OSHA Recordkeeping. Initially, you need to:

- Introduce yourself as the session leader.

- State the title of the program, OSHA Recordkeeping for Employees and the purpose of the session (to learn about the OSHA Standard and the role that employees play in the recordkeeping process).

- Inform the attendees when there will be breaks (if you plan them), the location of exits and restrooms and if water, coffee, or other refreshments will be available.

- Make sure all of the attendees have signed in on your scheduling and attendance sheet. Remember, it is very important to document peoples' attendance at the session.

Once this housekeeping is done, it is time to move to the meat of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should include information such as the following paragraphs:

"Today we are going to talk about OSHA Recordkeeping. While it may not be the most exciting subject, it is a critical component of any successful safety program. Not only does it help to make our facility a safer place to work, but it can help companies throughout the country to operate more safely as well because OSHA uses the information that we provide, along with data from many other facilities, to identify common hazard situations that may need to be addressed through a new or revised regulation."
"Keep in mind that the goal of OSHA's Recordkeeping Standard is not to penalize individuals, companies or industries. It is to identify problems, and take steps to eliminate them. By looking closely at what went wrong we can learn from our mistakes, and prevent the same problem from happening again."

"The information that is created through the recordkeeping process can also help us to focus on the hazards that are common in our facilities. Because these records must be displayed prominently, we can see for ourselves the injuries and accidents that are occurring ... and what we can do to avoid them in the future."

"Remember that it is critical that all of us participate in the recordkeeping process. Timely reporting of work-related injuries and illnesses that have occurred on the job can help to keep all of us safer. We should all take ownership of this important issue."

Once the objectives have been provided, you are ready to show the videotape program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It needs to be emphasized that they are not being graded, but that the quiz is being used to see if the session is effectively transmitting information to them in a way they will remember.

**Showing the Videotape**

At this point, you need to introduce the title of the videotape program once again, **OSHA Recordkeeping for Employees**, darken the lights if necessary, and begin the showing of the videotape.

**Conducting the Discussion**

After the videotape program has been shown, it is time for the group discussion on the information contained in the session. Care must be taken to make sure that the discussion is kept to the general topic of Recordkeeping. There are several ways to conduct this discussion. These include:
- Calling for questions from the attendees and using these questions as the basis for the discussion.

- Leading the discussion through the points covered in the program using statements such as:
  - "One of the segments of the videotape program discussed the differences between work-related and non-work-related injuries and illnesses. Who can give us some examples of each of these that has occurred in our company?"
  - "We saw an interesting sequence about OSHA Form 301. This Form must be completed in a timely manner. How many days after management has been notified that a recordable injury has occurred must this form be filled out?"

You should use the discussion format that you are most comfortable with. The Outline of Major Program Points addressed in the videotape and the questions and answers in the master copies of the quiz can be very useful as a basis for discussion.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees questions and areas of obvious interest with the objective of trying to touch on each major area within the session in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

**Concluding the Presentation**

Once discussion has concluded, whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed, it is time to give the quiz (if you are using it). Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded on it. Let them know that they have approximately five minutes to complete the quiz.
At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

*(An alternative to this approach is to give the quiz immediately after showing the videotape, then use a review of the quiz as a basis for your group discussion.)*

**Wrapping Up the Paperwork**

Before much time has passed, and the subject matter is fresh in your mind, several areas of paperwork must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Also, depending upon what you have decided to do, a copy of the attendance sheet and the quiz for each attendee should be either filed in your files, or turned over to the attendee's department manager (or the Personnel Office) so that this paperwork can be included in their Personnel File. The attendees' Training Logs should also be updated, and each attendee should be given a filled out and signed Training Certificate, signifying that they have successfully completed the course.

Remember, it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with some knowledge of the OSHA Recordkeeping Standard and the recordkeeping process.
OUTLINE OF MAJOR PROGRAM POINTS

The following outline summarizes the major points of information presented in the videotape program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- You and your employer have a powerful tool for making your facility a safer place to work.
  - It's OSHA's revamped recordkeeping system, often referred to as Part 1904, after its Federal Regulation Part Number.

- In addition to establishing a standard method for recording work-related injuries and illnesses, Part 1904 allows your employer to easily create statistics on any incidents that occur at your facility.
  - These stats help your employer to identify problem areas within your facility.
  - They also help them to correct any hazardous conditions that exist.

- Part 1904 also gets you more involved in the recordkeeping process.
  - First, by requiring that your facility's Annual Summary of Workplace Injuries and Illnesses must be posted for a longer period of time, so you have a better chance to examine it.

- At the same time, Part 1904 protects the privacy of injured and ill workers by requiring that highly personal information be kept confidential, such as:
  - The identities of involved individuals.
  - Sensitive conditions, such as bloodborne diseases.
- There's a bigger picture here, too! On a national level, OSHA relies on the incident data that managers collect.
  - Without this data, OSHA cannot create more regulations, or modify existing ones.
  - Without appropriate regulations, workers just like you might not be protected from serious injuries... or even death.

- But for this recordkeeping system to be successful, you have to be involved.
  - You and your representatives play a crucial role in complying with Part 1904, because you are the eyes and ears of the recordkeeping system.
  - That is why you need to know how to report injuries or illnesses to management, as well as what information to give them.

- To encourage your participation, OSHA prohibits employers from discriminating against anyone who:
  - Reports a work-related fatality, injury or illness.
  - Files safety and health complaints.
  - Asks for appropriate access to health records.
  - Exercises any other rights afforded by Part 1904.

- How do you know if you're affected by these regs? Employees protected by the OSHA recordkeeping rule include everyone on your company's payroll, whether they are classified as:
  - Labor.
  - Executive.
  - Hourly.
  - Salary.
  - Part-time.
  - Seasonal.
  - Contract.
  - Freelance.
  - Migrant.

- Certain types of businesses are exempt, but if you are watching this program, it's a good bet that your business is covered.
- As we've said, you play an indispensable role in OSHA's recordkeeping system, and there are some important things that you need to remember as you do your part.
  - For example, recording or reporting a work-related injury, illness or fatality does not mean that an OSHA rule has been violated, or that a particular person was at fault.
  - Neither does this recordkeeping activity determine who is or isn't eligible for workers' compensation or other benefits.

- The sole intent of the OSHA recordkeeping rule is to make your workplace safer by providing a way to efficiently report and record work-related injuries or illnesses.

- But what does the term work-related really mean?
  - Simply put, an injury or illness may be work-related if an event in the workplace caused it or made it worse.
  - This definition covers so much ground that it will take less time to discuss when a condition is not work-related.

- Medical problems are not work-related if they occur in the workplace during off-hours or take place when employees are doing tasks unrelated to their jobs.
  - For example, let's say that a woodworker in a small furniture-making company is building a chair for use in his own home.
  - One evening, outside of normal business hours, he is working on this personal project when he accidentally hurts his hand while using the lathe.
  - Because this injury didn't occur during the employee's normal work day, under Part 1904 this is not a work-related injury.

- Here's another scenario:
  - One workday afternoon, an accountant attempts to repair the broken air-conditioning vent in her office, and in the process she seriously cuts herself.
Because the accountant is not an air-conditioning technician, this isn't a work-related injury under Part 1904, even though the injury happened in her office, during normal business hours.

Also, conditions that result from voluntary participation in medical, fitness or recreational activities are not work-related, such as:
- Giving blood.
- Getting a flu shot.
- Playing on the company softball team.

It is not considered work-related if a medical condition develops as a result of your eating, drinking or preparing food or drink for personal consumption.

An illness would be work-related if, however, you or a coworker get sick from eating food that is:
- Contaminated by materials in your workplace, such as lead.
- Supplied by your employer.

Neither the common cold nor flu is classified as work-related.
- But contagious diseases such as tuberculosis and hepatitis are classified as work-related... if you were infected at work.

These are just a few of the major categories of non-work-related medical conditions... there are many more.
- As you can imagine, with all this to consider your managers may have a difficult time determining if an incident actually is work-related.

Complicating the issue is whether or not the medical problem is recordable. Not all work-related injuries or illnesses are.
- Recordable means that your employer is required by law to report the injury or illness to OSHA, and must keep a record of the injury or illness on official OSHA recordkeeping forms.
- This is one of the places that you can help, by gathering as much information as possible about an incident that you see or are involved in.

- An injury or illness is recordable if it results in:
  - Days away from work.
  - Restricted work.
  - Transfer to another job.
  - Medical treatment beyond first aid.
  - Loss of consciousness.
  - Any significant injury or illness that is diagnosed by a physician or other licensed healthcare professional.
  - Death.

- Now that you understand when an injury is both work-related and recordable, let's look at some of the most common types of work-related, recordable injuries.

- Musculoskeletal Disorders (MSDs) are among the most common work-related, recordable illnesses.
  - MSDs tend to affect workers who are doing repetitive labor, such as some assembly-line jobs or frequent heavy lifting.

- MSDs are ailments of the:
  - Muscles.
  - Nerves.
  - Tendons.
  - Ligaments.
  - Joints.
  - Cartilage.
  - Spinal discs.

- Examples of MSDs include:
  - Carpal tunnel syndrome.
  - Tendinitis.
  - Low back pain (which is prevalent among workers doing heavy labor).
- All MSD reports must indicate the number of days that workers will be:
  - Away from work.
  - Restricted from performing their normal jobs.

- Another broad category of industrial injuries that are potentially recordable include:
  - Lacerations.
  - Puncture wounds.
  - Fractures.
  - Burns.

- What determines whether these types of injuries are recordable is their severity.
  - For example, a mild scald from a hot water pipe would not be recordable.
  - But a third-degree burn from a high-pressure steam pipe would be.
  - Likewise, a tiny puncture wound from an office stapler would not be recordable.
  - But a deeply-penetrating puncture wound from a drill press would be.

- When it comes to severity, the deciding factor is usually the degree of treatment that is necessary.
  - So an injury that needs nothing more than an adhesive bandage or some first aid cream would probably not be recordable.

- But a wound would be recordable if it required:
  - Treatment from a physician.
  - Hospitalization.
  - Time off from work.
- Any accident in which an employee is exposed to someone else's blood falls into the category of work-related injuries or illnesses as well. These types of incidents can lead to the transmission of deadly diseases, such as:
  - The human immunodeficiency virus (HIV - the microorganism that causes AIDS).
  - Hepatitis C (an incurable liver disease).

- Work-related tuberculosis (TB) cases are also common. A highly contagious respiratory disease, TB often strikes:
  - Healthcare workers.
  - Firefighters.
  - Other First Responders.

- TB can also occur in industrial settings, especially where large groups of employees work in close proximity to one another.

- Now that you're familiar with some of the most common recordable illnesses and injuries, let's look at how these cases are recorded.
  - Even though you probably won't be the person responsible for documenting medical incidents, it's still absolutely necessary for you to know how it's done.
  - You can't be the eyes and ears of the record-keeping process without being able to tell the difference between facts that must be recorded and useless information.
  - The best way to get educated is to look at the recordkeeping forms themselves.

- OSHA 300, the Log of Work-Related Injuries and Illnesses, contains one or two line descriptions of each recordable injury or illness in your facility.

- OSHA 301, the Injury and Illness Incident Report, contains all of the details that are pertinent to a specific incident.
  - OSHA feels that it is so important to fill out the 301 form while the information is fresh in everyone's mind that it must be completed within seven calendar days after management has been notified that a recordable injury or illness has occurred.
- At the end of each year, your employer will use information on the 300 and 301 forms to fill out the third OSHA recordkeeping form, 300A.

- Form 300A is OSHA's official summary form, and shows the total number of incidents in specific illness and injury categories.
  - The 300A is then posted from February 1 to April 30 of the following year.
  - It must be posted in a conspicuous place, where notices to employees are customarily displayed, so you and your coworkers can easily see it.
  - By law, it must never be altered, defaced or covered by other material.

- OSHA requires that all injury and illness records be kept for at least five years, so they can be updated and referenced whenever necessary.

- You've learned the essentials of what work-related injuries and illnesses are, and why reporting them to your management is a crucial part of keeping your facility safe.
  - What we haven't looked at yet is how to report these medical problems.

- While OSHA hasn't established an official method for the reporting of workplace ailments by employees, there are some common sense guidelines to follow.
  - First, be prompt. If you are hurt on the job, let your manager know about it as soon as you can (but make sure to get medical treatment first).
  - The faster your boss knows about a problem, the quicker action can be taken to fix it.

- Don't give your manager too much information.
  - Just include the basic facts at first.
  - If more information is needed, someone will ask for it.
- Be patient.
  - It might take a long time, and a lot of questions, to determine exactly what happened.
  - You may be even be asked to write down a description of the incident.

- Keep in mind that the aim of reporting workplace incidents is to keep you and your coworkers safe.
  - By cooperating to the fullest, you are playing an important role in this process.

*** SUMMARY ***

- OSHA's recordkeeping rule makes it easier for your employer to keep you and your coworkers safe, and easier for OSHA to protect the rest of the country's workers.

- But it won't happen without your serious, ongoing participation!

- So, no matter where you work, or what job you do, get involved in the recordkeeping process.

- Do your part to ensure that millions of American workers end each day in the same condition as when they started it!
ACCOMPANYING MATERIALS

In order to assist you in complying with as many facets of your training requirements as possible, we have provided a number of specific materials that can be used with this program. Some of these materials have been furnished in master form. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It is important that you have each attendee sign-in on the appropriate form, thereby documenting their attendance at the session. Typically, a copy of this attendance/sign-in form is filed in the employee's Personnel File.

Quiz

The quiz is normally given after viewing the videotape program. However, if you want an indication of the increase in the attendees' knowledge of OSHA Recordkeeping, you can give the quiz both before and after the videotape is shown. You can also use the quiz as the basis for class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their before and after answers as part of the session. Typically, the quiz is filed in the employee's Personnel File.
Training Certificate

This form allows you to give each employee their own Certificate of Completion showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This Log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken, and the instructor conducting the course. A copy of this form should be kept in each employee's Training or Personnel File.
SCHEDULING AND ATTENDANCE FORM

OSHA RECORDKEEPING FOR EMPLOYEES

VIDEOTAPE EDUCATION/TRAINING SESSION SCHEDULE

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1. True or False... Part-time employees are not covered under OSHA’s recordkeeping regulation?
   ___ True
   ___ False

2. True or False... All injuries that occur on a company's property are considered work-related?
   ___ True
   ___ False

3. True or False... Personal information about a workplace injury is never considered confidential?
   ___ True
   ___ False

4. Which of the following are considered to be Musculoskeletal Disorders (MSDs)?
   ___ Carpal tunnel syndrome
   ___ Tendinitis
   ___ Lower back pain
   ___ All of the above.

5. True or False... If an injury occurs during off-hours, it is not considered to be work-related?
   ___ True
   ___ False

6. True or False... The common cold is the most frequently reported illness/injury?
   ___ True
   ___ False

7. True or False... OSHA Form 301 must be completed within seven calendar days after management has been notified that a recordable injury or illness has occurred?
   ___ True
   ___ False
QUIZ

OSHA RECORDKEEPING FOR EMPLOYEES

PRESENTER’S COPY WITH ANSWERS

1. True or False... Part-time employees are not covered under OSHA’s recordkeeping regulation?
   True
   X False

2. True or False... All injuries that occur on a company’s property are considered work-related?
   True
   X False

3. True or False... Personal information about a workplace injury is never considered confidential?
   True
   X False

4. Which of the following are considered to be Musculoskeletal Disorders (MSDs)?
   _____ Carpal tunnel syndrome
   _____ Tendinitis
   _____ Lower back pain
   X All of the above.

5. True or False... If an injury occurs during off-hours, it is not considered to be work-related?
   X True
   _____ False

6. True or False... The common cold is the most frequently reported illness/injury?
   X True
   _____ False

7. True or False... OSHA Form 301 must be completed within seven calendar days after management has been notified that a recordable injury or illness has occurred?
   X True
   _____ False
# EMPLOYEE TRAINING LOG

## OSHA RECORDKEEPING FOR EMPLOYEES

**Employee:** __________________________  **Employee #:** __________  **Social Security #:** ______________

**Department:** __________________________  **Date of Next Required Training:** __________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE OF TRAINING OR COURSE DESCRIPTION</th>
<th>LOCATION OF COURSE MATERIALS</th>
<th>INSTRUCTOR'S NAME AND ADDRESS/DEPARTMENT</th>
<th>CERTIFICATION OF TRAINING AND TESTING (Instructor's Signature)</th>
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TRAINING CERTIFICATE

This is to certify that _______________________________ has (employee name) completed the course OSHA Recordkeeping for Employees and has been tested on the contents of the course, as required. This training, as well as the associated testing was conducted by ___________________________ (course instructor) and was completed on ___________. (date)

_____________________________ ____________
(course instructor) (date)