

OSHA Recordkeeping and Reporting  
May 4, 2021

Presented by

**The Safety Firm**

8:00 a.m.      Registration and Continental Breakfast

8:30 a.m.      **Why Keep Records and File Reports?**  
Requirement of Law  
Protect Employee Legal Rights  
Safety Awareness  
Safety Measuring

**Kinds of Records and Reports**

Work-Related Incidents  
Transportation Incidents  
Equipment in Use – Inspection & Repair  
Hazardous Materials Transportation  
Training Records

**Worker's Compensation vs OSHA Recordkeeping**

12:00 p.m.      Lunch (provided)

12:45 p.m.      **OSHA Method for Injury and Illness Recordkeeping**  
Coverage & Exemptions  
Forms  
Determining Recordability  
i. What constitutes "Work Environment"  
ii. What is a "New Case"  
iii. Recordable Criteria  
a. Medical vs First Aid  
iv. Other Recordable Injuries & Illnesses  
v. Interpretation Letters  
vi. Group Exercise

**OSHA Reporting Requirements and Electronic Filing**

**Complying with BLS & OSHA Surveys**

4:00 p.m.      Adjourn