

# OSHA 10-Hour Voluntary Compliance Course December 7-8, 2021

(Lunch provided day one)

## December 7, 2021

8:00 a.m. **Registration and Continental Breakfast**

8:30 a.m. **Introduction to OSHA**

- Review of OSHA Act, purpose, history and scope
- Fatalities and catastrophes
- Employee rights and employer responsibilities
- OSHA assistance and website
- Filing a complaint

### Inspections and Most Cited Violations

- Inspections –priorities, process and penalties
- Most cited citations
- Inspection response procedures and options

### Recordkeeping

- Review of records employers are required to keep
- Calculating TCR and DART rates
- Determining recordable injuries and illnesses
- Use of 300 log, 301 form, and 300A summary
- Reporting to OSHA and access to records
- Review of current interpretations
- “Is it Recordable” exercise

### Exit Routes and Emergency Preparedness

- Permissible egress components
- Arrangement and access to exits
- Exit discharge
- Employee notification systems
- Emergency action written plan elements
- Training requirements

### Fire Protection

- Identification of workplace fire hazards
- Requirements for portable fire extinguishers
- Fixed extinguishing systems
- Fire prevention written plan elements
- Training requirements

### Walking/Working Surfaces

- Housekeeping and maintenance of aisle ways
- Fixed and portable ladders, stairs and scaffolding safety requirements
- Floor loading and floor/wall openings and holes
- Open-sided floors and platforms
- Slips, trips and falls

### Electrical I

- Overview of electrical standards
- Electrical definitions
- Electrical power tool safety
- Electrical safe work practices – qualified vs. unqualified
- Training requirements

### Personal Protective Equipment

- General requirements – employer responsibilities
- PPE hazard assessment
- Selection, use, maintenance, storage and limitations
- Training requirements

5:00 p.m. **Adjourn for the Day**

## December 8, 2021

8:00 a.m. **Continental Breakfast**

8:30 a.m. **Hazard Communication**

- Overview of Hazcom requirements
- Determination of physical and health hazards
- Routes of entry
- Labeling and MSDS
- GHS – globally harmonized system
- Hazardous communications program
- Training requirements

### Safety and Health Programs I

- Management Leadership
- Worker Participation
- Hazard Identification and Assessment
- Hazard Prevention and Control
- Education and Training
- Program Evaluation and Improvement

### Machine Guarding

- Requirements for all machines
- Types of machine hazards
- Methods of guarding
- Training requirements

### Lockout / Tagout

- Scope of standard
- Energy control programs and procedures
- Exceptions to LOTO
- Authorized, affected and other training requirements
- LOTO hardware and devices
- Group LOTO, shift change and contractor procedures
- Periodic inspection

12:00 p.m. **10-Hour Course Adjourns**