

# **OSHA Recordkeeping and Reporting Course Agenda**

## **May 19, 2026**

**Presented by**



**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 and repair
- Hazardous materials transportation
- Training records

**Workers' Compensation vs. OSHA Recordkeeping**

**12:00 p.m. Lunch (provided)**

**12:45 p.m. OSHA Method for Injury and Illness Recordkeeping**

- Coverage and 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 and illnesses
  - v. Interpretation letters
  - vi. Group exercise

**OSHA Reporting Requirements and Electronic Filing**

**Complying with BLS and OSHA Surveys**

**4:00 p.m. Adjourn**