

Course Name: Record Keeping

Course Description: This course is designed to assist employers in identifying and fulfilling their responsibilities for posting certain records, maintaining records of illnesses and injuries, and reporting specific cases to OSHA. Students who successfully complete this course will be able to identify the OSHA requirements for recordkeeping.

Course Length: 1 hour

Prerequisites: None

Course Content:

- Recognize the importance of OSHA recordkeeping and reporting.
- Identify the workplace actions that are in compliance with the OSHA recordkeeping and reporting requirements.
- Distinguish between OSHA recordable and non-recordable cases.
- Apply the appropriate procedures for determining if a case is OSHA recordable.
- Determine the appropriate category for a recordable case.

Testing:

Quizzes - All quizzes must be passed with a 70% to proceed forward to the next lesson. Final Exam must be passed with a 70% to pass the course.

