

Welcome to the Hard Hat Training Series!



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Welcome to the Hard Hat Training Series. Today, you will learn about recordkeeping and accident investigation. We will strive to provide information that will increase your knowledge on these topics to help you become more efficient and better prepared.



No matter the industry in which you work (healthcare, construction, maritime, manufacturing, etc.), there are certain requirements for recordkeeping that must be followed. There are a few exceptions for some businesses depending on size and a few other factors. But, for the majority of companies, the basics of recordkeeping will apply.



We will discuss the importance of recordkeeping, what needs to be reported and recorded, and the forms that are required for each company. Also, we will discuss the difference between situations that need reported versus incidents that just need to be recorded.



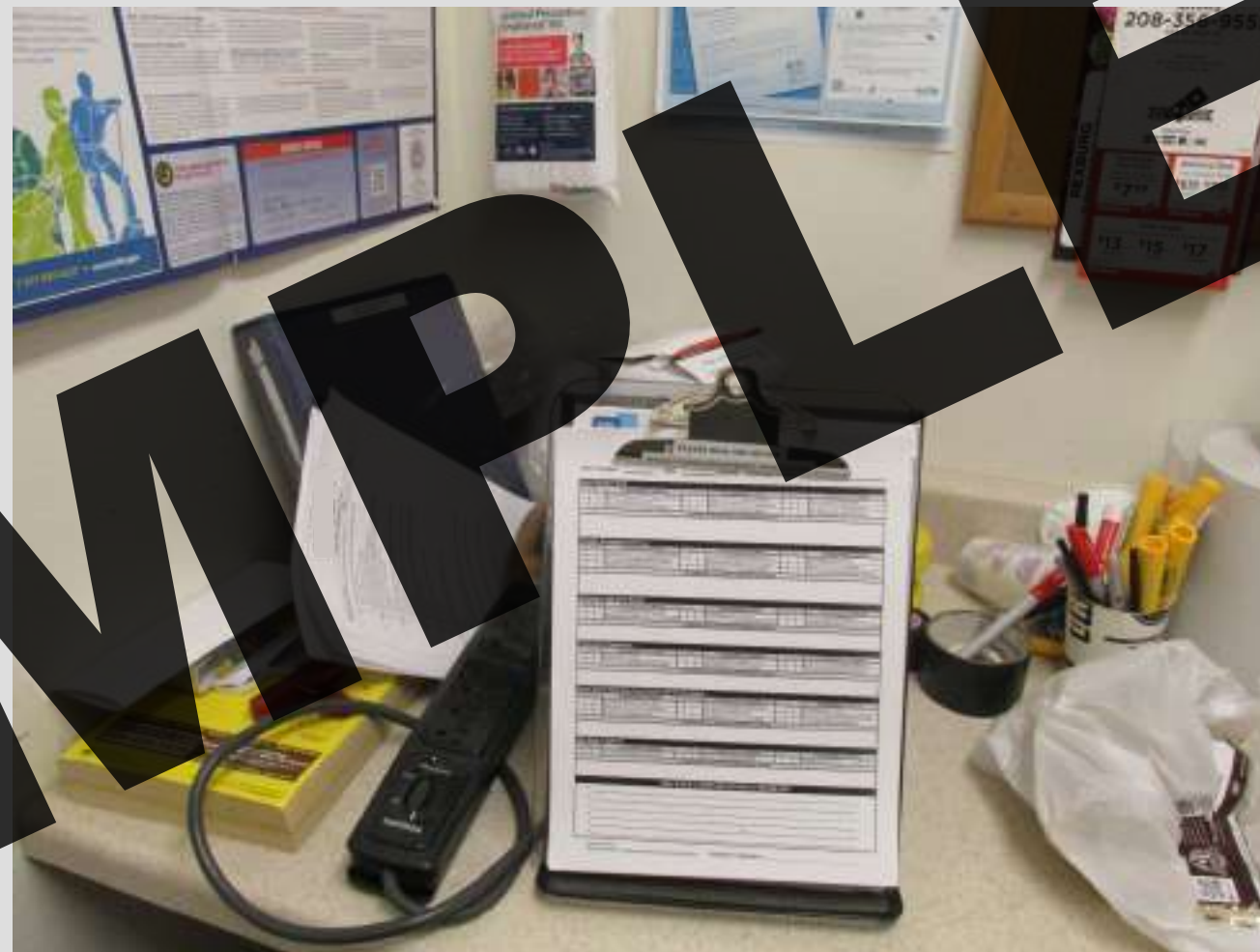
With that in mind, the goal today is to help you understand what is expected of your company, to define some key terms, and to help you see the importance of keeping records of your company.



We will also go over certain exceptions to the regulations, and what smaller companies are required to do. We will also discuss what employees count toward yearly employees.



Along with the forms, we will also go over what criteria must be made for a case to be made and require recording and/or reporting.





Let's get started. The standards for recordkeeping are in 29 CFR 1904.0-1904.46. These standards hold everything for recordkeeping and what needs to be done to be in compliance with OSHA.



Upon completion of this training you should:

- Be more knowledgeable about the required forms.
- Have a better understanding of the need for recordkeeping and what is expected of you and your company.
- Comprehend the criteria for cases.
- Know how to calculate the incident rate (IR) as well as the days away, restricted and transferred rate (DART).



Regulations

SAMPLE



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RECORD KEEPING
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