

# OSHA Record Keeping Class *(3 hours)*



Maintaining appropriate records are necessary to document certain actions to the Occupational Safety and Health Administration (OSHA).

**Cost:** \$110 TAUD Members  
\$220 Non-Members

**CE Credit:** 3 hours for any

**OE Credit:** None

**Time:** 1:00 pm -4:00 pm

**Instructor:** Bryan Lane, Program Coordinator for SE OSHA Training  
Institute Education Center

**Questions:** Brent Ogles 615-556-6002 [BrentOgles@taud.org](mailto:BrentOgles@taud.org)

**Class Date/Location:**  
**(Check One)**

6/1 Murfreesboro

**Sample Agenda**

- Complying with OSHA Requirements
- Record Keeping Principles
- Maintaining records in logical, uniform & accessible format
- Record Retention & Purging

**ONE REGISTRANT PER PAGE**

Name \_\_\_\_\_  
System/Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_  
Credit Card #: \_\_\_\_\_ Amount:\$ \_\_\_\_\_  
Exp Date: \_\_\_/\_\_\_ Card Holder Name: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

Please send appropriate registration form along with necessary payment to:

to:  
TAUD  
P.O. Box 8041  
Murfreesboro, TN 37133-8041  
Phone: (615) 896-9022  
Fax: (615) 898-8283

For added convenience, you may also register and pay on-line:  
[www.taud.org](http://www.taud.org)

*We accept VISA, MasterCard,  
Discover & AMEX*

**REFUND POLICY:** Payment for the class is preferred in advance of the scheduled class date. If cancellation is necessary, refund requests submitted in writing (e-mail, fax or letter) will be processed as follows: Fifteen or more days prior - Full refund less any materials mailed. Five to fourteen days - Half payment less any materials mailed. Less than five days - No refund - another person may substitute. If payment has not been received and if cancellation is not requested prior to the date of the class, TAUD will invoice the registrant for the full amount of the class.