



615-900-1000

# OSHA Record Keeping

# 3-hours

CE: 3 hrs Any

OE: None

**Class Date/ Location:**

9/19 Murfreesboro

Murfreesboro  
840 Commercial Ct.

Maintaining appropriate records are necessary to document certain actions to the Occupational Safety and Health Administration (OSHA). Participants will learn to determine if an injury or illness is work related, new and if it meets recordability criteria in addition to learning which forms to complete and how to report.

**Cost:** \$95

**Time:** 1:00 pm -4:30 pm

**What topics will be covered?**

- Purpose of Rule
- Recordkeeping Criteria
- New Cases/Filling out OSHA 300 Log
- Medical Cases/ Forms 300, 300A and 301
- Reporting Fatalities, Catastrophes, Penalties, & Citations

**Instructor(s):** Bryan Lane UT Center of Industrial Services

**Questions:**

Brent Ogles

[brentogles@taud.org](mailto:brentogles@taud.org)

615-900-1011



**Submit with payment to:**

TAUD Training Station  
P.O. Box 2529  
Murfreesboro, TN 37133  
Fax: 615-898-8283

*We accept VISA, AMEX,  
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**ONE REGISTRANT PER PAGE**

Name\_\_\_\_\_

System/Company Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail\_\_\_\_\_

Credit Card #:\_\_\_\_\_ Amount:\$\_\_\_\_\_

Exp Date:\_\_\_/\_\_\_ Card Holder Name:\_\_\_\_\_

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Zip:\_\_\_\_\_ Signature:\_\_\_\_\_

Fax # or email for receipt:\_\_\_\_\_

**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: 15+ days prior - Full refund less any materials mailed. 5 - 14 days - Half payment less any materials mailed. Less than 5 days - No refund - another person may substitute. **If payment has not been received and cancellation is not requested prior to the date of the class, TAUD will invoice the registrant for the full amount of the class.**