



# OSHA 7845

## Recordkeeping Rule Seminar



November 19, 2021

### Virtual Instructor Led Training (VILT)

This course covers OSHA requirements for maintaining and posting records occupational injuries and illnesses, and reporting specific cases to OSHA. Upon course completion students will have the ability to identify OSHA requirements for recordkeeping, posting and reporting and to complete OSHA Form 300 Log of Work-Related Injuries and Illnesses, OSHA Form 300A Summary of Work Related Injuries and Illnesses, and OSHA Form 301 Injury and Illness Incident Report.

- At the end of this program students will be able to:
- Identify the OSHA requirements for recordkeeping, posting and reporting
  - Correctly complete each of the three forms required by OSHA - the 300, 300A, and 301

#### Class Topics Include:

- Purpose and Scope of OSHA Recordkeeping
- OSHA Injury and Illness Recordkeeping Forms and Recording Criteria
- Posting of Safety and Recordkeeping forms
- Reporting of Fatalities and Multiple Hospitalizations

**Class Time :** 8:00 am to 12:30 pm  
**Class Price:** \$225.00

VILT Courses require LIVE attendance and payment in advance.  
Device requirements can be found at:  
<https://oshamidatlantic.org/Virtual-Instructor-Led-Training/>

#### Registration Form- Please FILL OUT the Course Info Below:

Class Name OSHA 7845-Recordkeeping    Class Date: (month/day/yr) \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Location: (city, state) \_\_\_\_\_, \_\_\_\_\_

Student Name(s): \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ 4395

Indicate Payment Method (Please check)  
Check Enclosed \_\_\_\_\_ Please Invoice \_\_\_\_\_    Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ AmEx \_\_\_\_\_ Discover \_\_\_\_\_  
Card # \_\_\_\_\_ CID #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_