

**One-Day Comprehensive Update**



Keep your workplace safe and stay fully compliant with OSHA's ever-changing regulations

# Is your organization in compliance ... or in denial?

**Sign up for this seminar now — and avoid costly OSHA slip-ups in the future!**

OSHA fines can be notoriously steep and often there's no room for appeal. Don't leave yourself, or your organization, vulnerable to hefty penalties — gain all the hard facts, current information and essential details of OSHA compliance you need to know. Don't miss out on your chance to attend this information-packed program — it's one of our most popular and seats are guaranteed to fill fast!

**ENROLL TODAY!**  
[www.pryor.com](http://www.pryor.com)

## It's not enough to *think* you're in compliance ...

It's a situation all too common: you assume you're in compliance with OSHA, but during a routine inspection, you are shocked at the number of violations you've racked up (*and* the hefty fines your organization will have to pay).

Attend this seminar — packed with timely, relevant information — and take the guesswork out of OSHA compliance. You'll discover the smart solutions, quick fixes and preventative measures to help you maintain a safe working environment *and* bring your organization up to OSHA's stringent safety standards.

## When OSHA comes knocking, you'd better be sure!

In just one day of intensive, fast-paced training, we'll cover all of the latest regulatory information concerning safety, health and environmental issues in the workplace. We'll translate hard-to-follow government legalese into practical, no-nonsense language that's easy to understand and implement. And we'll get into the details of OSHA record keeping so you know exactly what's expected of you.

You'll quickly develop an understanding of employer's and employee's rights and responsibilities when it comes to ergonomic issues, toxic chemicals, hazardous materials, on-the-job accidents, employee threats, dangerous equipment, bloodborne pathogens, the Needlestick Act and much more. We'll even walk you through a typical OSHA inspection tour and explain exactly what the OSHA compliance officer is looking for every step along the way.

# Whether you have one employee or hundreds ... as their employer, you are responsible for their safety.

In this must-attend seminar, you'll discover dozens of cost-effective ways for getting your organization into compliance, learn how to expand the effectiveness of your safety training program, find out how to keep the meticulous records required by OSHA and learn how to assess your organization for a variety of hazards. We'll also show you where to turn for up-to-the-minute information on OSHA's newest rules and regulations, so you can keep abreast of changes that might affect your work environment.

This seminar will set your mind at ease and make sure when OSHA knocks on your door, you'll be ready!

## Get real-world answers to questions like these:

- Who's at fault — my employees or me — when they fail to follow the safe practices I've initiated for them?
- What are OSHA inspectors looking for when they come to my organization?
- Will I be given advance notice of an OSHA inspection?
- Can I contest a citation? How do I go about it?
- Where can I get the most current information on OSHA compliance for my organization?
- Do I really need to display those OSHA posters in my workplace?
- What is the penalty for violating an OSHA standard?
- Can I get help from OSHA to fix the hazards in my workplace?
- What type of business is exempt from record-keeping requirements?

## Who should attend?

This course contains critical, must-know information for:

- Safety and security directors
- Facility managers and directors
- Human resources personnel
- Small business owners
- Supervisors and managers
- Controllers
- Hospital and nursing administrators
- Manufacturing personnel
- School district administrators
- **Anyone who is responsible for overseeing safety issues and employee training**

# Course Content

## An OSHA Primer — Rules, Regulations, the Newest Updates and Information

- OSHA's citation system — what it is and how it works
- How the Standards numbering system works
- Understanding and interpreting the law
- Letters of Interpretation — what they are and how to find them
- Compliance Directives — the #1 insight into what OSHA inspectors *really* think a regulation means
- Guidelines — there are only a few, but they are important!
- Preambles
- Consultation Service — Should you use it? We'll tell you the pros and cons
- Insurance Carriers — an often overlooked source of FREE services and advice
- How to find your way around [www.osha.gov](http://www.osha.gov), [www.dol.gov](http://www.dol.gov) and [askjan.org](http://askjan.org) to quickly get the information you need
- Resources to help you keep up with OSHA's newest standards, rules and regulations
- Does the duty to provide a reasonable accommodation to a disabled worker under the Americans With Disabilities Act conflict with OSHA's requirements to provide a safe workplace under the General Duty Clause?
- General Duty Clause — *the* foundation stone of the OSH Act. Learn what each part of it means and its impact on your operation

## Better Safe Than Sorry — Preventative Measures for Ensuring Employee Safety

- What are recognized hazards? Learn to spot and correct them *before* your people get injured
- What are willful, serious violations? Which violations are not so serious?
- How to create and use your own Hazard Assessment checklists
- Your written safety plan — what it should include to meet OSHA standards
- According to OSHA, are you responsible for the safety of temporary employees? What about third-party contractors? The answers might surprise you
- The truth about Personal Protective Equipment — find out who's really responsible for paying and overseeing correct usage
- The best ways to handle employees who *know* the safety rules but blatantly disregard them
- Hazardous Chemical Inventory List — find out what needs to be on it and what can be left out
- HAZCOM — Workers have a right to know about hazardous chemicals in their workplace. We'll tell you how to tell them what they need to know
- Material Safety Data Sheets — Where do you get them? Do you have to have a hard-paper copy of them? How long do you retain them? Do you have to keep them in a language other than English?
- Labeling — Many employers leave off a critical element on a secondary container label. Are you one of them?

- Training — What 4 elements of a training program should be documented? We'll tell you
- Bloodborne Pathogens — Employers who think this regulation applies only to emergency responders or healthcare personnel are wrong! Does this standard apply to you? We'll help you analyze your coverage
- Implementing an effective Exposure Control Plan
- Your bloodborne pathogens post-exposure responsibilities as an employer
- The Needlestick Act — what it is and how it affects you and your employees
- What you must know about the lockout/tagout standard

### When OSHA Knocks — Preparing Your Organization for an OSHA Visit

- Is your business a likely candidate for an OSHA inspection? Find out who gets inspected most frequently — and why
- What *free* piece of paper could cost your organization a \$1,000 penalty if an OSHA inspector doesn't find it at your workplace? We'll show you
- The bottom line — How much money can OSHA citations *really* cost you?
- What is the OSHA inspector looking for during an inspection tour? We'll clue you in on the trouble spots *guaranteed* to be closely examined
- How to conduct your own OSHA inspection — Catch and correct problems *before* they become big headaches!
- Employee hospitalizations, heart attacks, car accidents, etc. — when and how to report these incidents to OSHA
- Should you consent to an inspection or demand a search warrant?
- From opening conference to penalty appeals, we'll walk you through an OSHA inspection so you know what to expect and how to prepare

### Record Keeping, OSHA and You — Keeping Your Records in Line with OSHA's Rigorous Requirements

- Who has to keep records? Who's exempt? We'll get you up to date on recent developments that can affect you
- Log 300, Form 300A and Form 301 record keeping in a nutshell
- Where can you keep and maintain OSHA records? How should you choose an official record keeper?
- Transmitting information in line with OSHA's record-keeping time frames:
  - From your organization to the central record keeper
  - From the central record keeper to the OSHA Compliance Officer
  - From the central record keeper to employees, former employees, personal representatives and union representatives regarding Log 300
  - From the central record keeper to employees, former employees and personal representatives regarding Form 301
  - From the central record keeper to union representatives regarding Form 301
- Posting requirements for Form 300A
- How to stay in OSHA compliance while reporting and recording on-the-job mishaps, injuries, incidents and catastrophes including:
  - Death
  - Loss of consciousness
  - Days away
  - Restriction
  - Medical treatment beyond first aid
  - Privacy concern cases

**ENROLL TODAY!**

[www.pryor.com](http://www.pryor.com)

## Registration Information

**Enroll Today!** Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

**Quick Confirmation!** To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

## Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.

Program: 9:00 a.m. – 4:00 p.m.

## Cancellations and Substitutions

You can cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers can be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

### Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

## Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

## Tax Deduction

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program can be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

## Continuing Education Units (CEUs)

Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

## Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org). Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

## Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit [www.pryor.com.com/certificate](http://www.pryor.com.com/certificate). Certificates will be available 10 days after your event has ended.

## Update Your Contact Information!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 413884, Kansas City, MO 64141-3884 or **fax** to 913-967-8842. We'll change our records for the very next update. Thanks!

## On-Site Training Solutions

### Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

### Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

### Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

### Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation, visit us online at [pryor.com/onsite](http://pryor.com/onsite) or call us at 1-800-944-8503



# Workplace Safety and OSHA Compliance

**Call toll-free! 1-800-556-3009 ■ Fax your registration! 913-967-8842 ■ Mail the registration form below!**

**1**  **YES!** I'm ready to learn the rules and regulations of workplace safety and OSHA compliance. Enroll me today! Group discounts available; see page 6 for details. **ID# 910828**

**2 IMPORTANT!** Please fill in VIP number as it appears on the address label.  
 VIP \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_ if available)

**3 ORGANIZATION INFORMATION**  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Tele: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Approving Mgr's Name:  Mr. \_\_\_\_\_  
 Ms. \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  Business  Home

**4 QUICK CONFIRMATION**  
 Please email or fax my confirmation to me within 48 hours.  
 My email address or fax number is: \_\_\_\_\_

**EXPRESS ENROLLMENT!**

[events.pryor.com](http://events.pryor.com)

**5 NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name  
 Mr. \_\_\_\_\_ Ms. \_\_\_\_\_  
 Job Title \_\_\_\_\_ Event # \_\_\_\_\_  
 Email Address \_\_\_\_\_  Business  Home

#2 Attendee's Name  
 Mr. \_\_\_\_\_ Ms. \_\_\_\_\_  
 Job Title \_\_\_\_\_ Event # \_\_\_\_\_  
 Email Address \_\_\_\_\_  Business  Home

**6 METHOD OF PAYMENT** (Payment is due before the program.) Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).  
 Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6.5%) and West Virginia (6%).  
 Total amount due: \$ \_\_\_\_\_  
 Check # \_\_\_\_\_ (payable to **Fred Pryor Seminars**) is enclosed.  
 Bill my organization. Attn: \_\_\_\_\_  
 Purchase order # \_\_\_\_\_ is enclosed. (Attach purchase order to completed registration form.)  
 Charge to:  AMEX  DISCOVER  MC  VISA  
 MO: \_\_\_\_\_ YR: \_\_\_\_\_  
 EXPIRATION DATE  
 CARD NUMBER \_\_\_\_\_  
 Card Holder's Name \_\_\_\_\_  
 Tax-Exempt # \_\_\_\_\_  
 Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

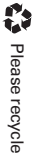
**Your VIP# is WINQ**

 **Call**  
**1-800-556-2998**

 **Online**  
**www.pryor.com**

 **Fax**  
**913-967-8842**

 **Mail**  
**Fred Pryor Seminars**  
**P.O. Box 219468**  
**Kansas City, MO**  
**64121-9468**




NONPROFIT ORG.  
U.S. POSTAGE  
PAID  
Pryor Learning  
Solutions, Inc.

Time-Sensitive Material



To update your contact information, see page 6.

**FRED PRYOR SEMINARS**  
  
 a division of Pryor Learning Solutions, Inc.  
 P.O. Box 219468  
 Kansas City, MO 64121-9468

# OSHA Compliance



**One-Day Comprehensive Update**



**Keep your workplace safe and stay fully compliant with OSHA's ever-changing regulations**