

# OSHA

## Workplace Safety Outreach

### One of the most widely attended OSHA training programs available today

- New rules and changes in OSHA compliance
- Smart ways to prevent accidents from happening
- The basics of OSHA record keeping
- New tips for using proactive safety-audit tools
- Effectively training managers and employees on safety essentials
- How to prepare for an OSHA site visit

#### **SPECIAL SECTION:**

Preventing workplace violence—  
understanding where your  
organization may be at risk

We're  
coming  
to your  
area ...



Enroll online at [NationalSeminarsTraining.com/OSHA](http://NationalSeminarsTraining.com/OSHA)  
or call 1-800-258-7246.

# Get the cost-effective solutions you need to keep your people safe

## **AND TO KEEP OSHA OFF YOUR DOORSTEP!**

Every minute during the week, more than 5 workers are injured on the job. By the end of today, 12 people will lose their lives in the workplace ... a workplace that may be a lot like yours. Protecting your people from accidents and serious injury—and keeping your organization in compliance with OSHA's complex and often-confusing regulations—is a high-stakes job that carries enormous consequences. When safety management works, everybody wins. But when your organization's safety efforts fall short, the costs can be staggering—in human suffering as well as in actual dollars.

Failing to stay up to the minute on the latest changes in OSHA rules and regulations can put your workers at risk and get your organization slapped with tens of thousands of dollars in fines!

This brand-new training event boils down volumes of material into the crucial, must-know information you need to keep your employees safe and keep OSHA inspectors off your doorstep.

### ***Here's just a sample of the safety management tools and OSHA compliance strategies you'll leave with:***

- Proven ways to reduce common workplace accidents—and eliminate enormous accident-associated costs to your organization
- Checklists that assess OSHA compliance so you can correct every problem before inspectors come calling
- An update on the latest changes in OSHA regulations
- How-to's for meeting OSHA's rigorous record-keeping requirements
- Proactive safety-audit tools designed to open your eyes to major hazards before someone is hurt
- The know-how you need to bring written programs and training sessions up to OSHA standards

And that's just the beginning. What makes this update different from others available to you is our exclusive **Special Section on Preventing Workplace Violence**. Recent statistics show that 14 percent of workplace deaths were the result of homicide and that nearly 2 million employees are assaulted physically or verbally each year. We'll show you practical ways to beef up security, where the "danger zones" exist in and around your facility and what to do if you suspect an employee is capable of violence.

**OSHA Workplace Safety Outreach** is filled with crucial, potentially lifesaving information you and your organization simply cannot afford to be without. Don't miss this opportunity to attend this update and get up to speed in just one day! **Call 1-800-258-7246 and enroll now.**

# 15 ESSENTIAL WAYS

this workshop will improve safety in your workplace—  
and keep you OSHA-compliant



## *After just one day of intensive training, you'll ...*

1. Gain a thorough understanding of OSHA's latest general industry changes and know how to comply
2. Use proactive safety-audit tools to significantly reduce the number of accidents and injuries in your workplace
3. Avoid enormous OSHA fines and hassles by assessing your organization's level of compliance and shoring up every weakness
4. Use effective preventive measures to keep your employees and customers safe from the threat of workplace violence
5. Know how to comply to the letter with OSHA's rigorous record-keeping standards
6. Save your organization major money by slashing accident-associated costs like workers' comp, time off and more
7. Recommend ergonomic solutions that can prevent worker injuries, like carpal tunnel syndrome
8. Spot workplace accidents waiting to happen and know smart, cost-effective ways to correct them
9. Boost your safety training effectiveness immediately
10. Alert your organization to proposed OSHA changes so you can take them into account when planning for future growth
11. Use checklists to ensure that your organization could pass an OSHA inspection with flying colors
12. Better understand the gray areas in OSHA regulations so you won't be caught off guard when you thought you were in compliance
13. Know which resources to turn to for up-to-the-minute information on OSHA rules and regulations
14. Recognize the warning signs that an employee is capable of violence and know how to respond
15. Use new strategies to correct reckless employee behavior on the job

## OSHA Compliance—From Must-know Basics to the Newest Regulations

- Unscrambling OSHA's confusing lexicon to define citation, violation, standards, requirements, rules, guidelines and many more
- A review of how OSHA's penalty system works
- Comprehensive methods for assessing your organization's current level of OSHA compliance
- What's the No. 1 most-cited OSHA violation? The top 10?
- Understanding the ins and outs of the lockout/tagout standard
- Analyzing the potential effects of OSHA's proposed rules for safety and health programs
- Protecting your organization by looking ahead: New OSHA standard proposals
- Essential resources for staying up to the minute on changes in OSHA regulations

## Preventing Common Workplace Hazards (and Accidents Waiting to Happen)

- Forewarned is forearmed: The most common safety violations cited by OSHA
- Recognizing how gray areas in OSHA's Accident Prevention Guidelines could cost your company a bundle
- How-to's for using proactive safety-audit tools to customize a safety audit that guarantees results
- A workplace safety hazards checklist no organization should be without
- Conducting a job hazard analysis that can open your eyes to major problems before someone is injured
- Specifics that your Hazard Communication Program must include to comply with OSHA requirements
- Understanding why employees disregard safety rules—the reasons may surprise you!
- Preventing WMSDs: Now the No. 1 cause of lost workdays due to injuries

## Effectively Training Managers and Employees on Safety and OSHA Regulations

- How do your training programs rate against OSHA's official training requirements for general industry?
- Understanding exactly who must be trained—and how often—to meet OSHA standards
- OSHA's Prevention and Control Programs and 7-step Training Programs: Are they right for your organization?

- Top reasons why safety training programs often fail to produce desired levels of improvement in safety
- Essential components a safety training program must contain to be effective
- Strategies for gaining employee—and management—buy-in for safety training
- What to do before, during and after safety training to boost its impact and effectiveness
- Training tips for motivating reluctant learners who would rather endure a dental drill than safety training

## Complying With OSHA's Record-keeping Requirements to the Letter

- Overview of OSHA record-keeping requirements with an explanation of the recent changes
- A word to the wise: The most frequently cited record-keeping violations
- OSHA requirements on retention, maintenance and location of records
- Ins and outs of the 300 Log, 301 and 300A
- Step-by-step guidelines for reporting a work injury in accordance with new OSHA requirements
- Valuable time-saving tips for reducing the number of hours it takes to keep and maintain OSHA records
- How many people in your organization should be trained in OSHA record keeping?
- Using your records to spot hazards and track accident trends—and significantly improve safety levels

## Red Alert! How to Be Prepared for an OSHA Site Visit

- Is your organization among those most likely to be inspected? Find out!
- Valuable checklists that help you spot trouble—and avoid horrendous fines—before an inspector shows up
- Hot spots: A list of places an OSHA inspector is guaranteed to look
- Which records do inspectors scrutinize most closely?
- Walking through the inspection process so you'll know what to expect
- Tips for avoiding the most common mistakes organizations make during OSHA inspections
- What you should know about OSHA's Program Evaluation Profile
- How to contest an OSHA citation—and is it worth it?

# SHOP AGENDA

Registration begins at 8:15 a.m.

## Special Section

### Workplace Violence: How to Keep Your Organization Safe From Danger

- Is your organization among those most at risk for workplace violence? Find out!
- Understanding the various types of workplace violence and who commits such acts
- Recognizing “danger zones” where acts of workplace violence most typically occur
- Danger prevention measures that could save lives
- How to conduct a security audit to view your site through the eyes of a would-be intruder
- Strategies for controlling visitor access to your facility without creating an unfriendly image
- Basic safety practices that security experts recommend
- After-hours policies that keep your facility safe for remaining workers
- Warning signs that an employee may be capable of violence—and what you should do about it
- Steps to take if a visitor to your facility appears unstable or dangerous
- Proven techniques for keeping unauthorized people from slipping past the front desk
- Tips for de-escalating a potentially explosive situation when tensions rise
- Emergency response procedures ALL employees should know by heart

## Learn how to reduce the risk of workplace violence—**BEFORE IT'S TOO LATE ...**

If you think workplace violence can't happen in your organization, think again. The staggering statistics speak for themselves:

- **Nearly 2 million workers are assaulted verbally or physically in the workplace every year**
- **The second-leading cause of death in the workplace is homicide**
- **Homicide is the No. 1 cause of workplace death for women**

An entire special section of **OSHA Workplace Safety Outreach** has been devoted to the topic of workplace violence prevention. You'll find out which employees in your organization are most at risk and where the “danger zones” are in and around your facility.

Workplace violence can happen anywhere. Don't miss this opportunity to learn crucial tactics for reducing your organization's risk!



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## You'll Learn With ...

- Safety managers
- Safety officers
- Safety committee members
- OSHA compliance managers and officers
- Facility managers
- Production managers
- Manufacturing personnel
- New HR staff members
- Small business owners
- Safety program trainers and developers
- School district administrators
- Those who deal with OSHA and safety functions, even if they don't work full-time in safety and compliance

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Register online at  
[NationalSeminarsTraining.com/OSHA](http://NationalSeminarsTraining.com/OSHA)



Call toll-free **1-800-258-7246**

### Registration Information

**Our Registration Center** is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

**Check-in** begins at 8:15 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

**Cancellations and substitutions.** Cancellations received up to five working days before the seminar are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

**CEUs:** Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. You may also call us at 1-800-258-7246 for additional assistance.

**Tax deduction:** The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

### Workshop Schedule



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A Comprehensive  
**ONE-DAY** Update



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