

# OSHA RECORDKEEPING COMPLIANCE

GREATER CINCINNATI SAFETY COUNCIL



## OBJECTIVES/OUTCOMES

- Discuss why injury & illness records are important.
- Determine if standard applies to your place of employment.
- Review standard revisions on severe injury reporting requirements.
- Explain the rule for online reporting.
- Differentiate between recordable and non-recordable cases.
- Review OSHA Recordkeeping requirements and forms: [300](#), [301](#), and [300A](#).
- Introduce administrative & compliance solutions.



BEFORE WE  
BEGIN



# OSHA RECORDKEEPING

## WORKERS' COMP vs OSHA

- A common misconception is that if it is a workers' comp injury then it is also an OSHA recordable injury.
- OSHA Recordkeeping and the BWC processes are independent of each other.
- A rule of thumb is:
  - *Not all workers' comp injuries are OSHA recordable.*

# OSHA RECORDKEEPING

## KEY ELEMENTS

- Employers with 9 or fewer employees (includes temporary employees) are PARTIALLY exempt from recordkeeping requirements.
- Industries that have been recognized as “low” hazard are PARTIALLY exempt from recordkeeping requirements.
  - *REGARDLESS OF SIZE OR INDUSTRY...ALL EMPLOYERS MUST REPORT FATALITIES AND SEVERE INJURIES!*

NAICS	Industry Description	NAICS	Industry Description
4412	Other Motor Vehicle Dealers	5411	Legal Services
4431	Electronics and Appliance Stores	5412	Accounting, Tax Preparation, Bookkeeping, and Payroll
4461	Health and Personal Care Stores	5413	Architectural, Engineering, and Related Services
4471	Gasoline Stations	5414	Specialized Design Services
4481	Clothing Stores	5415	Computer Systems Design and Related Services
4482	Shoe Stores	5416	Management, Scientific, and Technical Consulting
4483	Jewelry, Luggage, and Leather Goods Stores	5417	Scientific Research and Development Services
4511	Sporting Goods, Hobby, and Musical Instrument Stores	5418	Advertising and Related Services
4512	Book, Periodical, and Music Stores	5511	Management of Companies and Enterprises
4531	Florists	5611	Office Administrative Services
4532	Office Supplies, Stationery, and Gift Stores	5614	Business Support Services
4812	Nonscheduled Air Transportation	5615	Travel Arrangement and Reservation Services
4861	Pipeline Transportation of Crude Oil	5616	Investigation and Security Services
4862	Pipeline Transportation of Natural Gas	6111	Elementary and Secondary Schools
4869	Other Pipeline Transportation	6112	Junior Colleges
4879	Scenic and Sightseeing Transportation, Other	6113	Colleges, Universities, and Professional Schools
4885	Freight Transportation Arrangement	6114	Business Schools, Computer anad Management Training
5111	Newspaper, Periodical, Book, and Directory Publishers	6115	Technical and Trade Schools
5112	Software Publishers	6116	Other Schools and Instruction
5121	Motion Picture and Video Industries	6117	Educational Support Services
5122	Sound Recording Industries	6211	Offices of Physicians



5151	Radio and Television Broadcasting	6212	Offices of Dentists
5172	Wireless Telecommunications Carriers (except Satellite)	6213	Offices of Other Health Practitioners
5173	Telecommunications Resellers	6214	Outpatient Care Centers
5179	Other Telecommunications	6215	Medical and Diagnostic Laboratories
5181	Internet Service Providers and Web Search Portals	6244	Child Day Care Services
5182	Data Processing, Hosting, and Related Services	7114	Agent, Artist Manager, Athlete, Entertainer, Public Figures
5191	Other Information Services	7115	Independent Artists, Writers, and Performers
5211	Monetary Authorities - Central Bank	7213	Rooming and Boarding Houses
5221	Depository Credit Intermediation	7221	Full-Service Restaurants
5222	Nondepository Credit Intermediation	7222	Limited-Service Eating Places
5223	Activities Related to Credit Intermediation	7224	Drinking Places (Alcoholic Beverages)
5231	Securities, Commodity Contracts and Brokerage	8112	Electronic, Precision Equipment Repair and Maintenance
5232	Securities and Commodity Exchanges	8114	Personal and Household Goods Repair and Maintenance
5239	Other Financial Investment Activities	8121	Personal Care Services
5241	Insurance Carriers	8122	Death Care Services
5242	Agencies, Brokerages, Other Insurance Related Activities	8131	Religious Organizations
5251	Insurance and Employee Benefit Funds	8132	Grantmaking and Giving Services
5259	Other Investment Pools and Funds	8133	Social Advocacy Organizations
5312	Offices of Real Estate Agents and Brokers	8134	Civic and Social Organizations
5331	Lessors of Nonfinancial Intangible Assets	8139	Business, Professional, Labor, Political, Related Organization

# OSHA RECORDKEEPING

## WHEN MUST I CONTACT OSHA?

- Prior to January 2015, employers reported fatalities in 8 hours to OSHA. In addition to notifying OSHA of fatalities, *effective 1/1/2015*, you now must also call them within *24 hours* of the below occurrences:
- All work-related amputations
  - Loss of a limb or other external body part
  - Includes: A part, such as a limb or appendage, that has been severed, cut off, amputated (completely or partially); fingertip amputations with or without bone loss; medical amputations from irreparable damage
- All work-related losses of an eye
  - Loss of entire eyeball
  - Does not relate to vision
- All work-related in-patient hospitalizations of one or more employees
  - Defined as a formal admission to the inpatient services of a hospital
  - Inpatient admission for diagnostic testing or observation does not apply

# OSHA RECORDKEEPING

## REPORTING

- To report a severe injury and/or a fatality:
  - Call 1-800-321-OSHA
  - Call your nearest OSHA area office
  - Visit [http://www.osha.gov/report\\_online](http://www.osha.gov/report_online)
- Be prepared to supply:
  - Business name
  - Names of employees affected
  - Location and time of the incident
  - Brief description of the incident
  - Contact person
  - Phone number



# OSHA RECORDKEEPING

## ONLINE REPORTING RULE

- WHO?
  - Certain industries and certain sized employers must comply:
    - High-risk industries WITH **20-249** employees (see below).
    - All industries with greater than **250** employees.
      - Employers who in the past that had to enter their **301** forms no longer have to, you only have to enter your **300A**.
      - Employers with multiple locations have the choice to enter the information as a cumulative amount of all of their locations on one form or to enter it by each location.

NAICS	INDUSTRY	NAICS	INDUSTRY
11	Agriculture, forestry, fish, hunting	4921	Couriers, express delivery services
22	Utilities	4922	Local messengers and local delivery
23	Construction	4931	Warehousing, storage
31-33	Manufacturing	5152	Cable, other subscription programming
42	Wholesale trade	5311	Lessors of real estate
4413	Auto parts, accessories, tire stores	5321	Auto equip rental, leasing
4421	Furniture stores	5322	Consumer goods rental
4422	Home furnishing stores	5323	General rental centers
4441	Building material and supplies dealers	5617	Services to buildings, dwellings
4442	Lawn, garden, equipment and supplies stores	5621	Waste collection
4451	Grocery stores	5622	Waste treatment, disposal
4452	Specialty food stores	5629	Remediation, other waste management services
4521	Department stores	6219	Other ambulatory health care services
4529	Other general merchandise stores	6221	General medical, surgical hospitals
4533	Used merchandise stores	6222	Psychiatric, substance abuse hospitals
4542	Vending machine operators	6223	Specialty hospitals (except phychiatric/substance)
4543	Direct selling establishments	6231	Nursing care facilities
4811	Scheduled air transportation	6232	Residential mental retardation, mental health
4841	General freight trucking	6233	Community care facilities for elderly
4842	Specialized freight trucking	6239	Other residential care facilities
4851	Urban transit systems	6242	Community food,housing, emergency relief
4852	Interurban, rural bus transportation	6243	Vocational rehab services
4853	Taxi, limousine service	7111	Performing arts
4854	School, employee bus transportation	7112	Spectator sports
4855	Charter bus industry	7121	Museums, historical sites, similar institutions
4859	Other transit, ground passenger transportation	7131	Amusement parks, arcades
4871	Scenic, sightseeing transportation, land	7132	Gambling industries
4881	Support activities for air transportation	7211	Traveler accommodation
4882	Support activities for rail transportation	7212	RV parks, recreational camps
4883	Support activities for water transportation	7213	Rooming, boarding houses
4884	Support activities for road transportation	7223	Special food services
4889	Other support activities for transportation	8113	Commercial, industrial machine repair/maintenance
4911	Postal service	8123	Dry-cleaning, laundry services



# ONLINE REPORTING RULE

- HOW?
  - OSHA's injury tracking application
    - Electronically upload information via the attachment of a CSV file (Excel) or
    - Electronic interfacing application
- WHEN?
  - By *March 2, 2023*



OSHA  
RECORDKEEPING

## BEFORE ENTERING YOUR 300A DATA

- Gather the following information:
  - NAICS Code (OSHA will not accept your SIC Code).
  - Average number of employees throughout the year.
  - Total # of hours worked.
- Temporary workers are NOT included in the average number of employees, but the hours that temporary workers worked IS included.



OSHA  
RECORDKEEPING



# WHAT IS A RECORDABLE INJURY?

- Injuries involving:
  - Death (*Must report to OSHA within 8 hours*)
  - Days away from work
  - Restricted work or transfer to another job
  - Medical treatment beyond first aid
  - Loss of consciousness
  - Written prescriptions whether the employee fills it or not
  - Standard Threshold Shift in hearing in one/both ears
  - Licensed physician recommends medical treatment but employee refuses, it is still recordable

A woman with dark curly hair, wearing a white hard hat and a high-visibility yellow and orange safety vest over a white patterned shirt, is looking down at a tablet computer. In the background, another person in a hard hat is visible but out of focus.

OSHA  
RECORDKEEPING

## WHAT IS *NOT* A RECORDABLE INJURY?

- Injuries involving:
  - An employee injured while acting in part of the general public.
  - Eating, drinking, preparing food for personal consumption.
  - Personal tasks at the establishment outside of work hour including self medication.
  - Voluntary participation in: Wellness programs, Med fitness, Recreational activity.
  - Common cold or flu.
  - Mental illness.
  - Employee performing work for pay in the home and injury is due from home environment.
  - First Aid procedures are applied.
  - Employee in travel status...
    - Commute to job location *NOT RECORDABLE*
    - Detour for personal reasons *NOT RECORDABLE*



OSHA  
RECORDKEEPING



# WHAT IS CONSIDERED FIRST AID?

- So, what is considered First Aid?
  - Using a non-prescription medication at non-prescription strength.
  - Diagnostic procedures – x-ray, blood tests.
  - Administering tetanus immunizations.
  - Cleaning, flushing or soaking wounds on the skins surface.
  - Using wound coverings such as bandages, gauze or butterfly bandages – Stitches will be recordable as well as surgical glue.
  - Using hot or cold therapy.
  - Using a non-rigid means of support, such as: wraps, elastic bandages, non rigid back belts, etc.
  - Drilling of a fingernail or toenail to relieve pressure.
  - Removing a foreign body from the eye using ONLY irrigation or cotton swab or an eye patch.
  - Use of a finger guard, use of massages and drinking fluids for heat stress relief.



## OSHA RECORDKEEPING

# OSHA RECORDKEEPING FORMS

- 300 LOG
  - Use to list all the recordable injuries and illnesses in your workplace within *7 days*.
  - Use as a tool for detecting problems and trends within your workplace.
  - Requires updates to be noted once exact counts are known.
- 300A SUMMARY
  - Injury and illness information will total and rollover onto this form.
  - This form must be posted each year from *Feb 1 – April 30*.
  - Once posted this summary does not require updates to be noted.



## OSHA RECORDKEEPING



# OSHA RECORDKEEPING FORMS

- 301 FORM
  - Use to record details about a recordable incident within 7 days.
  - You may use an equivalent form to replace this 301.
    - Example: BWC FROI

A dark blue rectangular overlay with the text "OSHA RECORDKEEPING" in white, bold, sans-serif font. The background of the slide is a photograph of a woman in a white hard hat and a high-visibility yellow vest, looking down at a tablet device. The text is centered within the blue overlay.





AB2 fx 2014

**OSHA's Form 300A (Rev. 01/2004)****Summary Work-Related Injuries/Illnesses**

Year 2014

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate

Using the Log, count the individual entries you made for each category. Then write the totals below, making

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

**Number of Cases**

Total number of deaths

Total number of cases with days away from work

Total number of cases with job transfer or restriction

Total number of other recordable cases

0

0

0

1

(G)

(H)

(I)

(J)

**Number of Days**

Total number of days away from work

Total number of days of job transfer or restriction

0

0

(K)

(L)

**Injury and Illness Types**

Total number of...

(M)

(1) Injury

1

(4) Poisoning

0

(2) Skin Disorder

0

(5) Hearing Loss

0

(3) Respiratory Condition

0

(6) All Other Illnesses

0

Post this Summary page from February 1 to April 30

**Establishment information**

Your establishment name ABC Company

Street 123 Sesame Street

City Cincinnati

State Ohio

Zip

45246

Industry description (e.g., Manufacture of motor truck trailers)  
Steel Manufacturer

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

North American Industrial Classification (NAICS), if known (e.g., 336212)

3

3

1

2

1

0

**Employment information**

Annual average number of employees

26

Total hours worked by all employees last year

48097.45

**Sign here**

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and to the best of my knowledge the entries are true and complete.

John Doe

General Manager

Company executive

Title

A1

fx

# OSHA's Form 301

## Injuries and Illnesses Incident Report

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you

Completed by \_\_\_\_\_

### Information about the employee

- 1) Full Name \_\_\_\_\_
- 2) Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 3) Date of birth \_\_\_\_\_
- 4) Date hired \_\_\_\_\_
- 5) ☐ Male  
☐ Female

### Information about the physician or other health care professional

- 6) Name of physician or other health care professional \_\_\_\_\_
- 7) If treatment was given away from the worksite, where was it given?  
Facility \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 8) Was employee treated in an emergency room?  
☐ Yes  
☐ No

### Information about the case

- 10) Case number from the Log \_\_\_\_\_ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness \_\_\_\_\_
- 12) Time employee began work \_\_\_\_\_ AM/PM
- 13) Time of event \_\_\_\_\_ AM/PM ☐ Check if time cannot be determined
- 14) What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) What happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain", or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.



$f_x$	2014
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## Log of Work-Related Injuries and Illnesses

Year	2014
------	------



**U.S. Department of Labor**  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment name	ABC Company
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City	Cincinnati	State	Ohio
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Classify the case

**CHECK ONLY ONE** box for each case based on the most serious outcome for that case:

Enter the number of days the injured or ill worker was:

Check the "injury" column or choose one type of illness:

[illegible]

13-123456	Doe, John	Laborer	1/25	Machine Shop	Spilled diesel fuel on my arms -
					2nd degree burn L forearm



# OSHA RECORDKEEPING

## PRIVACY CASE

- To protect injured employee's privacy when forms are released – what is considered a private case?
  - Intimate body part or reproductive system
  - Sexual assault
  - Mental illness
  - HIV infection, hepatitis or tuberculosis
  - Needle stick/ sharps injuries
- Record as an injury initially, however if the employee is later diagnosed with an infectious bloodborne disease, then update the log to an illness.
- Even if you are covered by HIPAA, disclosing OSHA 300s containing employee PHI shouldn't get you into trouble. That's because there are exceptions within HIPAA when you're allowed to disclose PHI about individuals even without their permission. One of these exceptions is when disclosure is "required by law."





# OSHA RECORDKEEPING

## COVID-19 & RECORDKEEPING

- It must be a confirmed case of COVID-19.
- A test must have been taken and the results must be positive.
- A false positive test isn't an OSHA Recordable.



# OSHA RECORDKEEPING

## COVID-19 & RECORDKEEPING

- If there is a confirmed case of COVID-19 you then must determine if the illness was work-related.
- Employers are not expected to undertake an extensive medical inquiry.
- Employer may be aided by contract tracing done by medical professionals.





# OSHA RECORDKEEPING

## COVID-19 & RECORDKEEPING

- If the illness is a confirmed case and it is determined that it is work-related then it must meet normal OSHA Recordkeeping requirements.
- Most cases will meet these requirements.



# KNOWLEDGE CHECK

## KNOWLEDGE CHECK

- Within what time frame must I provide OSHA Representatives with access to my OSHA logs?





# KNOWLEDGE CHECK

## KNOWLEDGE CHECK

- Within what time frame must I provide OSHA Representatives with access to my OSHA logs?
  - *4 business hours!*

## KNOWLEDGE CHECK

- If a physician gives an injured worker sample medicines and writes no RX, is this recordable?

A woman with dark hair tied back, wearing a grey t-shirt, is standing in a modern office environment. She is holding a clipboard with a pen and looking down at it. The background shows wooden vertical slats and a white wall.

KNOWLEDGE  
CHECK



## KNOWLEDGE CHECK

- If a physician gives an injured worker sample medicines and writes no RX, is this recordable?
  - *Yes. Medical documentation will indicate that a prescription has been prescribed.*

A woman with dark hair tied back, wearing a grey t-shirt, is standing in a modern office or laboratory setting. She is holding a clipboard and a blue pen, looking down at the paper. The background shows wooden paneling and a white shelf with some equipment.

KNOWLEDGE  
CHECK

## KNOWLEDGE CHECK

- Am I required to record an injury involving employees from a temp agency?

A woman with dark hair tied back, wearing a grey t-shirt, is standing in an office environment. She is holding a clipboard with a pen and looking down at it, appearing to be taking notes or checking a list. The background shows office shelves and a door.

KNOWLEDGE  
CHECK



## KNOWLEDGE CHECK

- Am I required to record an injury involving employees from a temp agency?
  - *Yes. Employees that are under your direct day-to-day supervision shall be recorded on your OSHA log.*

A woman with dark hair tied back, wearing a grey t-shirt, is standing in an office environment. She is holding a clipboard with a pen and looking down at it, appearing to be taking notes or checking a list. The background shows office shelves and a door.

KNOWLEDGE  
CHECK

## KNOWLEDGE CHECK

- Is there a limit to recording days away from work and/or restricted workdays?



KNOWLEDGE  
CHECK



## KNOWLEDGE CHECK

- Is there a limit to recording days away from work and/or restricted workdays?
  - *Yes. You will stop recording when the total combined columns or individually reach 180 days.*



KNOWLEDGE  
CHECK

## KNOWLEDGE CHECK

- Jeff in accounting's wife tested positive for COVID-19 and a few days later Jeff got sick and tested positive for COVID-19. Amanda and Dan who also work in accounting got sick and tested positive for COVID-19 a few days after Jeff tested positive. All of these employees missed at least a week of work. Are any of these cases recordable?

A woman in a grey shirt is standing in an office, looking down at a clipboard she is holding. She is holding a blue pen in her right hand.

# KNOWLEDGE CHECK



## KNOWLEDGE CHECK

- Jeff in accounting's wife tested positive for COVID-19 and a few days later Jeff got sick and tested positive for COVID-19. Amanda and Dan who also work in accounting got sick and tested positive for COVID-19 a few days after Jeff tested positive. All of these employees missed at least a week of work. Are any of these cases recordable?
  - *Jeff is not recordable because he more than likely got the virus from his wife. Dan and Amanda are recordable because they more than likely caught the virus from Jeff.*



KNOWLEDGE  
CHECK

## KNOWLEDGE CHECK

- An employee was asked to perform some landscaping work, which was not part of their normal work duties. While doing the landscaping they came in contact with poison ivy and had a severe reaction. The doctor prescribed some medication but said they could go back to work as normal. Is this recordable?

# KNOWLEDGE CHECK

## KNOWLEDGE CHECK

- An employee was asked to perform some landscaping work, which was not part of their normal work duties. While doing the landscaping they came in contact with poison ivy and had a severe reaction. The doctor prescribed some medication but said they could go back to work as normal. Is this recordable?
  - *Yes, due to the prescribed medication.*

# KNOWLEDGE CHECK



## KNOWLEDGE CHECK

- An employee is using a grinder and gets a metal shaving in their eye. The doctor is able to easily get the metal shaving out with some tweezers. Is this recordable?

KNOWLEDGE  
CHECK

## KNOWLEDGE CHECK

- An employee is using a grinder and gets a metal shaving in their eye. The doctor is able to easily get the metal shaving out with some tweezers. Is this recordable?
  - *Yes.*

# KNOWLEDGE CHECK

## KNOWLEDGE CHECK

- An employee leaving work at 10pm, slips on ice in the parking lot and hurts their hip. They are seen in the ER where they get X-rays, and it's determined that it's only a bruise and they are told to treat with over-the-counter medications. Due to a busy ER, they are not released from the ER until 6am. Is this recordable? Explain

# KNOWLEDGE CHECK



## KNOWLEDGE CHECK

- An employee leaving work at 10pm, slips on ice in the parking lot and hurts their hip. They are seen in the ER where they get X-rays, and it's determined that it's only a bruise and they are told to treat with over-the-counter medications. Due to a busy ER, they are not released from the ER until 6am. Is this recordable? Explain
  - *Not a recordable case. Even though they were there overnight they were not admitted so it is not recordable.*

# KNOWLEDGE CHECK

## NON-COMPLIANCE RISKS

- Insufficient recordkeeping citations = \$**1,000** per incident per form per year.
- Willful violations (deliberately avoiding to record) can exceed into the thousands.
- Withholding requested log information = \$**7,000** per each incident.
- Each year the Occupational Safety & Health Administration (OSHA) issues over \$**40** Million in fines to non-compliant organizations. Many of these fines are for paperwork that is not filled out correctly, including the OSHA Form 300 / 300A and 301.



## OSHA RECORDKEEPING

# OSHA RECORDKEEPING SERVICES

- OSHA Recordkeeping Service
  - For Ohio clients we monitor your BWC claims and update your logs as needed.
  - We can go back and create past logs.
  - For clients with locations outside of Ohio we would get information from your insurance company and update your logs as needed.



OSHA  
RECORDKEEPING



A man with a beard, wearing a dark blue sweater over a grey collared shirt, is shown from the chest up, looking back over his right shoulder at a tablet he is holding. He is in a warehouse setting with tall blue metal shelving units filled with boxes in the background. The word "QUESTIONS?" is overlaid in a large, white, outlined font on the left side of the image.

# QUESTIONS?

## Sheakley Risk & Safety Solutions

One Sheakley Way  
Cincinnati, OH 45246

Dave Kroll  
513.618.1169 x6332  
[david.kroll@sheakley.com](mailto:david.kroll@sheakley.com)

## INTERESTED IN ADDITIONAL TRAINING?

- OSHA Recordkeeping Compliance Webinars
  - November 15 from 10:00am-12:00pm
  - December 14 from 12:30pm-2:30pm

To register visit [www.sheakley.com](http://www.sheakley.com) and click on Events & Training.



OSHA  
RECORDKEEPING



# SHEAKLEY RISK & SAFETY SOLUTIONS

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## DRUG-FREE SAFETY PROGRAM

- Employee Education & Supervisor Training
- Drug & Alcohol Program Management
  - Online Testing Portal
  - Random Consortium Management
- Policy Development

## DEPARTMENT OF TRANSPORTATION

- Driver Qualification File Maintenance
- Authority Forms
- Drug & Alcohol Program Management
  - Online Testing Portal
  - FMCSA Clearinghouse/TPA
  - Random Consortium Management
  - Policy Development

## OSHA RECORDKEEPING

- 300 Log Management
- 24-hour Online Access
- Online Reporting
- OSHA Visit/Citation Support

## WORKPLACE SAFETY

- Full Suite of OSHA Trainings
- Risk Assessments
- Project Safety Inspections
- Policy Development
- Full OSHA Program Support

## STAFFING

- Temporary to permanent placement of safety professionals
- Employment Gap Staffing (we can sit-in while you fill open positions)
- Capable of staffing any size project nationwide
- Short-term and long-term projects



# FOLLOW US ON SOCIAL MEDIA

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