

# H S E

HEALTH

SAFETY

ENVIRONMENT



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## OSHA Compliance & Workplace Safety

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**Duration:** 5 Days



### Introduction:

This program offers the cost-effective solutions you need to keep your people safe-and to keep OSHA inspectors off your doorstep! You'll get a comprehensive update on the very latest in OSHA's ever-changing requirements, and you'll also find out innovative ways other organizations are successfully using to meet these standards. You'll gain an

understanding of the basics of OSHA record-keeping, learn how to avoid the top 10 most common OSHA violations, get tips for using proactive safety audit tools and discover smart ways to prevent accidents from happening. In addition, you'll find out exactly what you need to do to be prepared for an OSHA site visit

### Who Should Attend?

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Team Leaders, Supervisors, Safety Officers & Managers, EH&S Personnel, Chemical Engineers & Technicians, Laboratory Personnel, Environmental Managers & Personnel, Maintenance Personnel, Production, Mechanical, Electrical and Process Engineers and all Environmental Personnel, Line

Managers who have been assigned responsibilities of safety management system & in training employees in safety rules

## **Course Objectives:**

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- By the end of this course delegates will be able to:
- Gain a thorough understanding of OSHA's latest general industry changes
- Use proactive safety tools to significantly reduce the number of accidents and injuries
- Avoid enormous OSHA fines and hassles by assessing your organization's level of compliance
- Use effective preventive measures to keep employees and customers safe
- Know how to comply with OSHA's record-keeping standards
- Save your organization major money by cutting accident-associated costs
- Recommend ergonomic solutions that can prevent worker injuries
- Spot workplace accidents waiting to happen and know smart, cost-effective ways to correct them
- Boost your safety training effectiveness immediately
- Alert your organization to proposed OSHA changes
- Use checklists to ensure that your organization could pass an OSHA inspection
- Recognize the warning signs that an employee is capable of violence and know how to respond
- Use new strategies to correct reckless employee behavior on the job
- Conduct and document an accident investigation in a manner that fully complies with OSHA
- Reduce the endless hours it takes to keep OSHA records by using smart time-saving techniques
- Know the procedure for an OSHA inspection so you'll deal confidently with inspectors

## **Course Outline:**

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### **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/tag out standard
- The status of the proposed ergonomics standard - and what changes it will mean for your organization
- Analyzing the potential effects of OSHA's proposed rules for safety and health programs
- Protecting your organization by looking ahead: New OSHA standards proposed by October 2000
- Essential resources for staying up-to-the-minute on changes in OSHA regulations

### **Preventing Common Workplace Hazards**

- Forewarned is forearmed: Most common safety violations cited by OSHA
- Recognizing how "gray areas" in OSHA's Accident Prevention Guidelines could cost your company a bundle
- 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!
- Proven strategies for spotting and correcting reckless employee behavior
- Preventing WMSDs

### Effectively Training managers & Employees on Safety & 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'd rather endure a dental drill than safety training
- Document, document, document: Failing to properly document training efforts could cost your organization plenty when OSHA inspectors ask to see training records

### **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 200 Log and the 101 Form
- How to correct an entry the OSHA way
- 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

### **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?
  - What you should know about OSHA's Program Evaluation Profile
- How to contest an OSHA citation - and is it worth it?
- Conducting surprise self-inspections to ensure your organization is fully prepared and in compliance when OSHA comes