One-Day Comprehensive Update

OSHA Compliance

Keep your workplace safe and stay fully compliant with OSHA’s ever-changing regulations.
Is your organization in compliance ... or in denial?

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 that will 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 that 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.

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
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 that you can keep abreast of changes that might affect your work environment.

This seminar will set your mind at ease and make sure that 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, www.dol.gov, and janweb.icdi.wvu.edu 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 for handling 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?
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
- 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 may affect you
- Log 300, Form 300A, and Form 301 — the newest additions to OSHA’s record-keeping arsenal
- 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
Take home a comprehensive OSHA reference workbook — FREE!

All attendees will receive an information-packed workbook that covers every important point touched on in the seminar. As a result, you'll gain a greater opportunity to listen, learn, and participate, without spending your energy on hurried note-taking.

Concise and incredibly easy to use, this quick-access guide will become one of your most important desktop resources. Included in the appendix are sample letters of interpretation, citation and penalty documents, checklists, contact information, and much more. You'll refer to it again and again whenever you need fast, dependable information on workplace safety and OSHA compliance.

7 Sound Reasons to Enroll Today — Think About It

1. Compare Course Content — Look closely at the comprehensive program agenda on pages 4 and 5. Compare it to any other OSHA-compliance course — you’ll see that we cover all of the essential elements of OSHA-compliance in one fast-paced, well-designed day.

2. Consider Practical Benefits — Examine the direct, hands-on benefits you’ll get from this course, listed on pages 2 and 3 and throughout the overview. You’ll see that we are committed to delivering a full range of skills you can use to make sure your workplace is safe, secure, and OSHA compliant.

3. Notice the Tuition Cost — We believe in quality training at a price that’s affordable for you. Per registrant, this seminar will pay for itself almost immediately. For maximum results, send your entire team — 5 or more registrants from the same organization can attend at a discounted rate per person.

4. Think About Time and Convenience Factors — We ensure that you can attend at your convenience by bringing the seminar to you, saving you the hassle, inconvenience, and expense of travel. And one intensive day is all you need to invest. No filler material, and no introductions. You’ll accomplish everything you need in this complete, one-day program.

5. Consider the Value of Excellent Reference Materials — At no extra charge, you’ll receive a comprehensive workbook filled with sample letters of interpretation, citation and penalty documents, checklists, contact information, and much more.

6. Compare Our Experience and Know-How — Our record of customer satisfaction is unsurpassed — over 30 years in business and over 10 million satisfied customers from over 300,000 organizations clearly attest to our ability to deliver what we promise. Our customer satisfaction rate speaks for itself!

7. Guaranteed Results — All of our seminars are 100% SATISFACTION GUARANTEED! We’re confident that this seminar will provide you with skills you can use to make sure that your workplace is OSHA-compliant. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we’ll arrange for you to attend another one of our seminars or receive a full refund — hassle-free.
Workplace Safety and OSHA Compliance

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 e-mail 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 may 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 may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Please Note

• You will be notified by e-mail, 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#agerestrictions.
• 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 4 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 may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Credit

Fred Pryor Seminars offers Continuing Education Credits that are 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 and concerns should be directed to your professional licensing board or agency.

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!
ENROLL TODAY!

Call
1-800-556-2998

Fax
913-967-8842

Online
www.pryor.com

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

OSHA Compliance

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

If an OSHA inspector walked in tomorrow, would your organization pass ... or fail?

Some of what you’ll learn ...
• How to keep up with OSHA’s newest standards, rules, and regulations
• Discover exactly what OSHA inspectors look for during an on-site inspection
• OSHA Record Keeping 101 — stay in compliance while reporting and recording on-the-job mishaps, injuries, incidents, and catastrophes
• Find and correct on-the-job safety hazards before someone gets hurt
• Who’s responsible when your employees blatantly disregard posted safety rules?
• Can you contest an OSHA citation? Is it worth it?

YOUR VIP# IS: WINQ

SEMINAR

Seminar City: _____________________________ Seminar Date: __________ Event #: _____________________________

YOUR ORGANIZATION

Organization: _____________________________ Address: _____________________________

City: _____________________________ St: _____________________________ ZIP: _____________________________

Tel: _____________________________ Fax: _____________________________

Approving Mgr’s. Name: _____________________________

Job Title: _____________________________ E-mail Address: _____________________________

☐ Business ☐ Home

Quick Confirmation Please ☐ e-mail or ☐ fax my confirmation to me within 48 hours.

WHO WILL BE ATTENDING

☐ Mr. _____________________________ ☐ Ms. _____________________________

Job Title: _____________________________ E-mail Address: _____________________________

☐ Business ☐ Home

☐ Mr. _____________________________ ☐ Ms. _____________________________

Job Title: _____________________________ E-mail Address: _____________________________

☐ Business ☐ Home

Please list additional names on a separate sheet.

METHOD OF PAYMENT

Important: Send your payment now. Tuition is due before the seminar. Make checks payable to Fred Pryor Seminars and return this 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%), and West Virginia (6%).

Please check one of the following:
1. ☐ Registration fee enclosed. Check # _____________________________ Amount $ _____________________________
2. ☐ Our Purchase Order is attached. P.O. # _____________________________
3. ☐ Bill my organization. Attention: _____________________________
4. ☐ Charge to: ☐ AmEx ☐ Discover ☐ MC ☐ Visa Exp. Date: _____________________________

Card Holder’s Name: _____________________________

Acct. #: _____________________________

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.

REGISTRATION FORM – OSHA Compliance