



# OSHA Basics for HR Professionals

## Languages Offered:

- English  
 Spanish

***This program will help save lives and money!***

OSHA is the law, and HR professionals have a vested interest in understanding and enforcing the related rules and regulations. Although an organization's safety office may oversee OSHA filings, many smaller organizations don't have a division of such responsibilities. Instead, OSHA responsibilities may fall to HR departments. In fact, many small HR departments may not even be aware that these new regulations impact their organizations.

### **What trainees will learn:**

- The basics, history and five functions, and the OSHA standards
- The general duty clause and legal wording in the OSHA standards
- The powers that OSHA has and the areas that OSHA covers
- New Requirements for recording workplace injuries and illnesses
- Employee and employer rights and obligations under OSHA
- HR responsibilities and workplace safety (*OSHA compliance*)
- How HR managers can make sure their organization stays OSHA compliant
- When can/does OSHA has the right to conduct an inspection
- Who can file an OSHA complaint, and what happens when a complaint is filed
- OSHA inspections and details for preparation
- Mandatory recordkeeping including Safety Data Sheets (*SDS*)
- Injury and Illness Prevention Program (*IIPP*) - preparation and availability
- Tips to Pass an OSHA Inspection including an OSHA Inspection Preparation Checklist

### **How this training will benefit your company and employees:**

Effective communications between the Safety Manager and the HR Department is crucial to employee relations and safety. This program will school the HR personnel in the basics of the OSHA safety requirements to understand what and how OSHA regulations affect their organization and why the regulations must be implemented and followed. Did you know that the average cost to a company for a lost-time workplace injury is \$7,500? Understanding and applying the OSHA principles in employee behavior will significantly reduce deaths and injuries, thereby affecting the bottom line. Since OSHA was created in 1971, the workplace fatality rate has declined 62 percent, and occupational injury and illness rates have dropped 42 percent.

*This training can be conducted for 8 hours or more. Onsite training may be customized to meet your business needs. This training includes complete written materials and references for all OSHA forms and standards.*

### **ABOUT MIKE ROUNDS**



*Professional speaker/trainer with over 200 publications in print*

*Renowned internationally as "The Man Who Translates Technology into Human."*