



CONN-OSHA Interactive *Recordkeeping* Workshop is Scheduled for March 7

Session will be held at Connecticut Department of Labor's Wethersfield Central Office

WETHERSFIELD, Feb. 10 – Employers required to maintain the document known as the *OSHA Log of Work-Related Injuries and Illnesses* (often referred to as Form 300), know the important role it plays in offering a quick summary of a company's health and safety records.

A March 7 record keeping workshop being sponsored by the Connecticut Department of Labor's Division of Occupational Safety and Health (CONN-OSHA) will provide attendees with guidance and tips for ensuring information is accurate and properly kept up-to-date.

The free training session, led by CONN-OSHA Research Analyst Erin Wilkins, will be held in the agency's Central Office, 200 Folly Brook Boulevard, from 9 a.m. to noon.

"When an OSHA inspector visits an establishment, he or she will typically start with a review of the OSHA record log," Wilkins explains. "Unfortunately, too often the forms are outdated or not properly completed. OSHA recordkeeping rules can be confusing, but our training strives to make them more user-friendly."

According to Wilkins, Record keeping rules changed dramatically in 2002, and as a result, many employers are reporting occupational injuries and illnesses inaccurately. She noted that attendees will learn how to properly maintain the following three OSHA documents:

- Form 300: Log of Work-Related Injuries and Illnesses
- Form 300A: Summary of Work-Related Injuries and Illnesses
- Form 301: Injury and Illness Incident Report

To register for the workshop, please contact CONN-OSHA Training Officer John Able at (860) 263-6902 or via e-mail at able.john@dol.gov.

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