



## **CONN-OSHA *Recordkeeping*** **Topic of Sept. 22 Seminar**

*Session to be held at CT Department of Labor's Wethersfield Central Office*

WETHERSFIELD, Aug. 22, 2011 -- Employers who know the rules and who use *OSHA's Log of Work-Related Injuries and Illnesses* will find CONN-OSHA's *RecordKeeping* have a major advantage when an OSHA inspector comes to call.

The Sept. 22 *RecordKeeping* seminar facilitated by the Connecticut Department of Labor's Division of Occupational Safety and Health (CONN-OSHA) is designed to guide and advise employers on recordkeeping rules and the importance of keeping accurate track workplace injuries and work-related illnesses. The free training session will be conducted by CONN-OSHA Research Analyst Erin Wilkins from 9 a.m. to noon in the agency's Central Office at 200 Folly Brook Boulevard in Wethersfield.

"When an OSHA inspector visits an establishment, he or she will typically begin an inspection with a review of the company's OSHA log," Wilkins explains. "Unfortunately, too often forms are outdated or not completed properly. OSHA recordkeeping rules can be confusing to some and that's why we offer this training – to make them crystal clear."

According to Wilkins, recordkeeping rules underwent a major change in 2002 and, as a result, many employers are inaccurately reporting occupational injuries and illnesses. During the Sept. 22 session, she notes, 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, contact CONN-OSHA Training Officer John Able at (860) 263-6902 or send an email to John at [able.john@dol.gov](mailto:able.john@dol.gov).

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