

# Course Syllabus

## OSHA Recordkeeping and Reporting

29 CFR 1904

Effective Date 20-Oct-19

Course Code RR

### Instructions

- Open and view PDF Presentation in "Required Materials" folder
- Review PDF course work in "Required Materials" folder
- Open hyperlink to applicable regulation and review content headings
- Review available resources in "Supplemental Materials" folder
- Complete course objective summative examination
- Complete Training Experience Documenter, if applicable, to meet time requirements

### Learning Objectives

- Explain OSHA recordkeeping, reporting, and posting requirements
- Identify employers requirements to report work related fatalities, injuries, and illnesses
- Understand different recordkeeping forms and recording criteria
- Determine which injuries and illnesses fall under the classification of being work related
- Cover OSHA regulations for reporting to other agencies
- Demonstrate ability to access and refer to applicable regulations

### Instructional Strategies

### Time

- |   |             |
|---|-------------|
| ● Viewing of PDF Presentation(s)            | ● 0.4 Hours |
| ● Viewing of PDF Resources                  | ● 0.4 Hours |
| ● Review of Applicable Regulations          | ● 0.4 Hours |
| ● Complete Experidoc Performance Evaluation | ● 0.4 Hours |
| ● Experidoc Examination Delivery            | ● 0.4 Hours |

### Evaluation Methods

- 20 Question objective summative multiple choice examination
- Performance, demonstration, simulation, explanation, or observation of key skills (if applicable).

**Total Time**

**2.0 Hours**

# Performance Evaluation Form

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### Perform, Explain, Simulate, Demonstrate, or Observe the following:

**Overview:**

The Performance Evaluation is designed as one method to evaluate job skills and safe work habits of the course participant. This helps foster the participants psychomotor skills, as well as their cognitive knowledge levels, thus providing for a more thorough learning experience. The **Evaluator** must meet certain qualifications such as possessing technical knowledge/skills related to evaluation, have equivalent certifications, related experiences, performed self study, or have applicable academic credentials. The evaluation **CAN BE** self certified if student possesses any of the evaluator qualifications for the topic matter. If the course or exam is proctored or supervised, please sign as a course **Moderator**.

**Instructions:**

1. Student should complete name and Student ID # identifying him or herself on the Performance Evaluation.
2. Student shall perform, explain, simulate, demonstrate, or observe the following presented skills.
3. Evaluator should observe/evaluate completion of skills as part of an assessment. (see evaluator credentials)
4. Evaluator should possess technical knowledge/skills related to evaluation, have equivalent certifications/experiences, completed self study, or have applicable academic credentials.
5. Upon completion of each activity the evaluator should sign and date in the box next to the skill assessed.
6. Student should maintain the performance evaluation with their certification.
7. Completion of the ExperiDoc Performance Evaluation should be done prior to taking the ExperiDoc objective summative examination in the Certification Portal.

Student Name (Print)

Student ID #

Criteria

Evaluator Signature/Date

Explain the uses and types of forms used for OSHA recordkeeping

Discuss what constitutes a recordable injury or illness

Locate OSHA recordkeeping forms in the work place

Review injuries and illnesses on the OSHA 300 log

Complete a simulate entry for an injury on the OSHA 300/301

Demonstrate ability to refer to Part 1904 regulations

**Evaluator Credentials for Performance Evaluation**

Instructions: The Performance Evaluator should possess related academic credentials, specific technical knowlege, hold equivalent certification, or have related course experiences. The Performance Evaluator is allowed to be course participant and self certify as long as one additional qualification is met.

Evaluator #1 Name (print)	Evaluator #1 Signature

Check all that apply:

<input type="checkbox"/> Self Certification (Must meet additional qualification)	<input type="checkbox"/> Self Study or Academic Credentials
<input type="checkbox"/> Related Technical Knowledge or Skills	<input type="checkbox"/> Equivalent Certification/Experiences

Evaluator #2 Name (print)	Evaluator #2 Signature

Check all that apply:

<input type="checkbox"/> Self Certification (Must meet additional qualification)	<input type="checkbox"/> Self Study or Academic Credentials
<input type="checkbox"/> Related Technical Knowledge or Skills	<input type="checkbox"/> Equivalent Certification/Experiences

Evaluator #3 Name (print)	Evaluator #3 Signature

Check all that apply:

<input type="checkbox"/> Self Certification (Must meet additional qualification)	<input type="checkbox"/> Self Study or Academic Credentials
<input type="checkbox"/> Related Technical Knowledge or Skills	<input type="checkbox"/> Equivalent Certification/Experiences

**Course Moderator/ Examination Proctor (If applicable)**

Instructions: The Course Moderator/Examination Proctor will moderate the delivery of course, assist in navigating the course work, will discuss and relate course objectives to the work environment, and supervise and guide the participants' examination process. It is recommended that the Moderator/Proctor be a Supervisor or Manager of the course participant.

Moderator/Proctor - Name (print)	Moderator/Proctor Signature

Moderator/Proctor Company & Title	Moderator/Proctor Contact Info (phone# and e-mail)