



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

1) Introduction

- a) Standards

2) Regulations

- a) Partial Exemptions Employees
- b) Partial Exemptions Industries
- c) Keeping Record for Multiple Agencies
- d) Recording Criteria
- e) Determination of Work-Relatedness
- f) Determining a New Case
- g) General Recording Criteria
- h) Annual Summary
- i) Retention & Updating
- j) Employee Involvement
- k) State Plans
- l) Reporting
- m) Providing Records to Government Officials
- n) Electronic Submissions
- o) Multiple Establishments
- p) Injury Discrimination
- q) Requests from the Bureau of Labor Statistics
- r) Forms

3) Incident Investigation

- a) Definitions
- b) Prevention

4) Investigation

- a) Conducting the Investigation
- b) Preserving the Evidence
- c) Types of Evidence
- d) Writing Tips
- e) Paperwork



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- f) Determine the Root Cause
 - g) What Went Wrong?
 - h) Interviews
 - i) Acts vs Conditions
 - j) Memorization
 - k) Implement Corrective Actions
 - l) Safety Behavior Program
- 5) Conclusion