



The Carlyle Consulting Group
www.carlyleconsultants.com
(866) 227-5953

OSHA Compliance Made Easy

This Outline Can Be Adjusted to Incorporate OSHA's 10 Hour or 30 Hour Education Requirement

1. What is OSHA?
 - a. Federal OSHA
 - b. State Plans
 - c. How the Standards are Organized
 - d. Understanding the OSHA General Duty Clause

2. Am I Covered?
 - a. SIC Codes
 - b. Employee Count
 - c. Exemptions

3. Five Key Administrative OSHA Requirements
 - a. Safety Plan
 - b. Audits
 - c. Training
 - d. Recordkeeping
 - e. Safety Poster

4. The Safety Plan – Your Key to a Safe Work Environment
 - a. What Should Be Covered?
 - b. Who Should Have a Copy?
 - c. Generic Versus Specific

5. Safety Inspections and Audits
 - a. Scheduled Inspections
 - b. Job Hazard Analysis

6. What Training Does OSHA Require
 - a. Primary
 - b. Collateral
 - c. Incidental
 - d. Don't Forget to Document

7. What Records Does OSHA Require
 - a. 300 Log - Log of Work Related Injuries and Illnesses
 - b. 300A Log - Summary of Work Related Injuries and Illnesses
 - c. 301 Log - Injury and Illness Incident Report
 - d. Recording versus Reporting

8. The Regulations
 - a. Subpart D – Walking & Working Surfaces
 - b. Subpart E – Means of Egress
 - c. Subpart H – Hazardous Materials
 - d. Subpart I – Personal Protective Equipment
 - e. Subpart J – Lockout Tagout
 - f. Subpart L – Fire Protection
 - g. Subpart N – Materials Handling & Storage
 - h. Subpart O – Machinery and Machine Guarding
 - i. Subpart S – Electrical Safety
 - j. Subpart Z – Toxic and Hazardous Substances
 - i. HazCom and Your Responsibilities
 - ii. MSDS
 - iii. Secondary Containers
 - iv. Right To Know

9. Fines and Citations
 - a. Willful
 - b. Repeat
 - c. Serious
 - d. Other Than Serious

10. Why Me? How Organizations are Chosen
 - a. Imminent Danger
 - b. Death or Injury
 - c. Complaint
 - d. Random

11. The Actual Audit – What to Expect
 - a. The Opening Conference
 - b. The Tour
 - c. The Closing Audit
 - d. Understanding Your Organizations History
 - e. The OSHA Appeal Process