

MIOSHA Recordkeeping and Cost of Injuries

1 Who Should Attend . . .

This seminar is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs.
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work.
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA).

2 MIOSHA Training Institute

MIOSHA Consultation Education and Training (CET) Division and Macomb Community College (MCC) have developed the MIOSHA Training Institute (MTI) through a formal alliance. The MTI introduced an Assessment-Based Certificate program, effective October 1, 2007. The certificate program offers participants an opportunity to be recognized for their educational efforts and increased technical expertise. Courses are offered throughout the state in sponsorship with other M-TECSM facilities, community colleges, and safety and health organizations. To learn more about the certificate program, log-on to the CET Division website at www.michigan.gov/mti.

3 What You'll Learn . . .

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the "recordability" of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the MIOSHA 300 log. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies with their North American Industrial Classification System (NAICS).

Agenda

We offer a flexible program agenda to emphasize the health and safety topics you want most.

- ▶ Overview of CET Services
- ▶ Administrative Rules, Part 11
- ▶ MIOSHA Log 300
- ▶ Review of Reporting and Recording of Occupational Injuries
- ▶ Questions and Answers

Required Class for
Safety & Health
Management Systems
Level Two
MTI Certificate

This course has been approved for both residential builders pre-licensure and continuing safety training requirements.

New

MIOSHA Education Training Materials Have Gone Electronic

MIOSHA Training Institute (MTI) has changed the delivery of its printed education materials to an electronic format.

Before this workshop, registered attendees for this class will receive an e-mail with a link and instructions for accessing electronic presentation slides. The handout can be printed in advance or downloaded onto a laptop, tablet or smartphone to view during the seminar or workshop. A flash drive will be provided at the class which will include additional handouts and reference materials.

Important: When registering for this class, please provide your complete email address.

Remember to download your course handout ahead of time!

Frequently Asked Questions

Q: How will I receive my materials?

A: First, you will receive an e-mail from this cosponsor, which will include instructions and a link to our website. Download the handout to your computer or other device before traveling to the class. Additional materials will be provided to you in class on a flash drive.

Q: Which e-mail address will materials be sent to?

A: Your link will be sent to your e-mail address. Make sure that you provide us with your valid e-mail address (where you want the handout link to be sent).

Q: Will I be able to print my materials at the seminar or workshop?

A: Print or download the presentation slides before you arrive for the class. No printing services will be available.

Q: What electronic format will the handouts be in?

A: All materials will be available as PDF documents.

Q: Will I be able to charge my device at the seminar or workshop?

A: We recommend that your device is fully charged before you arrive. Charging stations may not be available in the classroom.

Q: What happens if I do not receive an email?

A: In the unlikely event that you do not receive the link via email, please call the Contact Number listed on the next page for assistance.



Facilitator

Brenda Cani joined MIOSHA in 2010 as an Occupational Safety Consultant in the Consultation Education and Training Division. Her duties include consultation, training, workplace evaluation of OSHA compliances, and accident investigation. Her territory includes areas of Macomb, Oakland and Wayne Counties.

Prior to joining MIOSHA, Brenda's experiences include over 20 years in human resources management, consultation, benefits administration, workers' compensation administration, safety training, and safety program development and management.

Brenda graduated with highest honors from Davenport University where she earned a Master's Degree in Management. She also earned a Bachelor's Degree in Business Administration from Franklin University. Brenda is also a Notary Public in the State of Michigan.



Brenda Cani
Senior Occupational Safety Consultant
MIOSHA, CET Division

Presenters: Brenda Cani, Senior Occupational Safety Consultant and Karen Odell, Senior Occupational Safety Consultant; MIOSHA-CET Division

Program Details

DATE: November 14, 2016
LOCATION: Macomb Community College, East Campus
Emergency Services Training Center
21901 Dunham Road
Clinton Township, MI 48036
COST: \$120 per person.
Includes warm lunch and course materials.
Certification/Maintenance Points Available

TIME: Check-in - 8:30 a.m.
Program - 9:00 a.m. to 4:00 p.m.
DEADLINE: Register by November 7, 2016
Please register early!
CONTACT: Yvonne Morosky-Grant - 586-498-4106
granty@macomb.edu
Incllement Weather Line
586-445-7800 or www.macomb.edu

COSPONSOR: Macomb Community College

How to Register

MIOSHA Recordkeeping and Cost of Injuries

Four Easy Ways to Register:

- ▶ **Phone:** 586-498-4055
- ▶ **Fax:** 586-498-4058
- ▶ **Email:** hst@macomb.edu
- ▶ **Mail:** Macomb Community College
Health and Safety Training
Attn: Madeleine White
21901 Dunham Road
Clinton Township, MI 48036

Course Code: MSHA 8036

**Please Make Check or Money Order
Payable to Macomb Community College**

Name/s: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____ *(Needed for Registration)*
Number Attending: _____ @ \$120 = \$ _____
Credit Card #: _____ Exp. Date: _____
Discover MC Visa Credit Card Zip Code: _____
Credit Card Holder's Name: _____
Signature: _____

The meeting site and parking is accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call 517-284-7720 at least 30 days before the program. The Department of Licensing and Regulatory Affairs is an equal opportunity employer/program.