



An Informative Full-day Seminar:

# *MIOSHA General Industry Safety Documentation: Are You in Compliance?*

## *1 Who Should Attend . . .*

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

- ▶ Managers concerned about 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-TEC<sup>SM</sup> 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](http://www.michigan.gov/mti).

## *3 What You'll Learn . . .*

This course is designed to assist learners understand the basic requirements for their places of employment concerning documentation and retention under MIOSHA regulations.

As an introduction to MIOSHA's written requirements, this course will provide learners with an opportunity to determine what safety programs apply to their places of employment and determine if they need to attend one or more of the Level II General Industry Compliance courses.

Programs that require written policies or documentation such as Reporting and Recording of Occupational Injuries and Illnesses, Emergency Exits, Personal Protective Equipment, Control of Hazardous Energy Sources (LOTO), Permit Required Confined Spaces (PRCS) and Hazard Communications will be discussed. Required inspections and standards that require permits from the employer will also be reviewed. Most of the above listed programs have a full day MIOSHA Training Institute (MTI) Level II course that will cover each standard in-depth. Student will be encouraged to attend appropriate Level II courses based on their self-assessments.

### **Agenda**

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

Participants will learn to:

- ▶ Identify General Industry (GI) safety standards that require a written program.
- ▶ Describe and discuss key elements of documentation that are essential in each required written program.
- ▶ Discuss GI safety standards that require an inspection.
- ▶ Review of GI Safety Standards that require permitting from the employer and what needs to be documented on the permits.

All meetings are accessible and barrier free. Please contact the cosponsor or the CET Division, at least 30 days in advance, to request necessary accommodations.

# Facilitator

Jeff Edgerton joined the General Industry Division of MIOSHA in 2012 as a Safety Officer. For more than seven years, he conducted inspections in high-hazard industries, addressed employee complaints, and investigated workplace injuries and fatalities.

In 2019, Jeff was appointed to the position of Occupational Safety Consultant in MIOSHA's Consultation Education and Training Division. In this capacity, he advises general industry employers, workgroups, and governmental agencies in areas relating to occupational safety hazards and compliance with MIOSHA Safety Standards. He also conducts hazard surveys and develops and delivers training seminars.

Prior to joining MIOSHA, Jeff worked in construction and for the Flint Community School District. He received a Bachelor of Arts degree from the University of Michigan-Flint in 2009.



**Jeff Edgerton**  
Senior Occupational Safety Consultant  
MIOSHA, CET Division

## Program Details

**DATE:** September 10, 2024  
**LOCATION:** Macomb Community College, East Campus  
Emergency Services Training Center  
21901 Dunham Road  
Clinton Township, MI 48036  
**COST:** \$130 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 Before September 3, 2024  
Please register early!  
**CONTACT:** Robert Troutman- 586-498-4106  
or [mti@macomb.edu](mailto:mti@macomb.edu)  
Incident Weather Line  
586-445-7800 or [www.macomb.edu](http://www.macomb.edu)

**COSPONSOR:** *Macomb Community College*

## How to Register

MIOSHA General Industry Safety  
Documentation: Are You in Compliance?

### **Online Registration: <https://wce.macomb.edu>**

- ▶ Click: **LOGIN/CREATE ACCOUNT**.  
Click: **Create New Profile**. Enter data into fields. Steps 1 and 2.  
Click: **Submit**.
- ▶ Click: **Browse** and choose **Class(es)**.  
Select category: **Occupational Safety** subcategory (**MIOSHA**).  
Choose course: **MIOSHA General Industry Documentation**.  
**Are you in Compliance?**  
Choose: **Add to Cart**.
- ▶ Select: **Checkout** to display shopping cart, policies, and signature.
- ▶ Click: **I Agree**. Answer all questions and enter payment information.

The meeting site and parking are 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 Labor and Economic Opportunity (LEO) is an equal opportunity employer/program.