



FECA

Florida Electric Cooperatives Association, Inc.

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DATE: May 27, 2010

**TO: Managers, Operations, Safety, & HR Personnel, FECA
Member-Cooperatives**

FROM: Raymond G. Trusik

RE: OSHA 300 Reporting Class

At the recent FECA Operations & Safety Conference, Ken Brubaker from NRECA and Corey Parr with Federated stressed the need to be consistent with injury reporting. The OSHA 300 log is used for reporting employee injuries and the instructions are often confusing as to what is reportable, how to report lost days, etc.

Glenn Smith, with Glenn Smith and Associates, presented to the Operations & Safety attendees a short overview regarding the OSHA 300 reporting requirements. Some of the attendees are directly involved in the OSHA 300 reporting but there were a lot of questions and there seems to be a lot of confusion in this area.

FECA could hold a complete recordkeeping course which would cover OSHA 29 CFR 1904 Standards along with a review of the 300 log, 301 reports, and 300A reports. In addition, cover the 29CFR 1910.1020 records for employee medical and exposure records. Both of these records have important requirements. The OSHA guide to recordkeeping, a 215 page document, for recordkeeping would be provided to each participant. The program would be a hands-on type of training. After an overview of the standards, the participants would be given scenarios and use the manual to find the correct recording criteria. We would also provide a question and answer period where the participants will have the opportunity to discuss any questionable recordkeeping cases at their cooperative.

Both topics could be covered in a short day starting around 9:00 AM and concluding at 3:30 PM and held in a central location like Ocala or Gainesville. This would give the participants travel time so that overnight stays would be at a minimum.

Please fill out the survey below to help us determine if such a course is desired. FECA can fund this from the Federated money. Return the survey to me via facsimile at 850-656-5485. Please let me know if you have any questions.

_____ Cooperative would probably send _____ employees to this training.

Completed by

Date