

ANSWERS TO ALL YOUR QUESTIONS: OSHA Compliance

Have a Compliance Challenge? Get the Answer and Get It Done


You understand your legal obligation to maintain a safe, hazard-free workplace, but deciphering all the regulations can be difficult. You need clear, practical direction on how to protect your employees from injury and illness and reduce your risk of penalties for OSHA violations. Resolve compliance issues quickly with this searchable digital reference tool that covers everything from determining the standards that affect your business and establishing a safety program, to reporting workplace incidents and handling an OSHA inspection.


Each title in the *ComplyRight™ SolveIt Now™* series gives you plain-English answers — written from the employer's perspective — to complex compliance questions. Plus, it includes all the forms and tools you can use immediately, as well as your state's specific compliance information, continually updated at ComplyRight.com.


With this convenient tool at your fingertips, you can be confident that you're up to date and in full compliance — and even more important, that you're protecting your business!


Available as a CD-ROM or for immediate download.

Every title features:


 **Fast Searches**
Find information by topic or by your exact phrasing


 **Easy Compliance**
Meet the latest federal and state laws, including OSHA compliance for the office environment, 50 state drug testing and child labor laws, and exclusive access to continual state updates at ComplyRight.com

 **Tools & Resources**
Forms, documents and recordkeeping materials for immediate use, including Form 300, 300A and 301 for logging injuries and illnesses, the 2008 top 10 OSHA violations, sample safety policies and more than 30 self-inspection checklists to help you assess and improve your safety practices

 **Less Legal Lingo**
Simple explanations of legal terms

 **ComplyRight™ Tips**
Best practices from our experts

 **Scenarios**
Insights to show real-life applications

 **Illustrations**
Including documentation samples

Discover the answers to such questions as:

- Which regulations apply to my business?
- How do I establish a safety program?
- Does an OSHA compliance officer need a warrant to inspect my business?
- How do I complete the required OSHA forms?
- What should I do if I receive an OSHA citation?
- What is the proper way to conduct an accident investigation?
- How do I record and report work-related injuries and illnesses?

Solve All Your Compliance Challenges with These Additional Titles:

- OSHA Compliance
- FMLA Compliance
- Legal & Fair Terminations
- Harassment Prevention & Response

Minimum system requirements: Windows XP SP2, Windows Vista™, Pentium IV or higher, 512 MB RAM, 985 MB hard disk space, SVGA graphics.

See page 2 for a complete list of  topics, tools and resources.

Answers By Topic

OSHA Safety Standards

- How do federal and state safety regulations differ?
- Who must comply with OSHA safety standards?
- How to comply with specific OSHA standards
- How to perform regular self-inspections

How to Establish a Safety and Health Program

What are the OSHA Recordkeeping Requirements?

- Who must keep records?
- Which industries are partially exempt?
- Which injuries and illnesses need to be recorded?
- Where to record injuries and illnesses
- When to record injuries and illnesses
- When to report fatalities and multiple hospitalizations
- Who may receive OSHA records?
- When to provide records to the government
- When to provide records to others

How to Legally Complete OSHA Forms

- How to fill out the OSHA 300 log
- When NOT to record the name of an injured employee
- How to fill out the OSHA 300A summary
- How to figure your average number of employees
- How to figure your total hours worked
- How to fill out OSHA 301

How to Handle an OSHA Inspection

What to Do If You Receive a Citation

Index of Key Words

Forms & Tools

- OSHA Form 300
- OSHA Form 300 Tip Sheet
- OSHA Form 300A
- OSHA Form 300A Tip Sheet
- OSHA Form 301
- OSHA Form 301 Tip Sheet
- OSHA's Top 10 Violations — 2008
- Sample Safety Policies
- OSHA Recordkeeping Scenarios
- Glossary of Common OSHA Terms
- OSHA Pandemic Overview
- Stress-Relief Exercises
- Summary of OSHA Voluntary Programs
- OSHA Abatement Checklist and Form
- Tips for Investigating Accidents
- Steps to Establishing a Drug-Free Workplace
- Guidelines for Developing Emergency Action Plans (EAPs)
- Overview of Employees' OSHA Rights

State-Specific Information*

- State Drug-Testing Laws
 - State Child Labor Laws (Teen Safety)
- * State laws continually updated on ComplyRight.com.