



# Occupational Safety and Health Administration

25 – 29 August 2025

Tokyo / Japan

## Introduction

This course provides an understanding of the structure, contents and applicability of the Occupational Safety and Health Administration (OSHA) standards.

It covers the recognition, avoidance, abatement, and prevention of safety and health hazards in the workplace for general industries. It also provides information regarding employers' responsibilities as defined by OSHA, and focuses on the implementation of effective safety programs and record keeping requirements.

## Objectives

**By the end of the course, participants will be able to:**

- Explain and apply the contents of the Occupational Safety and Health Administration 29CFR1910 (OSHA) standards
- Prepare an effective safety program that will also increase employee morale and productivity, and reduce overall costs
- Describe the training requirements of OSHA standards and identify the training topics that their organization's employees will need
- Apply the record keeping requirements of OSHA to maintain an effective workplace injury log
- Distinguish the difference between workers' rights and employers' responsibilities as defined by OSHA

## Target Audience

This course is designed for health and safety directors, field supervisors, engineers, safety professionals, site managers and anyone seeking better knowledge of the rules and regulations that govern workplace safety requirements.

## Target Competencies

- Understanding OSHA
- Complying with health and safety
- Applying safety measures
- Implementing safety training requirements
- Record keeping

## Course Outline

### Day One

Introduction to OSHA:

- Importance of OSHA
- Employees' rights and employers' responsibilities under OSHA
- Contents of OSHA standards
- Inspections of the workplace

Fundamentals of a safe workplace:

- Walking and working surfaces
- Hazard communication course and Safety Data Sheets (SDS)
- Exit route, emergency action plans, fire prevention plans and fire protection
- Personal Protective Equipment (PPE)
- Fall protection
- Lockout/tagout – requirements and periodic inspection

### Day Two

Introduction to industrial hygiene:

- History of industrial hygiene
- Role of the safety professional
- Industrial hygiene fundamentals
- Industrial hygiene concepts and key terms
- Employee exposure and medical records

### **Day Three**

Industry specific standards:

- Hazardous, flammable and combustible materials
- Confined space: permit required, hazards, courses, rescue
- Machine guarding: hazards, requirements, methods
- Welding, cutting and brazing
- Power industrial trucks

### **Day Four**

Blood borne pathogens:

- Exposure control plan
- Engineering and work practice controls
- Hepatitis B vaccination requirements
- What to do if an exposure occurs
- Training requirements
- Medical recordkeeping requirements
- Sharps injury log

### **Day Five**

Safety and health programs:

- Benefits of effective safety and health programs
- Major elements
- Management commitment
- Policy and goals
- Employee involvement
- Responsibility
- Worksite analysis
- Safety and health inspections
- Hazard prevention control
- Controlling the hazards
- Hazard prevention planning
- Safety and health training
- Safety and health orientation
- Supervisor responsibilities
- Specific training needs

### Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7” Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

### Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

### Schedule

#### The course agenda will be as follows:

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

### Course Fees\*

- **8,500 USD**  
*\*VAT is Excluded If Applicable*