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Press Release

COMMISSIONER'S OFFICE

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Alaska Occupational Safety and Health Recordkeeping Workshop

ANCHORAGE, Alaska— On December 10th from 10:00am – 12:00pm Alaska Occupational Safety and Health, Consultation and Training section, will host a Recordkeeping workshop. This workshop will be geared towards Municipality and State of Alaska personnel whose work tasks involve recording and reporting the facilities occupational injuries and illnesses.

At the end of the training, attendees will learn:

- How to determine if your organization is required to maintain OSHA injury and illness records
- How to determine if a case meets the criteria to be recorded
- How to properly complete and maintain OSHA 300, 300A, and 301 forms
- When a case needs to be reported to OSHA

Under the OSHA Recording and Reporting Occupational Injuries and Illnesses regulation ([29 CFR 1904](#)), covered employers are required to record and report work-related fatalities, injuries and illnesses.

The workshop is free; however, space is limited and registration is required. For reservations, call 907-269-4955. For specific questions, contact Elaine Banda, Training Coordinator at 907-269-4951 or email at elaine.banda@alaska.gov.

Location—1251 Muldoon Road, Room 109, Anchorage, AK 99504

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