



Recordkeeping Policy

We will record and maintain all necessary forms and documentation about our safety program as well as all recordable injuries and illnesses according to law. The following records will be maintained:

{EDITOR'S NOTE: Any employer with 11 or more employees in most industries must keep the following two OSHA records, Forms 300 and 301. See 29 CFR 1904 of OSHA's regulations for details about these requirements and whether your company is required to maintain these records.}

1. OSHA Form 301—Injury and Illness Incident Report

All line supervisors are required to fill out the OSHA Form 301 for each injury or illness that is considered recordable under OSHA regulations (Sec. 1904). The supervisor must fill out the form within 7 calendar days after finding out about the injury or illness. A copy of this record should be sent to the **[Safety Manager]**. The supervisor must keep these records for a period of 5 years.

{EDITOR'S NOTE: This form is not mandatory. You may use another form, such as a state workers' comp form, or an employer's first Report of Injury form available through many workers' compensation insurance carriers. Add any information that OSHA requires that is not called for on the form.}

2. OSHA FORM 300—Log of Work-Related Injuries and Illnesses

The **[Safety Manager]** is responsible for entering the information on the OSHA Form 300 within 7 calendar of receiving notice of a recordable illness or injury. *{EDITOR'S NOTE: Each separate establishment (facility) must have its own OSHA Form 300 on-site. See OSHA Regulations (29 CFR 1904) for the definition of a separate establishment.}*

This form must be retained for 5 years even if there are no recordable injuries or illnesses.

3. OSHA FORM 300A—Summary of Work-Related Injuries and Illnesses

At the end of each calendar year, the **[Safety Manager]** will review the OSHA 300 Log to verify that the entries are complete and accurate. This information will be summarized and entered on OSHA FORM 300A. The Summary will be signed and dated by a company executive and will be posted **[at each establishment]** in a conspicuous place available to all employees from February 1 to April 30.

See copy of Form 8c (OSHA Form 300A) in Appendix A.

4. Workers' Compensation Forms

{Most states make their Workers' Compensation forms available for download online. For a link to your state's website, see Appendix C}

[Insert your state's workers' compensation recordkeeping forms in Appendix A. Use numbers 9a, 9b, 9c, etc.]

The **[Safety Manager]** is responsible for maintaining these records.

They are retained for **[indicate retention period]**.

5. Material Safety Data Sheets (MSDSs)

So that all employees may be informed of hazards associated with the materials they use, and to comply with applicable laws, the company maintains MSDSs covering materials we use.

6. Employee Exposure and Medical Records



These records are maintained by the **[medical department]** as required by specific regulations or as needed to identify health hazards, including certain toxic chemicals (see Part V 5.), noise conservation (see Part V 11.), bloodborne pathogens (see Part V 19.), respirators (see Part V 9.), and ergonomics (see Part V 6.). Medical records are retained for at least the duration of employment plus 30 years, while exposure records are kept for 30 years (29 CFR 1910.1020). Medical records are completely confidential and are not released to anyone other than the employee without written consent from the employee or a written access order from OSHA.

7. Safety Training Records

These records will be retained by each supervisor and audited by the **[Safety Manager]**. The records will be retained for **[__ years, duration of employment]**.

