


<b><i>HEALTH AND SAFETY MANUAL</i></b>		
Title: Recordkeeping		
Approved by: Greg Savoy		Rev. 2/14/12

1 Purpose:

No operation can be successful without adequate recordkeeping, which enables us to learn from past experience and make corrections for future operations. Records of accidents, work-related injuries, illnesses and property losses serve a valuable purpose.

Information on accidents is gathered and stored. Upon review, causes can be identified and control procedures instituted to prevent the illness or injury from recurring.

These records give us one measure for evaluating the success of our safety and health activities.

2 Responsibilities:

2.1 The safety department is responsible to keep records of work-related fatalities, injuries and illnesses.

2.2 All recordable illnesses or injuries must be recorded on the OSHA 300 Log within seven calendar days of receiving information that the injury occurred.

2.3 The OSHA 300A Summary will be signed by a company official.

2.4 The annual OSHA 300A Summary shall be posted in a place visible to all employees.

2.5 The annual OSHA 300A Summary shall be posted from February 1<sup>st</sup> through April 30<sup>th</sup>.

2.6 Recordkeeping forms must be maintained for 5 years.

3 References:

29 CFR 1904

4 Exhibits: None