

CHAPTER 3 RECORD KEEPING

Who is responsible for record keeping in your company?

_____.

Are all occupational injuries or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 200 log? Yes
 No

Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards? Yes No.

Action to be taken _____

Are employee training records kept and accessible for review by employees, when required by OSHA standards? Yes No.

Action to be taken _____

Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years). Yes No. Action to be taken

Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.? Yes

No. Action to be taken _____
