

RECORDKEEPING

HAZARD	Satisfactory	Needs Attention	Target Date of Correction	Date Corrected
Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the Cal/OSHA Form 300?				
Are employee medical records and records of employee exposure to toxic substances or harmful physical agents up-to-date?				
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.)				
Are operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks, etc.?				
Are carcinogen permits and records filed with Cal/OSHA as required? (Contact the nearest Cal/OSHA office for the list of regulated carcinogens.)				
Are employee safety and health training records maintained?				
Is documentation of safety inspections and corrections maintained?				
Are safety committee meeting records maintained?				
Name _____		Date _____		