

14.28 OSHA Recordkeeping and Reporting Requirements

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to comply with all applicable OSHA reporting requirements.

Procedure:

The following reporting requirements shall be followed:

- 29 C.F.R. 1903.2 (a) The OSHA poster-advising employees the OSH Act's provisions must be posted in each establishment. This is the responsibility of the Human Resource Department.
- 29 C.F.R. 1903.16 (a) Any OSHA citation received by the employer, must be posted at or near the location of the alleged violation
- 29 C.F.R. 1904.2 The Human Resource Department shall maintain, using OSHA 300-A form, a log and summary of all employee occupational illnesses and injuries.
- 29 C.F.R. 1904.4 The contract sites shall also maintain supplementary records containing additional information on each recordable injury and illness. A copy shall be sent to the Human Resource Department
- 29 C.F. R. 1904.5 An annual summary of all recordable injuries and illnesses must be posted from February 1 to April 30 of each year.
- 29 C.F.R. 1904.6 The employee injury/illness records must be maintained for five (5) years. This is the responsibility of the Human Resource Department.
- 29 C.F.R. 1904.7 Employees shall have access to their personal injury/illness records.
- 29 C.F.R. 1904.8 A report shall be filed with OSHA in the event of a fatality or, if five or more employees are hospitalized as a result of a single incident.
- 29 C.F.R. 1904.11 Employer is responsible for maintaining Record/Reports of prior owner on OSHA matters when a change of ownership occurs.
- 29 C.F.R. 1910.20(d) Employee medical records must be kept for the duration of employment plus 30 years; employee exposure records must be kept for 30 years unless otherwise provided elsewhere in OSHA standards.
- 29 C.F.R. 1910.20(e) Exposure and medical records must be provided to employees upon request.
- 29 C.F.R. 1910.20 (g1) Employees whose duties may cause them to be exposed to toxic substances or harmful physical agents, they must be notified when hired and at least annually thereafter of their right of access to their medical and exposure records.

- 29 C.F.R. 1910.20 (g2) Employers must (1) keep a copy of the OSHA Records Access Standard, 29 C.F.R. 1910.20 readily available to employees and (2) distribute informational materials as provided by OSHA.

*NOTE: There are nearly 400 additional record keeping and reporting requirements included in various OSHA standards. The applicability of each of them varies. A complete listing and description of all OSHA record keeping and reporting requirements is contained in the book, THE OSHA 500, a publication of Moran Associates, Washington, D.C.