

# OSHA Recordkeeping and Posting Requirements

## Purpose:

To establish the policy and procedures regarding THE COMPANY requirements for compliance with OSHA record keeping and posting guidelines for occupational injuries and illnesses.

## Policy:

All locations are to post the “Job Safety and Health Protection” poster (OSHA 2203 or state equivalent) in prominent places in the workplace. (This poster can be downloaded and printed from the [http://www.osha.gov/oshpubs/bw\\_poster.pdf](http://www.osha.gov/oshpubs/bw_poster.pdf) internet site).

OSHA requires that employers maintain a record of certain occupational injuries that occur at each business establishment on the OSHA Form 300: Log and Summary of Occupational Injuries and Illnesses. (This Form 300 can be downloaded and printed from <http://www.osha-slc.gov/html/Forms/osha300form-all-in-1.pdf> internet site). At the end of each year, OSHA requires the summary section of the OSHA Form 300 to be posted at each business establishment no later than February 1 and remain in place until March 1. THE COMPANY will comply with this requirement. The Safety and Health Manager is responsible for maintaining the information on the log in a current status and distributing the OSHA Form 300.

The “Job Safety and Health Protection” poster (OSHA 2203) and the Form 300 Log and Summary of Occupational Injuries and Illnesses can be ordered from OSHA, free of charge, at 303-844-1600

## **Record Retention:**

OSHA Form 300, January – November reports can be discarded upon receipt of the next monthly report.

Year-end OSHA Form 300, retain for 5 years following the year to which they relate