

The Dell Group, Inc.

Creative Solutions for your compliance burdens

Recordkeeping under OSH Act

Train Key Personnel in OSHA recordkeeping requirements	2 Hour Session	\$350.00 per session, plus \$10.00 per trainee
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Interview key personnel regarding existing recordkeeping activities, accident investigation procedures, exposure monitoring and medical surveillance. Consulting to assist in development of procedures. \$100.00 per hour

OSHA Recordkeeping Summary Chart on following page...

OSHA RECORDKEEPING SUMMARY

Type of Record	Re-quired?	Recom-mended	Retention Duration	Comments
Report of Injury, Illness (Incident Investigation)	✓		5 Years	OSHA Form 301, State W.C. Form or Accident Invest Form(s) within 7 Days of Illness / Injury Knowledge
Log of Work-Related Injuries and Illnesses - Form 300 (Annual)	✓		5 Years	Record Within 7 Days of Illness / Injury Knowledge
Summary of Work-Related Illnesses and Injuries - Form 300A			5 Years	Post Form 300A for Employee Access February 1st to April 30th
Exposure Monitoring: Air Sampling, Noise Dosimetry	✓		30 Years	Provide to Employee or Post for Access As Soon As Possible
Medical Surveillance: Biological Monitoring, Medical Evaluation, Consultation Following Exposure Incident, Fitness to Wear Respirator	✓		30 Years from Employees Last Day	Lead, Asbestos, Other Substance-specific Standards. Audiograms for Hearing Conservation Program, Lab Standard & HAZWOPER (Emergency Response)
Material Safety Data Sheets (MSDS) - Old/Obsolete	✓		30 Years	From Date of Update, or Date Product Taken out of Use
MSDS - Current	✓		Until Revised	Must Be <u>Readily Accessible</u> to Workers
Bloodborne Pathogen Training	✓		3 Years	Specific to Bloodborne Pathogens Standard
Respirator Fit Test	✓		3 Years	Perform Every Six Month for Negative Pressure Respirators
Alarm, Extinguisher, Sprinkler	✓		1 Year	Tests and Inspections as Appropriate
Audiogram (Hearing Test)	✓		Employment	Provide Copy of Test Results to Employee
Noise Exposure			2 Years	
Training Attendance and Demonstration of Competency	✓		Until Training Is Refreshed	Need More Than Sign-in Sheets. Use tests, Video Tape Hands-on Exercises.
Citation/Notice of Imminent Danger	✓		Until Hazard Abated to OSHA's Satisfaction	Must Be Posted by Employer (Citation) or OSHA (Imminent Danger) in Vicinity of Hazardous Condition
Safety Committee Meetings		✓	No Requirements	OSHA Loves it When You Involve Workers in Safety
Inspection and Corrective Actions		✓	No Requirements	Sign and Date Corrective Actions
Correspondence and Documents Related to Prior OSHA Inspections, Citations, and Settlements		✓	No Requirements	Recommend Minimum 7 Year Retention