



# RECORDKEEPING

Hazard		Satisfactory	Needs Attention	Not Applicable	Target Date for Completion	Date Completed
1	Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the Cal/OSHA Form 300?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
2	Are employee medical records and records of employee exposure to toxic substances or harmful physical agents up-to-date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
3	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 30 years.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
4	Are operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks, etc.?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
5	Are carcinogen permits and records filed with Cal/OSHA as required? (Contact the nearest Cal/OSHA office for the list of regulated carcinogens.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
6	Are employee safety and health training records maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
7	Is documentation of safety inspections and corrections maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
8	Are safety committee meeting records maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
9		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
13		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

\_\_\_\_\_ Name

\_\_\_\_\_ Date

## Actions Taken to Correct Items Checked as "Needs Attention"

Hazard #	
Hazard #	
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