

Record Retention

- **OSHA Form 300 (Log of Work-Related Injuries and Illnesses):**
 - **Purpose:** To document all recordable work-related injuries and illnesses.
 - **Retention Period:** Maintain at the worksite for at least five years following the end of the calendar year that the records cover.
- **OSHA Form 300A (Summary of Work-Related Injuries and Illnesses):**
 - **Purpose:** Provides a yearly summary of the OSHA Form 300 log.
 - **Retention Period:** Retain for at least five years following the end of the calendar year.
- **OSHA Form 301 (Injury and Illness Incident Report):**
 - **Purpose:** Offers detailed information about each recordable injury or illness.
 - **Retention Period:** Retain for at least five years following the end of the calendar year.
- **Employee Exposure Records:**
 - **Purpose:** Document measurements of employee exposure to toxic substances or harmful physical agents.
 - **Retention Period:** Preserve for at least 30 years.
- **Employee Medical Records:**
 - **Purpose:** Contain health information related to employment, such as medical examinations and health histories.
 - **Retention Period:** Maintain for the duration of employment plus 30 years.
- **Records of Exposure to Bloodborne Pathogens:**
 - **Purpose:** Include information on exposure incidents and follow-up procedures.
 - **Retention Period:** Keep for the duration of employment plus 30 years.
- **Records of Exposure to Hazardous Chemicals (Hazard Communication):**
 - **Purpose:** Maintain Safety Data Sheets (SDS) and records of employee training on hazardous chemicals.
 - **Retention Period:** SDS should be kept for the duration of employment plus 30 years; training records should be retained for the duration of employment.
- **Records of Respirator Fit Testing:**
 - **Purpose:** Document fit tests for employees required to use respirators.
 - **Retention Period:** Maintain until the next fit test is administered.
- **Records of Noise Exposure Measurements:**
 - **Purpose:** Document assessments of employee exposure to occupational noise.
 - **Retention Period:** Keep for at least two years.

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- **Records of Audiometric Test Results:**
 - **Purpose:** Contain results of hearing tests conducted as part of a hearing conservation program.
 - **Retention Period:** Retain for the duration of employment.
- **Records of Training Programs:**
 - **Purpose:** Document employee participation in safety and health training sessions.
 - **Retention Period:** Maintain for the duration of employment.
- **Records of Workplace Inspections and Safety Audits:**
 - **Purpose:** Include findings from internal or external safety inspections and audits.
 - **Retention Period:** While OSHA does not specify a retention period, it is advisable to keep these records for at least three years.
- **Records of Safety Committee Meetings:**
 - **Purpose:** Document discussions and decisions made during safety committee meetings.
 - **Retention Period:** While not specified by OSHA, retaining these records for at least one year is recommended.
- **Records of Emergency Action Plans and Fire Prevention Plans:**
 - **Purpose:** Detail procedures for emergency situations and fire prevention strategies.
 - **Retention Period:** Keep current and review annually; retain previous versions for at least one year after revision.
- **Records of Lockout/Tagout Procedures:**
 - **Purpose:** Document procedures for controlling hazardous energy during equipment maintenance.
 - **Retention Period:** Maintain current procedures; retain previous versions for at least one year after revision.
- **Records of Confined Space Entry Permits:**
 - **Purpose:** Include permits for entry into permit-required confined spaces.
 - **Retention Period:** Keep each canceled entry permit for at least one year.
- **Records of Personal Protective Equipment (PPE) Assessments:**
 - **Purpose:** Document hazard assessments and selection of appropriate PPE.
 - **Retention Period:** Maintain for the duration of employment.
- **Records of Medical Evaluations for Respirator Use:**
 - **Purpose:** Contain medical evaluations determining an employee's ability to use a respirator.
 - **Retention Period:** Retain for the duration of employment plus 30 years.

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- **Records of Asbestos Exposure:**
 - **Purpose:** Document exposure assessments and medical surveillance related to asbestos.
 - **Retention Period:** Maintain for the duration of employment plus 30 years.
- **Records of Lead Exposure:**
 - **Purpose:** Include exposure assessments and medical surveillance related to lead.
 - **Retention Period:** Maintain for at least 40 years or for the duration of employment plus 20 years, whichever is longer.