RECORD KEEPING

Each supervisor and/or Director/Manager shall maintain written copies for a period of one year from the end of the year for which the records are maintained.

These will include:

- Accident investigation
- Safety Meeting minutes
- Employee Training records
- Area and/or facility inspection reports
- Employer’s Report of Occupational injury and illness Quarterly Summary. LDOL-WC-1017A
- OSHA 300 log, if applicable (retained for at least five years)
- OSHA form #101 or equal (retained for at least five years)

The types of work-related injuries that must be recorded and investigated are:

- All fatalities - Note: any fatality must be reported to OSHA within 8 hours of the accident
- All lost-work day cases
- All restricted and/or light duty cases
- All cases that require job transfers, termination or resulted in loss of consciousness and/or rehabilitation.

The annual summary (OSHA Form #200) shall be posted no later than February 1, and not removed until after March 1.