

Retaining Records

Employers are required to keep records of certain types of safety and health matters. There are 35 different jobs that require some documentation of training. All employers should keep documentation for employees that involve safety orientation, general safety training, specific safety training, safety meetings, safety committee meetings, inspection records (in-house and DOSH), accident records, the OSHA 300 and Safety Data Sheets (SDS).

Safety meeting records need to be retained for a period of one year. Safety and Health training records should be kept in a worker's personnel file for the duration of employment and for three years after the employee departs employment. Safety Data Sheets must only be kept on file during the time that employees are using or could be exposed to the products.

There are many ways to carry out the safety message. Most importantly, all employees must receive clear and consistent messages about safety policies, directions and expectations. This is done through documentation and retaining the above mentioned records.

Recordkeeping is a way to preserve a paper trail of how employees are trained and demonstrate the effort put forth by you and your workers regarding workplace safety.