

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#068

## OFFICE SAFETY – CAL/OSHA RECORDKEEPING

Cal/OSHA requires recordkeeping about safety in the workplace. Required records include the OSHA 300 Log and documents about safety hazard analysis, inspections, and accident investigations.

The OSHA 300 log is probably the most familiar to workers and employers. It records all work-related deaths along with injuries and illnesses that require more than first aid treatment. An annual summary of injuries and illnesses is required to be posted in the workplace.

Cal/OSHA also requires employers to keep records on hazard evaluations and the corrective actions taken to reduce or control safety risks in the workplace. Job hazard analysis (JHA) evaluates a worker's job tasks, tools, equipment, and procedures to determine the level of safety risk and how to control it. Also examine and plan for hazards associated with new tools, equipment, chemicals, tasks, and work environments. Keeping records of these hazard evaluations and risk reduction efforts can document that a business has diligently worked to protect workers.

Periodic workplace safety inspections identify hazards in the workplace. Keep records of the identified hazards and the actions that were taken to correct them. Investigate all employee accidents and near misses to determine the root cause of the accident. Document any corrective actions taken to reduce the risk of further accidents. Take the same steps when investigating employee complaints by recording the investigation process and any necessary corrective actions.

Safety training is a key component in making employees aware of the risks and hazards involved with their work tasks along with the appropriate work practices and personal protective equipment that keeps them safe. General safety training may include ergonomics, first aid, CPR, and injury and illness prevention.

Contact Courage Safety Systems to schedule your safety training: 949-498-2688.

Meeting Conducted By:

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Print Name

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Signature

Meeting Attended By:

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Notes & Suggestions

Document Filing Reference