



OSHA Recordkeeping for Managers and Supervisors in Industrial Environments

1. Purpose

The purpose of this procedure is to ensure that all managers and supervisors in industrial environments comply with the Occupational Safety and Health Administration's (OSHA) recordkeeping requirements.

2. Scope

This procedure applies to all managers and supervisors in industrial environments.

3. Responsibility

The responsibility for ensuring compliance with this procedure rests with all managers and supervisors in industrial environments.

4. Procedures

All managers and supervisors in industrial environments must:

1. Maintain accurate and complete records of all occupational injuries and illnesses.
2. Investigate all occupational injuries and illnesses.
3. Take appropriate corrective action to prevent future injuries and illnesses.
4. Keep records for five years.

5. Records

The following records must be maintained:

- Log of occupational injuries and illnesses.
- Injury and illness incident report.
- Medical treatment and first aid record.
- Program evaluation report.

6. Training

All managers and supervisors in industrial environments must be trained on the requirements of this procedure.

7. Enforcement

Any manager or supervisor who fails to comply with this procedure may be subject to disciplinary action, up to and including termination.