

ACCIDENT, INCIDENT AND INJURY RECORDKEEPING HEALTH & SAFETY MANUAL POLICY

POLICY

OSHA requires accurate and timely recording of work-related illnesses and injuries. The Company is committed to those standards and to ensuring that our recordkeeping helps us reduce the frequency and severity of work-related illnesses and injuries.

The Company keeps records of fatalities, injuries, and illnesses will record each fatality, injury and illness that is work-related and is a new case and meets one or more of the general recording criteria.

Each recordable injury or illness is entered on the Company's OSHA 300 Log and 301 Incident Report, or other equivalent form, within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

The Company certifies that a Company official has examined the OSHA 300 Log and signs the OSHA 300A Summary certifying it is correct.

A copy of the 300A Summary is posted in a conspicuous place or places where notices to employees are customarily posted. The Company ensures that the posted annual summary is not altered, defaced or covered by other material.

The 300A Summary annual summary is posted from February 1 through April 30 and covers injury record from the prior year.

The OSHA 300 Log, the "privacy case" list (if one exists), the annual summary, and the OSHA 301 Incident Report forms are retained for five (5) years following the end of the calendar year that these records cover

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DISCLAIMERS

Even OSHA's own website has a disclaimer:

- These regulations and related materials are ... continually under development. The user should be aware that, while we try to keep the information on our Web site timely and accurate, there will often be a delay between official publication of the materials and their appearance or modification on these pages. The Company will make every effort to correct errors brought to our attention.

Company Disclaimer:

- The following has been developed to reduce hazards likely to cause injuries to our employees.
- Some of the following policies may not be applicable to our operations. This manual serves as a guideline and is subject to change or modification as particular circumstances warrant.
- Employees should contact their immediate supervisor or senior management with questions.
- **If there are conflicts with local, state or federal regulations or the Company's Employee Handbook or other Company documents, the local, state or federal regulations, the Company Employee Handbook or other Company documents will prevail.**

Agency Risk Management's Disclaimer:

- The information contained is not the complete OSHA standard.
- The information contained is for informational purposes only.
- Agency Risk Management makes no guarantee the information in this document is true, correct, precise or accurate.
- Agency Risk Management has no influence on how the information in this document is used.
- No one employed by or connected to Agency Risk Management takes any responsibility for the results or consequences of error or for any loss or damage suffered by users of any of the information in this document or attached to it, and such information does not form any basis of a contract with users of it.

Reference OSHA Standards:

- **Refer to the OSHA standards and updates issued by OSHA for the most accurate information.**
- **This document is based on OSHA's [Training Requirements in OSHA Standards](#) document.**
- **When there is a conflict between the contents in this document and, as applicable, [OSHA 29 CFR Part 1926 Safety and Health Regulations for Construction](#) or [OSHA 29 CFR Part 1910 Safety and Health Regulations for General Industry](#), the OSHA standards and other regulatory updates will prevail.**