

ADMINISTRATIVE PROCEDURE

SUBJECT: **SAFETY: RECORD KEEPING
REQUIREMENTS UNDER OSHA**

1.0 POLICY:

The Occupational Safety and Health Act (OSHA) requires that records of occupational injuries/illnesses and safety training records be prepared and maintained. This procedure establishes uniform recordkeeping requirements so as to develop an effective recordkeeping program. It shall be the responsibility of the Environmental, Health and Safety Department to maintain the required records as set forth in this procedure.

The Environmental, Health and Safety Coordinator is responsible for coordinating the City's employee safety and health program. Separate files will be maintained for training, medical, and DOT drug and alcohol testing records.

In addition the Environmental, Health and Safety Department will maintain OSHA 300 Logs, OSHA 300A summary.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 PROCEDURE:

3.1 City of Winona Employee Incident Report Form Appendix A (In place of the OSHA 301)

It shall be the responsibility of the department supervisor to immediately contact the Environmental, Health and Safety Coordinator by phone (507-457-8255 or cell 507-459-8369) and shall fill out the Employee Incident Report within twenty four (24) hours after the injury occurred. All Communicable Disease Exposure Incidents must be reported by completing the online form on the intranet.

3.2 First Report of Injury

The First Report of Injury form shall be completed by the Environmental, Health and Safety Coordinator, as detailed in Section 104-5 of the Administrative Manual, from information supplied in the Employee Incident Report.

DEPARTMENT:
EHS COORDINATOR

SUPERSEDES:
5/1/96

PREPARED BY:
PWD

APPROVED BY:
JRB

DATE: 10/6/2008
REVIEWED: 3/20/2013

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3.3 OSHA 300 Log and Summary 300A

It shall be the responsibility of the Environmental, Health and Safety Coordinator to determine if injuries are OSHA recordable and shall maintain a current OSHA Log and OSHA Summary. A copy of the OSHA No. 300 Log and 300A Summary must be prepared and posted annually no later than February 1, and remain in a place where all employees are likely to see it, until April 30,

3.5 Report of Fatality or Multiple Hospitalization Incidents

3.5.1 *When and Where to Report.* Within eight (8) hours of an employee's death from a work-related incident/illness, death from a heart attack occurring at work, or the hospitalization of three or more employees resulting from a work-related incident, the employer shall report these occurrences by telephone or in person to Minnesota OSHA, (651-284-5050 or 800-342-5354). After normal business hours and on Saturdays, Sundays, and State holidays, the report shall be made within the eight hour time period by using the Federal Occupational Safety and Health Administration (Federal OSHA), U.S. Department of Labor, toll-free central telephone number 1-800-321-6742.

3.5.2 *Application:* The reporting requirement specified in 3.5.1 also applies to an employment incident which is not immediately reportable but subsequently results in a death or hospitalization of three or more employees within 30 days of the occurrence of the incident.

3.5.3 *Exception:* If the employer does not learn of a reportable incident at the time it occurs and the incident would otherwise be reportable under 3.5.1 and 3.5.2, the employer shall make the report within eight hours of the time the incident is reported to any agent or employee of the employer.

3.5.4 *Report Contents.* Each report, which is required by this part, shall include the following information:

- A. Establishment name
- B. Location of incident;
- C. Time of the incident;
- D. Number of fatalities or hospitalized employees;
- E. Name and phone number of a contact person; and
- F. A brief description of the incident.

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Fatality or multiple hospitalization accidents must be immediately reported to the City of Winona's insurance carrier.

3.6 Retention of Records

The First Report of Injury, OSHA No. 300 and 300A, and the Employee Incident Report, must remain in Environmental, Health and Safety Department files for five (5) years after the year to which they relate. All blood and body fluid exposure incidents must be retained 30 years post employment of the exposed employee.

Records of all OSHA required training will be maintained for at least five years in individual employee Safety and Health records. Department of Transportation records for Commercial Drivers License holders, employed by the City of Winona, will be maintained in individual employee files on requiring drug/alcohol testing.

3.7 Inspection of Records

It shall be the responsibility of the Environmental, Health and Safety Coordinator to periodically inspect the required records of each department to ensure that the requirements of this procedure are complied with in full.

4.0 APPENDICES:

A. City of Winona's Employee Incident Report

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EHS COORDINATOR

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