Injury & Illness Recordkeeping Program

For

Company:

Address:

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

United Heartland is the marketing name for United Wisconsin Insurance Company, a member of AF Group. All policies are underwritten by a licensed insurer subsidiary of AF Group.
I. Policy Statement
It is the policy of ___________________ to record occupational injuries and illnesses on the OSHA 300 Log and Summary strictly according to the Recordkeeping Guidelines for Occupational Injuries and Illnesses” or any official interpretations of these Guidelines from OSHA’s Office of Statistics in Washington, D.C., and OSHA 29 CFR 1904.

II. Sources of Information
A. Corporate Sources
B. Plant/Facility Sources
C. Outside Sources

III. Facility Official Responsible for Injury & Illness Recordkeeping
Name: _____________________________
Title: _______________________________
Telephone #: ________________________

IV. Facility Official Responsible for Logging Injuries & Illnesses
Name: ______________________________
Title: ________________________________
Telephone #: _________________________

V. Release of Injury & Illness Records Policy
Upon written request of an employee, former employee or authorized employee representative, the OSHA 300 will be provided within 15 working days from the date of receipt of the request (per 29 CFR 1904.7)

Upon request of an OSHA representative for medical records, the OSHA 300 for the current year and the 5 preceding years will be provided. Also, the supplemental forms for each recordable case will be provided. A request by OSHA for any other medical records will be reviewed by an attorney before a decision is made.

VI. Change of Ownership
As new plants are acquired, the records that were the previous owner’s will be retained at the facility. A new OSHA 300 for our company will be started on the day of purchase. As currently-owned plants are sold, the records will be part of the sale and will belong to the new owners.

If a facility is closed, the OSHA 300 and other medical records will be sent to headquarters and retained for 5 years.