



We're sure you're aware that under the OSHA Act of 1970, covered employers are required to maintain records of work related injuries and illnesses.

Compliance enforcement efforts were enhanced when OSHA initiated the National Emphasis Program on record keeping to assess data accuracy.

The magnifying glasses are out, now is the time to be prepared! Sheakley Health and Safety Services offers full maintenance and upkeep of your OSHA reporting requirements.

Your Responsibilities:

- Notify Sheakley of all occupational injuries and illnesses immediately, no later than five working days after receiving information of occurrence.
- Post the annual summary of occupational injuries and illnesses (300A) that Sheakley will provide.

Sheakley's Responsibilities to You:

- Take the guesswork out of deciding what is recordable and what is not.
- Retain the current year record plus records from previous five years.
- Enter all recordable injuries into your personal OSHA log file.
- Improve your data accuracy through our system management.
- Maintain all OSHA 300, 300A, and 301 forms.
- Provide semi-annual summary reports, listing all injury events, to help guide your safety program in the right direction.
- Provide monthly follow up calls to retrieve accurate return to work data.
- Provide an overview of log data accumulated for trend recognition.
- Provide consultation as well as offer safety services to help avoid injuries.

Remember, accurate record keeping can help drive better decision making and ultimately have a positive impact on your bottom line. You'll be confident that your records are correct, current, and in order for when the OSHA Inspector walks through your door!

All employers must understand that accident reporting is absolutely necessary. There is no such thing as a minor incident when the health and safety of your personnel are affected.

Find out if you would pass an OSHA audit >>>

CONTACT US TODAY TO LEARN MORE

www.sheakley.com | 513.618.1169

OSHA
Record Keeping

Are your records accurate?

7 things to think about if an audit were to occur:

1. I am confident that I am correctly documenting all key information on our 300 log.

YES

NO

2. I know if our incident reports tie directly into our 300 log.

YES

NO

3. Our 300 Log is kept securely in an electronic format.

YES

NO

4. I know the difference between restricted duty and lost time.

YES

NO

5. I know what constitutes a reportable injury and illness

YES

NO

6. I know if I am an industry that is exempt from maintaining a 300 Log.

YES

NO

7. I know the annual deadline to post my OSHA Logs.

YES

NO

Non-compliance in record keeping and submission delays can cost your company thousands of dollars. If you have answered “No” to any of the above, now is the time to review with an OSHA specialist, how Sheakley can help remove this risk and keep you compliant.

