

**SUBJECT: RECORDKEEPING**

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**Purpose:** To maintain safety-related records for at least one year in order to provide for a safety analysis management program and to compare Facility Services safety records with others performing the same functions.

**Procedure:**

- I. Facility Services shall maintain the following records for the time period specified:
  - A. Safety Inspection/Hazard Control: This form is completed monthly by supervisors following a general hazard control inspection of their area of responsibility. This document should remain in the work area it covers for at least two years. Copies are transmitted, on appropriate forms, to the Campus Safety Officer and the Physical Plant Safety/Training Officer.
  - B. Job Safety Analysis: This form is to be completed by supervisors after an accident in the work area. Job Safety Analysis forms are kept in a binder in the originating work area and a copy of each JSA shall be transmitted to Facility Services Safety/Training Officer. This form should be kept for at least two years.
  - C. Training/Safety Meeting Report: This form is completed at the time a training/safety meeting occurs and shall be maintained in the work unit for two years. A copy of each training/safety meeting shall be transmitted to the Safety/Training Officer.
  - D. Supervisor's Accident Investigation Report: This form documents an accident investigation and is to be completed by the supervisor in charge of the work unit in which an employee is injured. The original is retained by the supervisor and copies shall be transmitted to the appropriate Department head and Facility Services Safety/training Officer within Three Days of an accident involving an employee. This form should be kept for at least two years.
  - E. The Employer's Report of Occupational Injury, Illness, or Disease: (Also known as the First Report of Injury) This form is maintained in Facility Services Personnel Office by year of occurrence and copies are disseminated to the LSU Office of Public Safety.

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- F. First Aid Log: Supervisors make entries on this form whenever first aid is administered. The log is maintained in each work unit for at least five years. The supervisor shall transmit a copy of the First Aid Log to Facility Services Safety/Training Officer at least twice each year (June and December).
  
- G. Minute of Facility Services Safety Committee: Facility Services Safety/Training Officer shall maintain the official minutes of Facility Services Safety Committee for a minimum of two years.