

## **Chapter 6 DOCUMENTATION:**

- A. The records of our Injury and Illness Prevention Program will be kept for a minimum of three years.
- B. They will be available for CAL / OSHA upon request.
- C. Documentation will include, but not to be limited to the following:
  - 1. Who the Director of Safety is.
  - 2. System for ensuring employee compliance.
  - 3. Training and re-training documentation.
  - 4. Methods of communicating the Injury and Illness Prevention Program.
  - 5. Procedures for identifying and evaluating workplace hazards.
  - 6. Procedures for investigation of occupational injuries and illnesses.
  - 7. Records for correcting unsafe or unhealthy conditions, practices, and procedures.
  - 8. Any other record keeping required.