



Department of Environmental Health & Safety

Employee Record Keeping Procedures

Department: _____

Date: _____

Policy:

Record keeping is essential to any safety program. Records of safety-related activities are fundamental in establishing legal documentation to protect both workers and the University. Record keeping also demonstrates regulatory compliance with state and federal occupational health and safety laws. Additionally, record keeping provides information to assist with budgetary and strategic planning for operational costs.

Record keeping of worker training, employee and student injuries, incident reports, and employee safety concerns illustrates the effectiveness and dynamics of the department's safety program.

Procedure:

1. New employees will complete a safety training review with their immediate supervisor. The safety training review will evaluate what specific training new employees will be required to complete prior to beginning any work assignment.
2. Both new employees and supervisors will sign the safety training review. Copies of the signed review will be forwarded both to EHS and to the department for filing.
3. The department will schedule required job specific training for new employees. Upon completion of training, records will be filed with the department.
4. A review of employee safety training will be evaluated semi-annually by the individual's supervisor. The review will evaluate what safety training has been completed and what training is to be completed next. This review will be signed by both the employee and supervisor and will be filed with the department.

Dean of College/School: _____

Date: _____

Department Chair: _____

Date: _____