

Record requests one might expect in a post-injury Cal/OSHA inspection

Licenses & Permits:

- Business License
- State ER Tax ID No.
- CSLB(Contractor State License Board)
- Garment Reg.
- Farm Labor Contractor

Plans and Programs:

- Chemical Hygiene Plan
- Emergency Action Plan
- Injury and Illness Prevention Program
- Fire Prevention Plan
- Hazard Communication Plan
- Hearing Conservation Program
- Exposure Control Plan
- If a multi-employer jobsite, UC contracted relationship with other employees at jobsite.

Facility and Room Information:

- Equipment Manual for eye wash & shower station
- Date eyewash and shower station was installed
- Installation / specifications on eye wash & shower station
- Monthly inspection / test records of eye wash station & shower for the past 3 6 months
- Equipment Manual for fume hood
- Manufacturers operating manuals for equipment and instruments used in the laboratory
- Work orders for fume hood for the past 12 months
- Specific work orders regarding fume hood repairs
- Inspection records of equipment/instruments involved in injury
- Inspection records of fume hood including air velocity readings for past 3 6 months
- Facility Layout(campus map)
- Laboratory Layout
- Inventory of chemicals stored in stockroom
- First-Aid Kit Approval (Medical)

Cal/OSHA Forms:

- Doctor's First Report of Injury (Form 5021)
- Employer's First Report of Injury (Form 5020)
- Injury and Illness Incident Report (Cal/OSHA 301)
- Log of Work-Related Injuries and Illnesses (Cal/OSHA 300) for current and the previous 2 years

Incident Information:

- A description of the incident including, but not limited to, the date and time of the incident, the work activities of the victim prior to and during the incident
- Copies of hazards or safety analyses conducted on the substances victim was handling on day of incident
- Copies of any and all laboratory procedures the victim was following at the time of the incident
- Copies of any and all safety training requirements for the procedure the victim was conducting
- Copies of hazards or safety analyses conducted on the substances victim was handling on day of incident
- Descriptive list of clothing and personal protective equipment worn by the victim at the time of incident
- Disciplinary Action Records of the victim (Safety & Health)
- Employee Safety & Health Training Records of the victim including any documentation of on-the-job training received
- List of all chemicals used by the victim at the time of the incident & quantities of each chemical
- SDS on the chemicals / substance handled / utilized by victim at the time of the incident
- Safety Inspection Records / Audits of the laboratory where the victim was working. Include date deficiencies corrected and interim protective measures taken for serious deficiencies not immediately corrected
- Employer's Accident Investigation Report (including photos, witness statement, etc.)
- Employer's Incident Investigation Report including photographs of the incident scene
- Job Description for the victim
- Laboratory safety and health plan (rules, dos and don'ts)
- Letter certifying the legal name of the victim's employer
- PPE record of assignment listing the date PPE was assigned to employee. Include LHAT training record.
- Standard Operating Procedures for the work task the victim was performing at the time of incident. Include employee's signature on SOP.
- Workplace Exposure Records/Monitoring Results
- Personnel information/union information
- Experiment Calendar from lab manual
- Witnesses (fellow employees, supervisor, general public, emergency responders, etc.)

Recommendation:

Cal/OSHA may go back as far as 6 months for issues, so it is best to have the last 6 months for many of the records.