



DEPARTMENT OF CONSERVATION AND ENERGY (C&E) RECORDKEEPING

Recordkeeping is essential for analyzing and measuring the success of a general safety program. Records supply the information to transform haphazard, costly, and ineffective safety methods into a planned program that controls unsafe conditions and/or acts that may contribute to accidents.

The following records must be maintained:

| Duration | Records |
|-----------------------------------|---|
| Previous and current fiscal years | a. Inspection reports; b. Any complaints/reports of unsafe conditions; c. Job safety analyses; d. Incident/Accident investigation forms; e. Safety meeting attendance rosters and training materials. |
| Previous five (5) years | a. All Office of Risk Management (ORM) required training as listed on page E-1 and E-2 of this manual. |