

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Field Recordkeeping Requirements</i>					
Last Revised:	February 7, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	2/7/2012 4:32:00 PM

FIELD RECORDKEEPING REQUIREMENTS

We will ensure that the company maintains proper safety documents. The field records maintained and or completed include at least the following:

1. First report of incident/Illinois Form 45 or OSHA form 301
2. Employee training records
3. Progressive disciplinary records
4. Accident investigations
5. Corrective measures taken on unsafe acts or unsafe conditions