



## Recordkeeping

Download additional self-inspection checklists at <http://engineering.tamu.edu/safety/>

Date \_\_\_\_\_ Room No. \_\_\_\_\_  
 Inspector \_\_\_\_\_ Location \_\_\_\_\_  
 Faculty/PI \_\_\_\_\_ Dept. \_\_\_\_\_

Items for evaluation	Yes	No	Comments	Action to be taken
Are all occupational injuries or illnesses, except minor injuries requiring only first aid, being recorded as required in the OSHA 200 log?				
Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up to date?				
Have arrangements been made to maintain required records for the legal period of time for each specific type of record? (Some records must be maintained for at least 40 years.)				
Are operating permits and records up to date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?				
Are self-inspections conducted for environmental health and safety hazards?				
Are self-inspection results documented? Are corrective actions initiated?				
Are required written programs in place?				
Are required training programs documented?				
Are Environmental Health and Safety incidents, accidents, near- misses, injuries, illnesses, spills etc. documented and reported?				