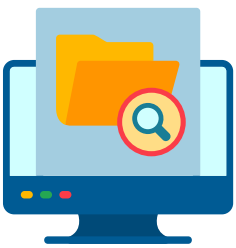


# Safety and Health Recordkeeping

**The length of time you must keep a record for depends on the type of record.**

For example, OSHA 300 logs should be maintained and kept for at least five years.



## Safety and health records to keep:

- Accident Prevention Program (written)
- Employee medical and exposure records
- OSHA 300 Injury/Illness records
- Records related to specific workplace hazards
- Safety data sheets for hazardous chemicals, including hazardous medications
- Safety meeting records (dates, meeting topics, and workers in attendance)
- Safety training records (training topics, dates, and workers in attendance)

**Bloodborne exposure medical records** must be kept confidential and maintained for the length of employment plus 30 years.

## Bloodborne exposure medical records

- Hepatitis B vaccination and post-exposure evaluations
- Health care provider's written opinions
- Information provided to healthcare provider as required

