

	<b>COMPANY HEALTH AND SAFETY PROGRAM</b>	
	<b>Document No.</b> 3.2	<b>Date:</b> August 8, 2006
	<b>Recordkeeping Requirements</b>	<b>Revision:</b> 0

## **1.0 PURPOSE**

The purpose of this procedure is to define the maintenance practices of all records required by HES and local, state, and federal regulatory agencies and to ensure the retention, availability and transfer of the records.

## **2.0 SCOPE**

These recordkeeping requirements apply to all divisions of HES.

## **3.0 POLICY**

It is the policy of HES to gather and maintain the required records as set by regulatory agencies and for the company's liability.

## **4.0 RECORDKEEPING**

All personnel records will be maintained for a period of 10 years following the employees last day of employment. Training records will likewise be maintained for a period of 10 years following the employees last day of employment. All project files will be maintained for a period of 10 years past the date of completion of the project. The OSHA 300 Log will be maintained for a period of 5 years after the end of the related calendar year and posted as required.

## **5.0 DOCUMENT STORAGE AND MAINTENANCE**

Training records will be maintained in a file cabinet designated as Safety Training Records accessible to all employees in a centralized location. File training record copies may be copied; however they must be returned after copying. A spreadsheet will be kept to verify employee training and certifications as well as frequency of re-training.

Medical Surveillance and Alcohol/Drug Testing records will be maintained in a controlled location accessible by the Health & Safety Manager, Office Manager, or the Director, Environmental Services.

## **6.0 RECORD AVAILABILITY**

HES will make available all records required to be maintained by, 29 CFR 1910.1020, to the Assistant Secretary of Labor (OSHA) upon written request. HES will make available any employee exposure records or medical records to the respective affected employee, designated representatives of the employee, and the Assistant Secretary of Labor upon request.