

*Oregon*OSHA's guide to recordkeeping rules

— a summary of requirements and retention periods



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About our guide

Many of you have asked for a publication that highlights our recordkeeping requirements, so we looked through all of our rules and found those that require you to keep records. Then, we summarized the requirements, organized them, and put them in this guide. Although many of our rules have recordkeeping requirements, the requirements fall into just a handful of categories, including:

- Access to information
- Employee training
- Equipment maintenance and testing
- Exposure monitoring
- Fit testing
- Hazard communication
- Injury reporting
- Medical evaluations and surveillance
- Workplace inspections

If you own or manage a business, you probably know about our recordkeeping requirements for recording workplace injuries – the OSHA 300 log, for example. And if your workplace has hazardous chemicals, you’re keeping MSDSs, right?

What’s the best way to determine other recordkeeping requirements that apply to your workplace? Look at the table of contents beginning on Page 3 of this guide and browse the topics. If you need more information, check out the full-text rules on our website.

There’s also an appendix beginning on Page 96 that highlights our rules with recordkeeping requirements and the retention periods.

Comments? Suggestions? Not satisfied? Please let us know. Contact Ellis Brasch; ellis.k.brasch@state.or.us or 503-947-7399.

Dear Oregon OSHA,

“Do you have a document that discusses what records must be retained and how long they must be retained? Examples would include general training, hearing conservation training, respiratory protection training, 300 log, health records, and HAZCOM. ...”

Recordkeeping and reporting

Division 1 437-001-0700

Injury and illness recordkeeping. If your organization had more than 10 employees at any time during the past calendar year and is not in a designated retail, services, finance, insurance, or real estate industry, you must keep the following injury and illness records for five years:

- Worker's and Employer's Report of Occupational Injury or Disease [DCBS Form 801].
- Log of Work-Related Injuries and Illnesses [OSHA Form 300].
- Summary of Work-Related Injuries and Illnesses [OSHA Form 300A]. You must display a copy of OSHA form 300A where employee notices are typically posted and ensure that it is not defaced or covered by other material. Post the summary from Feb. 1 through April 30.



Industries that are not required to keep injury and illness records are in Table 1 [Partially exempt industries] in this rule.

- If your organization never had more than 10 employees at any time during the past calendar year, you do not need to keep the OSHA 300 or 300A forms, but you must keep DCBS Form 801 for five years.
- If your organization is in the retail, services, finance, insurance, or real estate industry, you do not need to keep the OSHA 300 or 300A forms, but you must keep DCBS Form 801 for five years.

Reporting hospitalizations, catastrophes, and fatalities. This rule requires you to report work-related incidents that cause overnight hospitalizations, catastrophes, or fatalities — including heart attacks and motor vehicle accidents. Reporting an incident does not assign fault, does not prove the violation of an OSHA rule, and does not establish an employee's eligibility for workers' compensation or other benefits.

- Report the overnight hospitalization of an employee within 24 hours of the incident. Only report overnight hospitalization for medical treatment; do not report hospitalization for observation or for treatment in an emergency room.
- Report the death of any employee or a catastrophe (three or more employees admitted to a hospital) within eight hours of the incident. If you do not know about the incident when it happens, you must report it within eight hours after it has been reported to you. Report a fatality only if it occurs within 30 days of the incident.

Recordkeeping for health care

Division 1 437-001-0706

Assaults. Hospitals and ambulatory surgical centers must record any incident in which a patient “knowingly, intentionally, or recklessly causes physical injury.” If home health services or satellite sites are covered by a hospital’s license, assaults at these locations must be recorded, too.

If the incident results in a serious injury or fatality, it must be reported to Oregon OSHA immediately and recorded on the OSHA 300 Log.



Use the Health Care Assault Log, or an equivalent one, to record assaults.

Rules for all workplaces

Division 1 437-001-0760

Your workplace must be inspected as often as necessary by an employee (who has hazard-identification training) to identify defective equipment and unsafe conditions. Some Oregon OSHA rules require a written and dated inspection report signed by the employee.

Rules for workplace safety committees and safety meetings

Division 1 437-001-0765

Recordkeeping for safety committees. Keep records of each safety committee meeting for three years. Your safety committee may need to meet quarterly or monthly depending on the nature of your business. Keep the following information at each meeting:

- Meeting date
- Attendees' names
- Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices
- Recommendations for correcting hazards and reasonable deadlines for management to respond
- Name of the person who will follow up on the recommendations
- All other committee reports, evaluations, and recommendations

Recordkeeping for safety meetings. If your employees do construction, utility work, or manufacturing, you must keep records of all safety meetings for three years.

Keep the following information at each safety meeting:

- Meeting date
- Attendees' names
- Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices



All other employers: You don't have to keep records at safety meetings as long as all your employees attend the meetings. However, you must keep records at meetings when any employee is absent.

Keep the following information at meetings when any employee is absent:

- Meeting date
- Attendees' names
- Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices

Loss prevention services

Division 1 437-001-1035

Workers' compensation insurers must keep records of all loss prevention services they provide for each insured business and for review by Oregon OSHA for at least three years following the date the service was provided.

Self-insured and group self-insured employer loss prevention effort

Division 1 437-001-1060

Organizations that provide workers' compensation insurance to group self-insured employers must keep records that document the assistance provided to each group member.

Powered platforms for building maintenance

Division 2, Subdivision F 1910.66

Inspections and tests. The building owner must keep a record of each inspection and test that includes the inspection date, the inspector's signature, and the number or other identifier of the building support structure, and the equipment inspected. This record must be available for review by Oregon OSHA and the employer.

Suspension wire rope maintenance. The building owner must keep a record of each monthly inspection of a suspension wire rope. The record must include the inspection date, the inspector's signature, and a number or other identifier of the wire rope. This record must be available for review by Oregon OSHA and the employer.

Employee training. You must keep a record of each employee trained to operate and inspect a powered platform. The record must include the name of the person trained, the training date, and the trainer's signature. Keep the record for the duration of the employee's employment.

Man lifts

Division 2, Subdivision F 1910.68

Man lift inspections. Keep a record of each inspection. Include the inspection date, the inspector's signature, and the serial number or other identifier of the lift inspected.

Occupational noise exposure

Division 2, Subdivision G 1910.95

Exposure monitoring. Keep records of employees' exposure monitoring measurements for two years.

Audiometric tests. Keep records of employees' audiometric tests for the duration of their employment. Include:

- The name and job classification of the employee
- The date of the audiogram
- The examiner's name
- The date of the last acoustic or exhaustive calibration of the audiometer
- The employee's most recent noise exposure assessment

Sound pressure levels. Keep accurate records of background sound pressure levels in audiometric test rooms.

Explosives and blasting agents

Division 2, Subdivision H 437-002-0109

Blasting and use of explosives. All explosives must be accounted for. Unused explosives must be kept in a locked magazine. Keep an inventory of all explosives used. Notify authorities of any loss, theft, or unauthorized entry into a magazine.

Recordkeeping and loading. The blaster must keep a current record of explosives, blasting agents, and blasting supplies used in a blast and a running inventory of all explosives and blasting agents stored on site.

Process safety management of highly hazardous chemicals

Division 2, Subdivision H 1910.119

Employee training. Ensure that each employee involved in operating a process has received and understood the training required by this rule. Record the employee's name, training date, and the means used to verify that the employee understood the training.

Contract employer responsibilities. Contract employers must document that each contract employee has received and understood the training required for contract employees; record the employee's training date and the means used to verify that the employee understood the training.

Injury-and-illness log. You must keep an employee injury-and-illness log that covers contractors' work in process areas. Contractors work means contract employees performing maintenance, repair, turnaround, major renovation, or specialty work on or adjacent to a process covered by 1910.119.

Mechanical integrity – inspection and testing. Document each inspection and test performed on process equipment. Include:

- The inspection or test date
- The inspector's name
- A description of the activity
- The inspection results

Hazardous waste operations and emergency response

Division 2, Subdivision H 1910.120

Medical surveillance. Medical surveillance records of employees covered by this rule must include:

- The employee's name and Social Security number
- The physician's written opinions, recommended limitations, and results of examinations and tests
- The employee's medical complaints related to hazardous substance exposures
- A copy of the information provided to the examining physician by the employer

Keep the medical record for each employee for the length of employment plus 30 years.

Training for emergency response employees. Ensure that emergency response employees have attended and successfully completed training (that includes the emergency response plan, standard operating procedures for the job, personal protective equipment required, and procedures for handling emergency incidents) or certify the employee's competency at least yearly. Keep a record of the method used to demonstrate competency.

Refresher training for emergency responders to hazardous substance releases. Employees must have annual refresher training to maintain their competencies or they must demonstrate competency at least yearly. Keep a record of the method used to demonstrate competency.



Training providers should keep records listing the dates courses were presented, the names of the individual course attendees, the names of those students successfully completing each course, and the number of training certificates issued to each successful student.

Personal protective equipment – general requirements

Division 2, Subdivision I 1910.132

Hazard assessment. You must assess your workplace to determine if there are hazards that make it necessary for your employees to use personal protective equipment. You must verify the assessment by documenting the location, the person who did the assessment, and the assessment date.

Training. You must document that employees who use personal protective equipment have been properly trained. Record:

- The names of those who have been trained
- Their training dates
- The training topic



These general recordkeeping requirements apply to eye and face, head, foot, and hand protection. They do not apply to any of the following:

- **Respirators:** follow the requirements in 1910.134, Respiratory protection
- **Hearing protectors:** follow the requirements in 1910.95, Occupational noise exposure
- **Protective equipment for bloodborne pathogens:** follow the requirements in 1910.130, Bloodborne pathogens

Respiratory protection

Division 2, Subdivision I 1910.134

This rule has recordkeeping requirements for medical evaluations, fit tests, and a written respirator program.

Medical evaluations. Records of medical evaluations required by this rule must be retained and made available to employees and Oregon OSHA in accordance with 1910.1020. Keep medical records for each employee for at least the duration of employment plus 30 years.

Fit tests. Keep records of employees' qualitative and quantitative fit tests. Include:

- The employee's name
- Type of fit test performed
- Specific make, model, style, and size of respirator tested
- Date of test
- The fit test results

Keep employees' fit test records until the next fit test is administered.

Written respirator program. Keep a written copy of the current respirator program. Elements of the written program include:

- Selecting respirators
- Training employees in respiratory hazards and the use of respirators
- Fit-testing tight-fitting respirators
- Using respirators in emergencies
- Maintaining respirators
- Ensuring air quality in atmosphere-supplying respirators
- Evaluating the program's effectiveness
- Medical evaluations for employees who are required to use respirators

The control of hazardous energy (lockout/tagout)

Division 2, Subdivision J 1910.147

If you have employees who service equipment that could start or move unexpectedly, you must have written energy-control procedures, periodic inspections, and employee training to ensure that employees are protected.

Periodic inspections. The periodic inspection is an annual review of the energy-control procedures for equipment that is locked out or tagged out. Record:

- The equipment on which the energy-control procedure is used
- The inspection date
- The workers included in the inspection
- The inspector's name

Training. Keep a record that shows employee training has been accomplished and current. Include:

- The employee's name
- The training dates
- Who did the training

Fixed extinguishing systems

Division 2, Subdivision L 1910.160

Ensure that that inspection and maintenance dates are recorded on the container, on a tag attached to the container, or in a central location. Keep a record of the last semiannual check until the container is checked again.

Oregon rules for firefighters

Division 2, Subdivision L 437-002-0182

Firefighting training and education. Rope rescue training must be conducted under the direction of the fire department training officer or a department-designated authority according to the equipment manufacturer's recommendations. The training officer must keep records of the manufacturer's training requirements and must comply with them.

Automotive apparatus maintenance and repair. Vehicle maintenance and repair reports must show that a firefighting vehicle has monthly maintenance checks or a maintenance check each time it returns to the station after an emergency, a drill, or a test drive.

Aerial devices, component testing. When defects are found in critical components of an aerial device, the repairs must be tested and certified according to NFPA Standard 1914, 1991 edition, by a registered professional engineer, the manufacturer of the apparatus, or an American Welding Society (AWS) Certified Welding Inspector. Keep a permanent record of tests and repairs for each unit.

Portable fire extinguishers

Division 2, Subdivision L 437-002-0187

Inspection and maintenance. Keep a record of annual maintenance checks. Replace the old record with the new one.

Hydrostatic testing. Keep a record of the most recent hydrostatic test until the extinguisher is no longer in use. Include the test date, test pressure, serial number of the extinguisher (or other unique identifier), and the person who did the test.

Powered industrial trucks

Division 2, Subdivision N 1910.178

Training. This rule requires that powered industrial truck operators have been trained and evaluated. Training consists of a combination of formal instruction, practice, and a performance evaluation. Include in the training record:

- The operator's name
- The training date
- The evaluation date
- The name of the trainer or evaluator

Overhead and gantry cranes

Division 2, Subdivision N 1910.179

Hooks and hoist chains must be inspected frequently for defects [see 1910.179 (j)(1)(ii)].

Hooks. The inspection record must include:

- The inspection date
- The inspector's signature
- The serial number or other identifier of the hook inspected

Hoist chains, including end connections. The inspection record must include:

- The inspection date
- The inspector's signature
- An identifier for the chain inspected

Rated load tests. Test reports must be filed and available to employees.

Running ropes. Do a thorough inspection of all ropes at least once a month. The inspection record must include:

- The inspection date
- The inspector's signature
- An identifier for the inspected ropes

The inspection record must be available to employees.

Other ropes. Ropes that have been idle for a month or more must be thoroughly inspected before they are used. The inspection record must include:

- The inspection date
- The inspector's signature
- An identifier for the inspected ropes

The inspection record must be filed and readily available to personnel.

Crawler, locomotive, and truck cranes

Division 2, Subdivision N 1910.180

Crane inspection records. Written inspection records that include the inspection date, the inspector's signature, and the serial number or other identifier of the crane inspected must be updated monthly on critical components such as brakes, crane hooks, and ropes.

Rated load tests. Written reports must be available that show test procedures and confirm that repairs or alterations are adequate.

Rope inspection, running ropes. A thorough inspection of all ropes in use must be made at least monthly. Keep inspection records that include:

- The inspection date
- The inspector's signature
- An identifier for the ropes

File the records and make them available to employees.

Rope inspection, other ropes. Rope that has been idle for a month or more must be thoroughly inspected before it is used. Keep a record that includes the inspection dates, inspectors' signatures, and identifiers for ropes that were inspected.

Slings

Division 2, Subdivision N 1910.184

Alloy steel chain slings, inspections. Do thorough, regular inspections of alloy steel chain slings. Keep a record of the most recent month in which each alloy steel chain sling was inspected and make the record available to employees.

Oregon general requirements for cranes

Division 2, Subdivision N 437-002-0228

Training. If you have employees who operate cranes or derricks, you must have a written procedure that ensures they operate them safely. Document the training they receive. Include:

- The type of training
- The training date
- The trainer's name
- Their years of crane-operating experience

Inspections. A competent person or a government or private agency must make an annual inspection of all cranes. Keep a record of the inspection dates and results.

Mechanical power presses

Division 2, Subdivision O 1910.217

Inspection and maintenance. Keep a record of power press inspections that includes the inspection date, the inspector's signature, and the serial number or other identifier, of the power press inspected.

Safety system certification. Keep records of the installation certification and validation and the most recent recertification and revalidation for each safety-system-equipped press as long as the press is used. Include the manufacturer and model number of each component and subsystem, the calculations of the safety distance, and the stopping time.

Operator training. Keep a record that shows each operator has been trained. Include the operator's name, the trainer's signature, and the training date. Keep the record for the duration of the employee's employment.

Forging machines

Division 2, Subdivision O 1910.218

Inspection and maintenance. Establish regular maintenance safety inspections and keep records of the inspections. Include the inspection date, the inspector's signature, and the serial number or other identifier, of the forging machine inspected.

Oregon rules for refuse collection and compaction equipment

Division 2, Subdivision O 437-002-0256

Installation, inspection, and maintenance. Maintain the equipment according to manufacturer's recommendations and follow the manufacturer's recommendations for inspecting and testing. If there are no manufacturer's recommendations, inspect and test annually. Keep a record of inspections for a minimum of two years.

Telecommunications

Division 2, Subdivision R 1910.268

Derrick trucks and similar equipment. Ensure that derricks and associated equipment are inspected by a competent person at intervals set by the manufacturer or at least once a year. Record the inspection dates and a description of any repairs.

Electric power generation transmission and distribution

Division 2, Subdivision R 1910.269

Training. Maintain a record of each employee's training after the employee demonstrates proficiency; keep the record for the duration of the employee's employment. Employment records that indicate that an employee has already had the required training are an acceptable means of meeting this requirement.

Grain-handling facilities

Division 2, Subdivision R 1910.272

Preventive maintenance. Keep a record of each inspection required by this rule. Include the inspection date, the inspector's name, and the serial number or other identifier, of the equipment inspected.

Asbestos

Division 2, Subdivision Z 1910.1001

You can use the services of organizations such as industry trade associations and employee associations to keep the records required by this rule.

Exposure measurements. Keep records of all measurements taken to monitor employees' exposures to asbestos. Include:

- The measurement date
- A description of the work employees are doing while being monitored
- The sampling and analytical methods used and evidence of their accuracy
- The number, duration, and results of samples
- The type of respiratory protective devices worn, if any
- The names, Social Security numbers, and exposure of the employees monitored

Keep the records for at least 30 years in accordance with 1910.20.

Objective data for exempted operations. Where the processing, use, or handling of products made from or containing asbestos is exempted from this rule, keep records of the data used to support the exemption. Include:

- The product qualifying for exemption
- The source of the objective data
- The testing protocol, the test results, or an analysis of the material for the release of asbestos
- A description of the operation exempted and how the data support the exemption
- Any other relevant data

Keep the records as long as the exemption is in effect.

Medical surveillance. Keep records for employees under medical surveillance. Include:

- The employees' names and Social Security numbers
- The physician's written opinions
- Employees' medical complaints related to asbestos exposure
- A copy of the information provided to the physician

Keep the records for the duration of the employees' employment plus 30 years.

Training. Keep employees' training records for the duration of their employment plus one year.

Availability. When current and former employees request them, make their exposure records available for examination and copying. Make employee medical records available for examination and copying to employees and anyone who has their written consent.

13 carcinogens

Division 2, Subdivision Z 1910.1003

This rule applies to workplaces that use any of the following hazardous substances:

- 4-Nitrobiphenyl
- alpha-Naphthylamine
- methyl chloromethyl ether
- 3,3'-Dichlorobenzidine (and its salts)
- bis-Chloromethyl ether
- beta-Naphthylamine
- Benzidine
- 4-Aminodiphenyl
- Ethyleneimine
- beta-Propiolactone
- 2-Acetylaminofluorene
- 4-Dimethylaminoazo-benzene
- N-Nitrosodimethylamine

Medical surveillance. Keep records of employees' medical examinations for the duration of their employment. You must send these records, or notarized copies, to Oregon OSHA when employees end their employment or when you go out of business without a successor.

Vinyl chloride

Division 2, Subdivision Z 1910.1017

All employee records required by this rule must include the employee's name and Social Security number. Employees' monitoring and medical records must be provided upon request to employees, their designated representatives, and Oregon OSHA.

Monitoring records must include:

- The monitoring date
- The concentrations determined
- The instruments and methods used
- Any additional information necessary to determine individual employee exposures

Keep employees' monitoring records for at least 30 years.

Keep employees' medical records for 30 years or the duration of their employment plus 20 years, whichever is longer.

If you go out of business without a successor, you must send employees' records to Oregon OSHA and each employee must be notified of the transfer.

Division 2, Subdivision Z 1910.1018

Exposure monitoring. Keep records of all exposure monitoring required by this rule. Include:

- The date, number, duration, location, and results of each of the samples taken
- A description of the sampling and analytical methods used and evidence of their accuracy
- The type of respiratory protective devices worn, if any
- The name, Social Security number, and job classification of the employees monitored
- The environmental variables that could affect the measurement of the employee's exposure

Keep exposure monitoring records for at least 40 years or for the duration of employment plus 20 years, whichever is longer.

Medical surveillance. Keep a record for each employee under medical surveillance. Include:

- The employee's name, Social Security number, and job duties
- A copy of the physician's written opinions
- Results of any exposure monitoring and the representative exposure levels given to the physician
- Any employee medical complaints related to exposure to inorganic arsenic

Keep – or have the examining physician keep – the following information:

- A copy of the medical examination results, including medical and work history required by this rule
- A description of the laboratory procedures and a copy of any standards or guidelines used to interpret the test results
- The initial X-ray
- The X-rays for the most recent five years
- Any X-rays with a demonstrated abnormality and all subsequent X-rays

Keep – or have the examining physician keep – these medical records for at least 40 years or the duration of employment plus 20 years, whichever is longer.

Provide these records upon request to employees, designated representatives, and Oregon OSHA in accordance with 1910.1020.

If you go out of business and there is no successor employer, you must send these records to Oregon OSHA. When the retention period for these records expires, notify Oregon OSHA at least three months before you dispose of them.

Access to employee exposure and medical records

Division 2, Subdivision Z 1910.1020

This rule applies to general industry and construction employers who keep or have access to employee exposure and medical records. The rule ensures that employees have the right of access to their exposure and medical records. You are responsible for complying with this rule but recordkeeping can be done by the physician or by other health care personnel in charge of the employee's medical records.



Unless another Oregon OSHA rule has a different retention period, employers must keep medical and exposure records for the following periods:

- Keep medical records for each employee for at least the duration of employment plus 30 years.
- Keep employee exposure records for at least 30 years.

Employee medical records. It's not necessary to keep the following for a specific period:

- Health insurance claims maintained separately from the employer's medical program and its records
- First-aid records of one-time treatment of minor scratches, cuts, burns, and splinters that do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on site by a non-physician and if maintained separately from the employer's medical program and its records
- The medical records of employees who have worked for less than one year if they are provided to the employee upon the termination of employment

Employee exposure records

- Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, only need to be kept for one year.
- Material safety data sheets do not need to be kept for any specified period. However, a record of the chemical name, where it was used, and when it was used must be kept for at least 30 years.
- Analyses using exposure or medical records must be kept for at least 30 years.

Access to records. Employees or designated representatives can request access to their exposure and medical records. Employers must provide access to the records within 15 workdays of a request or tell the requestor the reason for the delay and the earliest date that the record will be available.

Employers cannot charge employees or their representatives for a copy of their exposure and medical records.

Employee information. Every year, new employees and current employees must be informed about:

- The existence, location, and availability of their exposure and medical records
- The person responsible for maintaining and providing access to the records
- Their rights of access to these records

Division 2, Subdivision Z 1910.1025

Exposure monitoring. Keep records of employees' exposure monitoring results. Include:

- The date, number, duration, location, and results of each of the samples taken
- A description of the sampling and analytical methods used and evidence of their accuracy
- The type of respiratory protective devices worn, if any
- The name, Social Security number, and job classification of the employee monitored and of all other employees whose exposure the measurement represents
- The environmental variables that could affect exposure measurements

Keep these records for at least 40 years or for the duration of employment plus 20 years, whichever is longer.

Medical surveillance. Keep a record for each employee subject to medical surveillance that includes:

- The name, Social Security number, and description of the duties of the employee
- A copy of the physician's written opinions
- Results of any airborne exposure monitoring done for that employee and the representative exposure levels supplied to the physician
- Any employee medical complaints related to lead exposure

Keep – or ensure that the examining physician keeps – the following medical records for at least 40 years, or for the duration of employment plus 20 years, whichever is longer:

- A copy of the medical examination results, including medical and work history
- A description of the laboratory procedures and a copy of any standards or guidelines used to interpret the test results
- A copy of the results of biological monitoring

Medical removals. Keep a record of each employee removed from current exposure to lead. Include:

- The name and Social Security number of the employee
- The date on each occasion that the employee was removed from current exposure to lead as well as the date on which the employee was returned to his or her former job status
- A brief explanation of how each removal was accomplished
- A statement indicating whether the reason for the removal was an elevated blood lead level

Keep each medical removal record for at least the duration of an employee's employment.

Availability. You must provide environmental monitoring, medical removal, and medical records upon request to employees, their designated representatives, and Oregon OSHA in accordance with 1910.1020.

Transfer of records. If you go out of business, the successor employer must keep these records. If there is no successor, you must send the records to Oregon OSHA. When the retention period for these records expires, notify Oregon OSHA at least three months before destroying them.

Chromium (VI)

Division 2, Subdivision Z 1910.1026

This rule is the same as the chromium (VI) rule for the construction industry, Division 3, Subdivision Z

Exposure monitoring. Keep an accurate record of all air monitoring conducted to comply with the requirements of this rule. Include:

- The date of measurement for each sample
- The operation involving exposure to chromium (VI)
- The sampling and analytical methods used and evidence of their accuracy
- The number, duration, and the results of the samples
- The type of personal protective equipment used
- The name, social security number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored.

Keep exposure records for each employee for at least 30 years

Historical monitoring data. If you rely on historical monitoring data to determine exposure to chromium (VI), you must keep an accurate record of the data. Ensure that the data were collected using methods that meet the accuracy requirements of this rule. Also, include information that shows:

- The processes and work practices in use when the historical monitoring data were obtained are similar the current methods
- The characteristics of the material handled when the historical monitoring data were obtained are the same as the material which exposure is being determined
- The environmental conditions prevailing when the historical monitoring data were obtained are the same as those for which exposure is determined

Objective data. Keep a record of all objective data relied upon to comply with the requirements of this rule. Include:

- The name of the chromium containing material
- The source of the objective data
- The testing protocol and results of testing
- A description of the process and how the data support the determination

Keep the record as long as you use it to support the determination.

Medical surveillance. Keep records for all employees subject to medical surveillance under this rule. Include the following information about each employee:

- Name and Social Security number
- A copy of the physician or other licensed health-care professional's written opinion
- A copy of the information provided to the physician or other licensed health-care professional as required by this rule

Keep these records for the duration of employment plus 30 years.

Division 2, Subdivision Z 1910.1027

Exposure monitoring. Keep records of all air monitoring for cadmium. Include:

- The monitoring date, duration, and results showing the eight-hour TWA (time-weighted average) of each sample
- The name, Social Security number, and job classification of the employees monitored and the employees whose exposures the monitoring represents
- A description of the sampling and analytical methods used and evidence of their accuracy
- The type of respiratory protective device, if any, worn by the monitored employee
- A description of other conditions that might have affected the monitoring results

Keep these records for at least 30 years.

Objective data for exemption from initial monitoring. Objective data are used to show that a product or material containing cadmium cannot release dust or fumes in concentrations at or above the action level. Keep records of objective data for exemption at least 30 years.

Medical surveillance. Keep records of all employees subject to medical surveillance. Include:

- Employees' names, Social Security numbers, and descriptions of their duties
- A copy of the physician's written opinion and an explanation for biological monitoring results
- A copy of the medical history, the results of any physical examination, and all test results required by this rule
- The employee's medical symptoms that might be related to exposure to cadmium
- A copy of the information provided to the physician

Keep this information for the duration of employment plus 30 years.

Training. Keep records that show that employees have been trained. Include:

- Their names
- The trainer's signature
- The training date and the date the training was completed

Keep the records for one year after the training was completed.

Availability. Within 15 days of a request, make an employee's medical surveillance records available to the employee or to anyone having the specific written consent of the employee, and after the employee's death, to the employee's family.

Transfer of records. If you go out of business and there is no successor, follow the requirements for transferring records in 1910.1020.

Benzene

Division 2, Subdivision Z 1910.1028

Exposure measurements. Keep records of employees' exposure measurements. Include:

- The date, number, duration, and results of each sample taken
- A description of the sampling and analytical methods used
- A description of the type of respiratory protective devices worn, if any
- The names, Social Security numbers, job classifications, and exposure levels of the employees monitored and the employees whose exposure the measurement represents

Keep these records for at least 30 years.

Medical surveillance. Keep records for each employee under medical surveillance. Include:

- The employee's name and Social Security number
- Your copy of the physician's written opinion on initial, periodic, and special examinations, including results of medical examinations and all tests, opinions, and recommendations
- Any medical complaints related to benzene exposure
- A copy of the information provided to the physician
- A copy of the employee's medical and work history related to exposure to benzene or any other hematologic toxins

Keep these records for the duration of employment plus 30 years.

Availability. You must provide employees' exposure monitoring records, upon request, for examination and copying to employees, their representatives, and to Oregon OSHA in accordance with 1910.1020. You must provide employees' medical surveillance records, upon request, for examination and copying, to the subject employee, to anyone who has the specific written consent of the subject employee, and to Oregon OSHA in accordance with 1910.1020.

Transfer of records. If you go out of business and there is no successor, notify Oregon OSHA at least three months before destroying the records and send them to Oregon OSHA if the agency asks for them.

Coke oven emissions

Division 2, Subdivision Z 1910.1029

Exposure measurements. Keep records of employees' exposure to coke oven emissions. Include:

- The names, Social Security numbers, and job classifications of the employees
- The date, number, duration and results of each of the samples taken
- The type of respiratory protective devices worn, if any
- A description of the sampling and analytical methods used and evidence of their accuracy
- The environmental variables that could affect the measurement of employee exposure

Keep these records for 40 years or for the duration of employment plus 20 years, whichever is longer.

Medical surveillance. Keep a record for each employee under medical surveillance. Include:

- The employee's name, Social Security number, and a description of the employee's duties
- A copy of the physician's written opinion
- The signed statement if the employee refuses to take a medical examination
- Any medical complaints related to exposure to coke oven emissions

Keep, or ensure that the examining physician keeps:

- A copy of the medical examination results and work history
- A description of the laboratory procedures used and a copy of any standards or guidelines used to interpret the test results
- The initial X-ray
- The X-rays for the most recent five years
- Any X-ray with a demonstrated abnormality and all subsequent X-rays
- The initial cytologic examination slide and written description
- The cytologic examination slide and written description for the most recent 10 years
- Any cytologic examination slides with demonstrated atypia, if the atypia persists for three years, and all subsequent slides and written descriptions

Keep all medical records for at least 40 years or for the duration of employment plus 20 years, whichever is longer.

Availability. You must provide employees' exposure and employee medical records, upon request, to employees, their representatives, and to Oregon OSHA.

Transfer of records. If you go out of business, the successor employer must keep these records. If there is no successor employer, you must send the records to Oregon OSHA.

Bloodborne pathogens

Division 2, Subdivision Z 1910.1030

Medical Records. Keep a record for each employee with occupational exposure to bloodborne pathogens. Include:

- The employee's name and Social Security number
- A copy of the employee's hepatitis B vaccination status, including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive a vaccination
- A copy of the results of all examinations, medical tests, and follow-up procedures
- Your copy of the health-care professional's written opinion
- A copy of the information provided to the health care professional



Occupationally exposed means “exposed during the performance of job duties to blood or other potentially infectious materials through skin, eyes, mucous membranes, or broken skin.”

Confidentiality. Employee medical records must stay confidential. They cannot be disclosed or reported to any other person without the employee's express written consent except as required by this rule.

Keep these records for at least the duration of employment plus 30 years in accordance with 1910.1020.

Training Records. Employees' training records must include:

- The training session dates
- The contents or a summary of the training
- The names and qualifications the trainers
- The names and job titles of all persons attending the training

Keep training records for three years from the date on which the training occurred.

Availability. Make employee training records available, upon request, for examination and copying to employees, their representatives, and to Oregon OSHA. Make medical records available, upon request, for examination and copying to the subject employee, to anyone having written consent of the subject employee, and to Oregon OSHA.

Transfer of Records. If you go out of business and there is no successor, notify Oregon OSHA at least three months before destroying records and send them to the Oregon OSHA if the agency requires you to do so.

Sharps Injury Log. The sharps injury log must be kept by all employers who must maintain an exposure control plan, regardless of whether employees use sharps in their normal duties. Keep for five years.

Division 2, Subdivision Z 1910.1043

Exposure measurements. Keep records of all employees' exposure measurements. Include:

- A log containing the items listed in paragraph IV(a), Appendix A of this rule, and the dates, number, duration, and results of each of the samples taken
- The type of protective devices worn, if any, and length of time worn
- The names, Social Security numbers, job classifications, and exposure levels of employees whose exposure the measurement represents

Keep these records for 20 years.

Medical surveillance. Keep medical records for employees subject to medical surveillance. Include:

- The names, Social Security numbers and descriptions of the duties of the employees
- A copy of the medical examination results, including the medical history, questionnaire response, results of all tests, and the physician's recommendation
- Any employee medical complaints related to exposure to cotton dust
- A copy of this rule and its appendices (You may keep one copy of this rule and its appendices for all employees, if both are referenced in each employee's medical surveillance record.)
- A copy of the information provided to the physician

Keep these records record for 20 years.

Availability. You must provide employee exposure records and medical records, upon request, to employees, their representatives, and Oregon OSHA in accordance with 1910.1020.

Transfer of records. If you go out of business, the successor employer must keep these records. If there is no successor, you must send the records to Oregon OSHA. When the retention period for these records expires, notify Oregon OSHA at least three months before destroying them.

1,2-dibromo-3-chloropropane (DBCP)

Division 2, Subdivision Z 1910.1044

Exposure monitoring. Keep records of all exposure monitoring. Include:

- The dates, number, duration, and results of each of the samples taken
- A description of the sampling and analytical methods used
- Type of respiratory protective devices worn, if any
- Names, Social Security numbers, and job classifications of the employees monitored and all other employees whose exposure the measurement represents

Keep these records for at least 40 years or the duration of employment plus 20 years, whichever is longer.

Medical surveillance. Keep medical records for employees subject to medical surveillance. Include:

- The names and Social Security numbers of the employees
- A copy of the physician's written opinion
- Any employee medical complaints related to exposure to DBCP
- A copy of the information provided the physician
- A copy of the employee's medical and work history

Keep these records for at least 40 years or the duration of employment plus 20 years, whichever is longer.

Availability. You must provide employee exposure monitoring records and employee medical records, upon request, to employees, their representatives, and Oregon OSHA.

Transfer of records. If you go out of business, the successor employer must keep these records. If there is no successor, you must send the records to Oregon OSHA.

Division 2, Subdivision Z 1910.1045

Objective data for exempted operations. Objective data are used to show that material containing cadmium cannot release dust or fumes in concentrations at or above the action level. If you exempt material made from acrylonitrile, keep a record of the objective data used to support the exemption. Include:

- The material qualifying for exemption
- The source of the objective data
- The testing protocol, results of testing, or analysis of the material for the release of acrylonitrile
- A description of the operation exempted and how the data supports the exemption
- Other data relevant to the operations, materials, and processing covered by the exemption

Keep this record as long as it is used to support the exemption.

Exposure monitoring. Keep a record of all exposure monitoring for acrylonitrile. Include:

- The dates, number, duration, and results of each sample, including a description of the sampling procedure used to determine representative employee exposures
- A description of the sampling and analytical methods used and the data relied upon to establish that the methods used meet the requirements of this rule
- Type of respiratory protective devices worn, if any
- Names, Social Security numbers, and job classifications of the employees monitored and of all other employees whose exposures the measurement represents

Keep the record for 40 years, or for the duration of employment plus 20 years, whichever is longer.

Medical surveillance. Keep records for all employees subject to medical surveillance. Include:

- A copy of the physician's written opinions
- Any employee medical complaints related to exposure to acrylonitrile
- A copy of the information provided to the physician
- A copy of the employee's medical and work history

Keep the record for at least 40 years, or for the duration of employment plus 20 years, whichever is longer.

Availability. Provide the records, upon request, to employees, their representatives, and Oregon OSHA.

Transfer of records. If you go out of business, the successor employer must keep these records. If there is no successor, you must send the records to Oregon OSHA. Notify Oregon OSHA at least three months before destroying expired records.

Ethylene oxide

Division 2, Subdivision Z 1910.1047

Objective data for exempted operations. Objective data are used to show that a product containing ethylene oxide cannot release dust or fumes in concentrations at or above the action level. If you exempt products made from ethylene oxide, keep a record of objective data used to support the exemption. Include:

- The product qualifying for exemption
- The source of the objective data
- The testing protocol, results of testing, or analysis of the material for the release of ethylene oxide
- A description of the operation exempted and how the data support the exemption
- Other data relevant to the operations, materials, processing, or employee exposures covered by the exemption

Keep this record as long as it is used to support the exemption.

Exposure measurements. Keep records of all measurements used to monitor employee exposures to ethylene oxide. Include:

- The measurement date
- The operation that exposes employees to ethylene oxide
- Sampling and analytical methods used and evidence of their accuracy
- Number, duration, and results of samples taken
- Type of protective devices worn, if any
- Names, Social Security numbers, and exposures of the employees represented

Keep these records for at least 30 years.

Medical surveillance. Keep records of each employee subject to medical surveillance. Include:

- The name and Social Security number of the employee
- The physician's written opinions
- Any employee medical complaints related to exposure to ethylene oxide
- A copy of the information provided to the physician

Keep the records for the duration of employment plus 30 years.

Availability. Make exemption and exposure records available for examination and copying to affected employees, former employees, their representatives, and Oregon OSHA. Make employee's medical records available for examination and copying to the employee, anyone having the employee's written consent, and Oregon OSHA.

Transfer of records. Follow the requirements for transferring records described in 1910.1020. If you go out of business without a successor, notify Oregon OSHA at least 90 days before destroying the records.

Division 2, Subdivision Z 1910.1048

Exposure measurements. Keep records of all measurements to monitor employee exposures to formaldehyde. Include:

- The measurement date
- The operation being monitored
- The methods of sampling and analysis and evidence of their accuracy and precision
- The number, durations, time, and results of samples
- The types of protective devices worn
- The names, job classifications, Social Security numbers, and exposure estimates of the employees whose exposures are represented by the monitoring results

Exposure determinations. If no employee is exposed to formaldehyde at or above the action level, keep a record of the objective data used to support the determination.

Keep exposure measurement records and determinations 30 years.

Medical surveillance. Keep a record for each employee under medical surveillance. Include:

- The employee's name and Social Security number
- The physician's written opinion
- A list of any employee health complaints related to exposure to formaldehyde
- A copy of the medical examination results, including medical disease questionnaires and results of any medical tests

Keep medical records for the duration of employment plus 30 years.

Respirator fit testing. Keep records for all employees required to have negative pressure respirator fit testing. Include:

- A copy of the protocol selected for respirator fit testing
- A copy of the results of any fit testing performed
- The size and manufacturer of the types of respirators available for selection
- The date of the most recent fit testing, the name and Social Security number of each tested employee, and the respirator type and facepiece selected

Keep respirator fit testing records until they are replaced by a more recent record.

Availability of records. Make employee exposure records available upon request for examination and copying to the employee and designated representatives. Provide employee medical records upon request for examination and copying, to the employee or anyone having the written consent of the employee.

Methylenedianiline

Division 2, Subdivision Z 1910.1050

Monitoring data for exempted employers. If you have done exposure monitoring that shows the processing, use, or handling of products containing methylenedianiline are exempt from this rule, you must keep records that support the exemption. Include:

- The product qualifying for exemption
- Whether monitoring performed by the employer or a private contractor
- The testing protocol, results of testing, and/or analysis of the material for the release of methylenedianiline
- A description of the operation exempted and how the data support the exemption
- Other data relevant to the operations, materials, processing, or employee exposures covered by the exemption

Keep the record as long as you use it to support the exemption.

Objective data for exempted employers. Objective data are used to show that a product or material containing methylenedianiline cannot release dust or fumes in concentrations at or above the action level. Keep a record of objective data used to exempt products made from methylenedianiline. Include:

- The product qualifying for exemption
- The source of the objective data
- The testing protocol, results of testing, and analysis of the material for the release of methylenedianiline
- A description of the operation exempted and how the data support the exemption
- Other data relevant to the operations covered by the exemption

Keep the record as long as you use it to support the exemption.

Exposure measurements. Keep records of employees' exposure monitoring measurements. Include:

- The dates, number, duration, and results of each of the samples, including a description of the procedure used to determine employee exposures
- Identification of the sampling and analytical methods used
- A description of the type of respiratory protective devices worn, if any
- The names, Social Security numbers, job classifications, and exposure levels of the employees monitored and the employees whose exposure the measurement represents

Keep the record for at least 30 years.

Medical surveillance. Keep records for all employees subject to medical surveillance. Include:

- The employees' names, Social Security numbers, and descriptions of their duties
- Your copy of the physician's written opinion on initial, periodic, and any special examinations, including results of medical examinations and tests, opinions, and recommendations
- Results of any airborne exposure monitoring done for that employee and the representative exposure levels supplied to the physician
- Any employee medical complaints related to exposure to methylenedianiline

Keep or have the examining physician keep for each employee:

- A copy of this rule and its appendices; you can keep one copy of this rule and its appendices for all employees if you reference the standard and its appendices in each employee's medical surveillance record
- A copy of the information provided to the physician as required by any parts of this rule
- A description of the laboratory procedures and a copy of any standards or guidelines used to interpret the test results or references to the information
- A copy of the employee's medical and work history related to exposure to methylenedianiline

Keep these records for the duration of employment plus 30 years.

Medical removals. Keep records of employees removed from current exposure to methylenedianiline. Include:

- The employees' names and Social Security numbers
- The date of each occasion that the employee was removed from current exposure to methylenedianiline as well as the date on which the employee was returned to his or her former job status
- A brief explanation of how each removal was or is being accomplished
- A statement indicating the reason for the removal

Keep these records for the duration of employment plus 30 years.

Availability. Provide employee exposure monitoring records upon request for examination and copying to employees, their representatives, and Oregon OSHA. Provide employee medical records upon request for examination and copying, to the employee, to anyone having the written consent of the employee, and to Oregon OSHA.

Transfer of records. Follow the requirements for transferring records described in 1910.1020. If you go out of business without a successor, notify Oregon OSHA at least 90 days before destroying the records.

1,3 Butadine

Division 2, Subdivision Z 1910.1051

Objective data for exemption from initial monitoring. If you exempt employees from initial monitoring for exposure to 1,3 Butadine, keep a record of the of the data used to support the exemption. Include:

- The product or activity qualifying for exemption
- The source of the objective data
- The testing protocol, results of testing, and analysis of the material for the release of 1,3 Butadine
- A description of the operation exempted and how the data support the exemption
- Other data relevant to the operations, materials, processing, or employee exposures covered by the exemption

Keep the record as long as you use the data to support the exemption.

Exposure measurements. Keep records of all exposure measurements taken to monitor employee exposure to 1,3 Butadine. Include:

- The date of the measurement
- The operation involving exposure to 1,3 Butadine
- Sampling and analytical methods used and evidence of their accuracy
- Number, duration, and results of samples taken
- Names, Social Security numbers and exposures of the employees whose exposures are represented

Keep the records for at least 30 years.

Respirator Fit-test. Keep records of fit tests administered to employees. Include:

- The employees' names
- Types of respirators tested
- Brands and sizes of respirators
- Test dates
- The fit factors, strip chart recordings, or other recordings of quantitative fit test results

Keep fit test records for respirator users until the next fit tests are administered.

Medical screening and surveillance. Keep records of all employees subject to medical screening and surveillance. Include:

- The employees' names and Social Security numbers
- A physician's or other licensed health care professional's written opinions
- A copy of the information provided to the physician or other licensed health care provider

Keep the records for the duration of employment plus 30 years.

Availability. You must provide employee medical records, upon request, to employees, their representatives, and Oregon OSHA in accordance with 1910.1020.

Transfer of records. If you go out of business, send these records to the successor employer. If there is no successor, notify Oregon OSHA at least three months before destroying them and send them to Oregon OSHA if requested.

Methylene chloride

Division 2, Subdivision Z 1910.1052

Objective data. If you use objective data to show that initial employee monitoring for exposure to methylene chloride is unnecessary because employees are not exposed at levels greater than the action level or the short-term exposure limit, you must keep a record of the data used to support the exemption. Include:

- A description of the material that could expose them to methylene chloride
- The source of the objective data
- The testing protocol, results of testing, and analysis of the material for the release of methylene chloride
- A description of the operation exempted and how the data support the exemption
- Any other data relevant to the operations, materials, processing, or employee exposures covered by the exemption

Keep the record as long as you use it to support the exemption.

Exposure measurements. Keep a record of all measurements taken to monitor employee exposure to methylene chloride. If you have 20 or more employees, include:

- The date of measurement for each sample taken
- The operation involving exposure to methylene chloride
- Sampling and analytical methods used and evidence of their accuracy
- Number, duration, and results of samples taken
- Type of personal protective equipment worn, if any
- Names, Social Security numbers, job classifications, and exposures of employees represented by monitoring, indicating employees who were monitored

If you have fewer than 20 employees, include:

- The date of measurement for each sample taken
- Number, duration, and results of samples taken
- Names, Social Security numbers, job classifications and exposures of all of the employees represented by monitoring, indicating employees who were actually monitored

Keep these records for at least 30 years.

Medical surveillance. Keep records of all employees subject to medical surveillance. Include:

- The name, Social Security number and description of the duties of the employee
- Written medical opinions
- Any employee medical conditions related to exposure to methylene chloride

Keep these records for the duration of employment plus 30 years.

Availability. Make any employee exposure and objective data records available for examination and copying by affected employees, former employees, and designated representatives in accordance with 1910.1020.

Make employee medical records available for examination and copying by the employee and by anyone having the specific written consent of the employee in accordance with 1910.1020.

Ionizing radiation

Division 2, Subdivision Z 1910.1096

Radiation exposure. Keep records of the radiation exposure of all employees for whom personnel monitoring is required and tell them their individual exposure annually.

Keep the records in the same units as those used in Table G-18 in paragraph (b) of this rule.



Disclosure to former employees. At the request of former employees, you must give them a report of their exposure to radiation within 30 days of their request. Include the results of any calculations and analysis of radioactive material deposited in the body of the employee. The report must contain the following statement: “You should preserve this report for future reference.”

Hazard communication

Division 2, Subdivision Z 1910.1200

Hazard communication plan. You must prepare a hazard communication plan if your employees use or may be exposed to hazardous chemicals. Identify the chemicals that your employees could be exposed to by developing a list.

- If a chemical is hazardous and an employee could be exposed, put it on the list. Include hazardous chemicals in all forms — liquids, solids, gases, vapors, fumes, and mists.
- Update your list when you receive new chemicals.
- Make sure there is a material safety data sheet for each chemical on the list.

Identify containers that have hazardous chemicals. Describe how you will make sure that each container has a label that identifies the chemical and warns of its hazards.

Determine where you will keep material safety data sheets. Keep material safety data sheets where they are readily available to all employees. Identify the location if you store them in a paper file. Describe how employees will access them if you store them electronically.

Describe how you will train your employees about the chemicals' hazards. Include how employees can protect themselves from hazards, what they need to know about material safety data sheets and warning labels, and where they can review material safety data sheets.

Describe how you will inform employees who do non-routine tasks about the hazardous chemicals they may be exposed to. Include the tasks and what employees must do to minimize exposure.

Describe how you will inform employees about hazardous chemicals in pipes. Focus on hazardous chemicals in pipes that run through employees' work areas.

Describe how you will inform contractors' employees about the hazardous chemicals they may be exposed to. Include where employees can find material safety data sheets and how they can recognize warning labels on hazardous chemicals.

Make sure that material safety data sheets are current and readily available for employees to use.

- You must have a current material safety data sheet for each hazardous chemical product that your employees use or may be exposed to.
- Your employees must be able to review material safety data sheets in their work area at any time.
- It's OK to keep material safety data sheets in a notebook or on a computer — employees must be able to get the information immediately in an emergency.
- Make sure that your list of hazardous chemicals is current, there's a material safety data sheet for each chemical on the list, and incoming hazardous-chemical containers have material safety data sheets.

You don't need to keep material safety data sheets for hazardous chemicals that you're no longer using. But, you must keep records of the chemicals, where they were used, and the years they were used for at least 30 years.

Occupational exposure to hazardous chemicals in laboratories

Division 2, Subdivision Z 1910.1450

Exposure measurements and medical examinations. Keep records of any measurements taken to monitor employee exposures and of any medical consultations and examinations, including tests or written opinions.

Ensure that these records are kept, transferred, and made available to employees in accordance with 1910.1020.

- Exposure measurements: Keep records for at least 30 years.
- Medical examinations: Keep medical records for each employee for at least the duration of employment plus 30 years.

MOCA (4,4'-Methylene BIS (2-Chloro-aniline)

Division 2, Subdivision Z 437-002-0364

Medical surveillance. Keep records of all employees' medical surveillance examinations. Keep the records for the duration of the employee's employment. Send the records to Oregon OSHA if the employee retires or dies, or if you go out of business.

Records must be provided upon request to employees, their designated representatives, and Oregon OSHA in accordance with 1910.1020.

The physician who conducts a medical examination must give you a statement of the employee's suitability for employment based on the exposure.

Oregon rule for sharps injury log

Division 2, Subdivision Z 437-002-1035

If you are required to have an exposure control plan, you must also keep a sharps injury log. Keep the log for five years.

Hazard communication

Division 3, Subdivision D 1926.59



This rule is the same as the hazard communication rule for general industry, Division 2, Subdivision Z, 1910.1200.

Hazard communication plan. You must prepare a hazard communication plan if your employees use or may be exposed to hazardous chemicals. Identify the chemicals that your employees could be exposed to by developing a list.

- If a chemical is hazardous and an employee could be exposed, put it on the list. Include hazardous chemicals in all forms — liquids, solids, gases, vapors, fumes, and mists.
- Update your list when you receive new chemicals.
- Make sure there is a material safety data sheet for each chemical on the list.

Identify containers that have hazardous chemicals. Describe how you will make sure that each container has a label that identifies the chemical and warns of its hazards.

Determine where you will keep material safety data sheets. Keep material safety data sheets where they are readily available to all employees. Identify the location if you store them in a paper file. Describe how employees will access them if you store them electronically.

Describe how you will train your employees about the chemicals' hazards. Include how employees can protect themselves from hazards, what they need to know about material safety data sheets and warning labels, and where they can review material safety data sheets.

Describe how you will inform employees who do non-routine tasks about the hazardous chemicals they may be exposed to. Include the tasks and what employees must do to minimize exposure.

Describe how you will inform employees about hazardous chemicals in pipes. Focus on hazardous chemicals in pipes that run through employees' work areas.

Describe how you will inform contractors' employees about the hazardous chemicals they may be exposed to. Include where employees can find material safety data sheets and how they can recognize warning labels on hazardous chemicals.

Make sure that material safety data sheets are current and readily available for employees to use.

- You must have a current material safety data sheet for each hazardous chemical product that your employees use or may be exposed to.
- Your employees must be able to review material safety data sheets in their work area at any time.
- It's OK to keep material safety data sheets in a notebook or on a computer — employees must be able to get the information immediately in an emergency.
- Make sure that your list of hazardous chemicals is current, there's a material safety data sheet for each chemical on the list, and incoming hazardous-chemical containers have material safety data sheets.

You don't need to keep material safety data sheets for hazardous chemicals that you're no longer using. But, you must keep records of the chemicals, where they were used, and the years they were used for at least 30 years.

Methylenedianiline

Division 3, Subdivision D 1926.60

Objective data for exempted operations. If you use objective data to exempt products from the initial monitoring requirements of this rule, you must keep a record of the objective data you use to support the exemption. Include:

- The product qualifying for exemption
- The source of the objective data
- The testing protocol, results of testing, or analysis of the product for the release of methylenedianiline
- A description of the operation exempted and how the data support the exemption
- Other data relevant to the operations, materials, processing, or employee exposures covered by the exemption

Keep this record for as long as you use the data to support the exemption.

Historical monitoring data. If you use historical monitoring data to exempt operations from the initial monitoring requirements of this rule, you must keep a record of the historical data you use to support the exemption. Include information that shows:

- The data are scientifically sound and were collected using methods that are accurate and precise
- The operations in use when the historical monitoring data were obtained are the same as the exempted operations
- The characteristics of the methylenedianiline-containing material handled when the historical monitoring data were obtained are the same as those on the exempted operation
- Workplace conditions prevailing when the historical monitoring data were obtained are the same as those for the exempted operations
- Any other data relevant to the operations covered by the exemption

Keep this record for as long as you use the data to support the exemption.

You may use the services of organizations such as industry trade associations and employee associations to keep these records.

Exposure measurements. Keep records of all measurements taken to monitor employee exposure to methylenedianiline. Include:

- The date of measurement
- The operation involving exposure to methylenedianiline
- Sampling and analytical methods used and evidence of their accuracy
- Number, duration, and results of samples taken
- Type of protective devices worn, if any
- Employees' names, Social Security numbers, and exposures

Keep these records for at least 30 years, in accordance with 1910.1020.

Medical surveillance. Keep a record for each employee subject to medical surveillance under this rule. Include:

- The employee's name and Social Security number
- A copy of the employee's medical examination results, including the medical history, questionnaire responses, results of any tests, and physician's recommendations
- Physician's written opinions
- Any employee medical complaints related to exposure to methylenedianiline
- A copy of the information provided to the physician
- A copy of the employee's medical removal and return-to-work status

Keep these records for the duration of employment plus 30 years.

Training records. Keep employees' training records for one year after the last date of their employment.

Availability. Upon request, make any exposure records available for examination and copying to employees, former employees, designated representatives, and Oregon OSHA. Make employee medical records available for examination and copying to the employee, anyone having the employee's written consent, and Oregon OSHA.

Transfer of records. Follow the requirements in 1910.1020. If you go out of business and there is no successor, notify Oregon OSHA at least 90 days before destroying them and, upon request, send them to Oregon OSHA.

Lead

Division 3, Subdivision D 1926.62

Exposure assessment. Keep records of all monitoring and other data used in conducting employee exposure assessments. Include:

- The date, number, duration, location, and results of each of the samples taken if any
- A description of the sampling and analytical methods used and evidence of their accuracy
- The type of respiratory protective devices worn, if any
- The names, Social Security numbers, and job classifications of the employees monitored and of all other employees whose exposure the measurement represents
- The environmental variables that could affect the measurement of employees' exposures

Keep these records for at least 30 years.

Medical surveillance. Keep a record for each employee subject to medical surveillance under this rule. Include:

- The employees' names, Social Security numbers, and descriptions of their duties
- A copy of the physician's written opinions
- Results of any airborne exposure monitoring done on or for employees and provided to the physician
- Any employee medical complaints about lead exposure

Keep, or ensure that the examining physician keeps, the following medical records:

- A copy of the medical examination results including medical and work history
- A description of the laboratory procedures and a copy of any standards or guidelines used to interpret the test results
- A copy of the results of biological monitoring

Keep these records for the duration of employment plus 30 years.

Medical removals. Keep records of employees removed from current exposure to lead. Include:

- The employees' names and Social Security numbers
- The dates they were removed from exposure to lead and the dates they returned to their former jobs
- A brief explanation of how medical removals are accomplished
- A statement that indicates if the reason for removal was an elevated blood lead level

Keep these records for at least the duration of an employee's employment.

Objective data for exemption from initial monitoring. Keep records of objective data used to exempt employees from initial monitoring for at least 30 years.

Availability. Make these records available, upon request, to employees, former employees, their designated representatives, and to Oregon OSHA.

Transfer of records. If you go out of business, the successor employer must keep the records required by this rule. If there is no successor, you must send the records to Oregon OSHA. Notify Oregon OSHA at least 90 days before destroying records that have expired retention dates and, upon request, send them to Oregon OSHA.

Occupational noise exposure

Division 3, Subdivision D 437-003-0027



This rule follows the general industry rule for occupational noise exposure, Division 2, Subdivision G, 1910.95

Exposure monitoring. Keep records of employees' exposure monitoring measurements for two years.

Audiometric tests. Keep records of employees' audiometric tests for the duration of their employment. Include:

- The name and job classification of the employee
- The date of the audiogram
- The examiner's name
- The date of the last acoustic or exhaustive calibration of the audiometer
- The employee's most recent noise exposure assessment

Sound-pressure levels. Keep accurate records of background sound-pressure levels in audiometric test rooms.

Respiratory protection

Division 3, Subdivision E 1926.103



This rule is the same as the general industry rule in Division 2, Subdivision I, 1910.134.

Medical evaluations. You must retain records of medical evaluations required by 1910.134 and make them available to employees and Oregon OSHA in accordance with 1910.1020. Keep medical records for each employee for at least the duration of employment plus 30 years.

Fit tests. Keep records of employees' qualitative and quantitative fit tests. Include:

- The employee's name
- Type of fit test performed
- Specific make, model, style, and size of respirator tested
- Date of test
- The fit test results

Keep employees' fit test records until the next fit test is administered.

Written respirator program. Keep a written copy of the current respirator program. Elements of the written program include the following:

- Selecting respirators
- Training employees in respiratory hazards and the use of respirators
- Fit-testing tight-fitting respirators
- Using respirators in emergencies
- Maintaining respirators
- Ensuring air quality in atmosphere-supplying respirators
- Evaluating the program's effectiveness
- Medical evaluations for employees who are required to use respirators

Rigging equipment for material handling

Division 3, Subdivision H 1926.251

Inspections. Make regular inspections of alloy steel chain slings. Record the most recent month in which each alloy steel chain sling was inspected.

Fall protection (systems, criteria, and practices)

Division 3, Subdivision M 1926.502

Safety net systems. If you use safety nets for fall protection but cannot perform a drop test, a competent person must determine and certify that the system is safe. Identify the net, record the date of the determination, and include the signature of the inspector.

Keep the most recent record for each net at the job site.

Fall protection (training requirements)

Division 3, Subdivision M 437-003-0503

Certification of training. Employees who might be exposed to fall hazards must be trained to recognize them and must understand the procedures necessary to minimize them. Record the names of the employees trained, their training dates, and the trainer's signature. Keep the most recent record on file.

Cranes and derricks

Division 3, Subdivision N 1926.550

Annual inspections. A thorough, annual inspection of hoisting machinery must be made by a competent person or an agency recognized by the U.S. Department of Labor. Keep a record of the dates and results of inspections for each hoisting machine.

Engine exhaust tests. When equipment powered by an internal combustion engine exhausts in an enclosed space, tests must be recorded that show employees are not exposed to unsafe concentrations of gases or oxygen deficient atmospheres.

Crawler, locomotive, and truck crane inspections. Record the date that crane items were inspected; the inspector's signature; and a serial number, or other identifier, for the crane inspected. Keep the most recent record on file.

Material hoists, personnel hoists, and elevators

Division 3, Subdivision N 1926.552

Personnel hoists. All hoists must be inspected and tested at three-month intervals or less. Record the date of the inspection and test; the inspector's signature; and a serial number, or other identifier, for the hoist that was inspected and tested. Keep the current record on file.

Crane operator safety training

Division 3, Subdivision N 437-003-0081

Crane operator training. Crane operators must be properly trained, have sufficient practical experience, and follow safe operating procedures. You must record their level of training and experience.

Material-handling equipment

Division 3, Subdivision O 1926.602

Forklift operator certification. You must document that every employee who operates a forklift has been trained, evaluated, and found competent to operate the forklift. Include:

- The name of the operator
- The date of the training
- The date of the evaluation
- The name of the persons performing the training or evaluation

Steel erection (additional training requirements)

Division 3, Subdivision R 437-003-0761

Certification of training. Employers must verify that they have complied with the training requirements in Steel erection, 1926.761 [Training] by recording the following information:

- The names of the employees trained
- The training dates
- The trainer's signature the signature of the employer

Keep the most recent record on file.

Steel erection (written notifications)

Division 3, Subdivision R 437-003-1752

Written notifications. The controlling contractor must keep a copy of the written notifications required by Steel erection, 1926.752, [Site Layout, Site-specific Erection Plan and Construction Sequence] on the site for review until the project is completed.

Underground construction

Division 3, Subdivision S 1926.800

Air quality tests. You must keep a record of all air quality tests above ground at the worksite and made available to Oregon OSHA on request. Include the location, date, time, substance, and amount monitored. You must keep records of exposures to toxic substances in accordance with 1910.1020. You must keep all other air quality records until the project is completed.

Additional requirements for hoists. Each hoist assembly must be inspected and load-tested to 100 percent of its rated capacity at the time of installation, after any repairs or alterations affecting its structural integrity, after the operation of any safety device, and annually when in use. Record the date each inspection and load-test was performed, the inspector's signature, and a serial number or other identifier for the hoist that was inspected and tested. Keep the most recent record on file until the project is finished.

Division 3, Subdivision S 1926.803

Medical attendance and examination. No employee can enter a compressed-air environment until he or she has been examined by a physician. The physician must keep records of all medical examinations, including decompression or other illness that occurs in a tunnel, caisson, or compartment in which compressed air is used. You must make records available for Oregon OSHA to inspect and send a copy to Oregon OSHA within 48 hours of an injury, decompression illness, or fatality.

The medical lock. Furnish identification badges to employees, indicating that the wearer is a compressed-air worker. Keep records of all identification badges issued. The badge must show the employee's name, address of the medical lock, telephone number of the licensed physician for the compressed-air project, and instructions that in an emergency of unknown cause, the wearer must be rushed to the medical lock. The badge must be worn at all times – on and off the job.

Signs and records. For each eight-hour shift, a record of employees working under air pressure must be kept by an employee who remains outside the lock near the entrance. The record must show the period each employee spends in the air chamber and the time taken from decompression. Submit a copy to the appointed physician after each shift.

Asbestos

Division 3, Subdivision Z 1926.1101

Objective data, exposure assessments. If you use objective data to exempt products from the exposure monitoring requirements of this rule, you must keep records of the data that supports the exemption. Include:

- The product qualifying for exemption
- The source of the objective data
- The testing protocol, results of testing, or analysis of the material for the release of asbestos
- A description of the operation exempted and how the data support the exemption
- Other data relevant to the operations covered by the exemption

Keep the record as long as you use the data to support the exemption.

Exposure measurements. Keep a record of all measurements taken to monitor employee exposure to asbestos. You can use the services of organizations such as industry trade associations and employee associations to keep the records. Include:

- The measurement date
- The operation involving exposure to asbestos
- Sampling and analytical methods used and evidence of their accuracy
- Number, duration, and results of samples
- Type of protective devices worn, if any
- Name, Social Security number, and exposure of the employees whose exposures are represented

Keep these records for at least 30 years.

Medical surveillance. Keep records of all employees subject to medical surveillance under this rule. Include:

- The employees' names and Social Security numbers
- A copy of each employee's medical examination results, including the medical history, questionnaire responses, results of any tests, and physician's recommendations
- Physician's written opinions
- Any medical complaints related to exposure to asbestos
- A copy of the information provided to the physician

Keep these records for the duration of employment plus 30 years.

Training records. Keep each employee's training records for one year after the employee's last date of employment.

Data to rebut presumed asbestos-containing material. If you and the building owner rely on data to show that presumed asbestos-containing material (PACM) is not asbestos containing, you must keep the data as long as you rely on it to support the claim.

Records of required notifications. Building owners must keep records about the identification, location, and quantity of asbestos-containing material and PACM for as long as they own the building and must transfer that information to successive owners.

Availability. Make any exposure records required available for examination and copying to affected employees, former employees, their designated representatives, and Oregon OSHA. Make employee medical records available for examination and copying to the employee, to anyone having the specific written consent of the employee, and to Oregon OSHA.

Transfer of records. Follow the requirements in 1910.1020.

Division 3, Subdivision Z 1926.1126

This rule is the same as the chromium (VI) rule for general industry, Division 2, Subdivision Z

Exposure monitoring. Keep an accurate record of all air monitoring conducted to comply with the requirements of this rule. Include:

- The date of measurement for each sample
- The operation involving exposure to chromium (VI)
- The sampling and analytical methods used and evidence of their accuracy
- The number, duration, and the results of the samples
- The type of personal protective equipment used
- The name, social security number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored.

Keep exposure records for each employee for at least 30 years

Historical monitoring data. If you rely on historical monitoring data to determine exposure to chromium (VI), you must establish and maintain an accurate record of the data. Ensure that the data were collected using methods that meet the accuracy requirements of this rule. Also, include information that shows:

- The processes and work practices in use when the historical monitoring data were obtained are similar the current methods
- The characteristics of the material handled when the historical monitoring data were obtained are the same as the material which exposure is being determined
- The environmental conditions prevailing when the historical monitoring data were obtained are the same as those for which exposure is determined

Objective data. Keep a record of all objective data relied upon to comply with the requirements of this rule. Include:

- The name of the chromium containing material
- The source of the objective data
- The testing protocol and results of testing
- A description of the process and how the data support the determination

Keep the record as long as you use it to support the determination.

Medical surveillance. Keep records for all employees subject to medical surveillance under this rule. Include the following information about each employee:

- Name and social security number
- A copy of the physician or other licensed health-care professional's written opinion
- A copy of the information provided to the physician or other licensed health-care professional as required by this rule

Keep these records for the duration of employment plus 30 years.

Cadmium

Division 3, Subdivision Z 1926.1127

Exposure monitoring. Keep records of all air monitoring for cadmium. Include:

- The monitoring date, shift, duration, air volume, and results of an eight-hour TWA (time-weighted average) for each sample, and if cadmium is not detected, the detection level
- The names, Social Security numbers, and job classifications of employees monitored and of all other employees whose exposures the monitoring result represents, including, where applicable, a description of how those representative results were determined
- A description of the sampling and analytical methods used and evidence of their accuracy
- The type of respiratory protective device, if any, worn by the monitored employee and by any other employee whose exposure the monitoring result is intended to represent
- A notation of any other conditions that might have affected the monitoring results
- Any exposure monitoring or objective data that were used

Keep these records for at least 30 years

Objective data for exemption from initial monitoring. Objective data show that material containing cadmium or a specific process involving cadmium cannot release dust or fumes in concentrations at or above the action level even under worst-case release conditions. If you use objective data to support an exemption from initial monitoring, you must keep the record for at least 30 years.

Medical surveillance. Keep medical records of all employees subject to medical surveillance under this rule. Include:

- The employees' names, Social Security numbers, and a description of their duties
- A copy of the physician's written opinions and the explanation sheets for biological monitoring
- A copy of the medical history and the results of any physical examination and all test results that are required to be provided by this section, including biological tests, X-rays, and pulmonary function tests to evaluate any condition that might be related to cadmium exposure
- The employee's medical symptoms that might be related to exposure to cadmium
- A copy of the information provided to the physician

Keep these records for the duration of employment plus 30 years.

At the employee's request, provide a copy of the employee's medical record to the employee's medical doctor or union.

Training. You must show that employees have been trained by keeping records of their names, the trainer's signature, and the training dates. Keep the records for one year past the employee's last training date.

Availability. Within 15 days of a request, make an employee's medical records available for examination and copying to the employee, designated representatives, or anyone having the specific written consent of the employee, and to the employee's family after the employee's death.

Transfer of records. Follow the requirements in 1910.1020.

Safety committees

Division 4, Subdivision C 437-004-0250

Duties and functions. Keep a record of all safety committee meetings and make the records available to employees. Include copies of reports, inspections, evaluations, and recommendations. Keep the record for three years.

Noise exposure

Division 4, Subdivision G 437-004-0630

Exposure records. Keep employees' noise exposure records according to requirements in 1910.1020. The records must be available to employees, former employees, representatives designated by the employee, and Oregon OSHA. Exposure records must include:

- Name and job classification of the employee
- Date of the audiogram
- The examiner's name
- Date of the last acoustic or exhaustive calibration of the audiometer
- Employees most recent noise exposure assessment

If you sell your business, give the buyer all records required by this rule. The professional who does your audiometric work can supply most of the records.

Respiratory protection

Division 4, Subdivision I 437-004-1041

If you have employees who use respirators, you must have a written respiratory-protection program and keep written records of fit tests and medical evaluations.

A physician or other licensed health-care professional must perform medical evaluations with a medical questionnaire similar to the one in Sections 1 and 2, Part A of Appendix C, 437-004-1041.

Keep records of employee medical evaluations and fit tests.

Medical evaluations. Keep medical records for each employee for at least the duration of employment plus 30 years, following the requirements of 1910.1020.

Fit tests. Keep a record of qualitative and quantitative fit tests for each user. Include:

- The employee's name
- Type of fit test
- Specific make, model, style, and size of respirator tested
- Date of test
- The pass/fail results for qualitative fit tests or the fit factor and strip chart recording or other recording of the test results for quantitative fit tests

Update fit test records until the most current fit tests.

On request, make written records available to Oregon OSHA for review.

Confined and hazardous spaces

Division 4, Subdivision J 437-004-1250

Training. Keep records of all training until they are superseded by new training.

The control of hazardous energy (lockout/tagout)

Division 4, Subdivision J 437-004-1275

Energy control procedure. Develop, document, and use procedures for controlling hazardous energy to protect employees who do service or maintenance work on machines. Documentation is not necessary when all of the following are true:

- The machine has no potential for stored or residual dangerous energy or accumulation of stored dangerous energy after shut down
- The machine has an easily identified and isolated single energy source
- The isolation and locking out of that energy source will eliminate all energy-related hazards
- The machine is isolated from that energy source and locked out during servicing or maintenance
- A single lockout device will achieve a locked-out condition
- The lockout device is under the exclusive control of the authorized person doing the servicing or maintenance
- The servicing or maintenance does not create hazards for other employees
- No accidents have happened that involved the unexpected activation or energizing of the machine during servicing or maintenance

Annual reviews. Keep records of annual reviews. Identify the machine or equipment, the date of the review, the employees included in the review, and the person doing the review.

Training and communication. Keep records of all authorized and affected employees who have been trained. Include their names and training dates.

Lead

Division 4, Subdivision Z 437-004-9600

[These requirements are identical to the general industry requirements in requirements in Division 2, Subdivision Z, 1910.1025.]

Exposure monitoring. Keep records of employees' exposure monitoring results, including:

- The date, number, duration, location, and results of each of the samples taken
- A description of the sampling and analytical methods used and evidence of their accuracy
- The type of respiratory protective devices worn, if any
- The name, Social Security number, and job classification of the employee monitored and of all other employees whose exposure the measurement represents
- The environmental variables that could affect exposure measurements

Keep these records for at least 40 years or for the duration of employment plus 20 years, whichever is longer.

Medical surveillance. Keep a record for each employee subject to medical surveillance that includes:

- The name, Social Security number, and description of the duties of the employee
- A copy of the physician's written opinions
- Results of any airborne exposure monitoring done for that employee and the representative exposure levels supplied to the physician
- Any employee medical complaints related to lead exposure

Keep – or ensure that the examining physician keeps – the following medical records for at least 40 years, or for the duration of employment plus 20 years, whichever is longer:

- A copy of the medical examination results, including medical and work history
- A description of the laboratory procedures and a copy of any standards or guidelines used to interpret the test results
- A copy of the results of biological monitoring

Medical removals. Keep a record of each employee removed from current exposure to lead. Include the following information:

- The name and Social Security number of the employee
- The date on each occasion that the employee was removed from current exposure to lead as well as the corresponding date on which the employee was returned to his or her former job status
- A brief explanation of how each removal was accomplished
- A statement indicating whether the reason for the removal was an elevated blood lead level.

Keep each medical removal record for at least the duration of an employee's employment.

Availability. Provide environmental monitoring, medical removal, and medical records, upon request, to employees, their designated representatives, and Oregon OSHA in accordance with 1910.1020.

Transfer of records. If you go out of business, the successor employer must keep these records. If there is no successor, you must send the records to Oregon OSHA. When the retention period for these records expires, notify Oregon OSHA at least three months before destroying them.

Division 4, Subdivision Z 437-004-9620



This rule follows the general industry rule for Cadmium in Division 2, Subdivision Z, 1910.1027. Employers who do construction, alteration, painting, or decorating must follow the construction rule for Cadmium in Division 3, Subdivision z, 1926.1127.

Exposure monitoring. Keep records of all air monitoring for cadmium. Include:

- The monitoring date, duration, and results showing the eight-hour TWA (time-weighted average) of each sample
- The name, Social Security number, and job classification of the employees monitored and the employees whose exposures the monitoring represents
- A description of the sampling and analytical methods used and evidence of their accuracy
- The type of respiratory protective device, if any, worn by the monitored employee
- A description of other conditions that might have affected the monitoring results

Keep these records for at least 30 years.

Objective data for exemption from initial monitoring. Objective data are used to show that a product or material containing cadmium cannot release dust or fumes in concentrations at or above the action level. Keep records of objective data for exemption at least 30 years.

Medical surveillance. Keep records of all employees subject to medical surveillance.

- Employees' names, Social Security numbers, and descriptions of their duties
- A copy of the physician's written opinion and an explanation for biological monitoring results
- A copy of the medical history, the results of any physical examination, and all test results required by this rule
- The employee's medical symptoms that might be related to exposure to cadmium
- A copy of the information provided to the physician

Keep this information for the duration of employment plus 30 years.

Training. Keep records that show that employees have been trained. Include:

- Their names
- The trainer's signature
- The training date and the date the training was completed

Keep the records for one year after the training was completed.

Availability. Within 15 days of a request, make an employee's medical surveillance records available to the employee or to anyone having the specific written consent of the employee, and to the employee's family after the employee's death.

Transfer of records. If you go out of business and there is no successor, you must follow with the requirements for transferring records in 1910.1020.

Hazard communication

Division 4, Subdivision Z 437-004-9800

Written hazard communication program. Employers must have an effective written hazard communication program that describes how they will meet the criteria for labels and other forms of warning, material safety data sheets, and employee information and training. This program must be specific to each workplace and must include a list of hazardous chemicals used in the workplace.

Material safety data sheets. Employers must have a material safety data sheet for each hazardous chemical they use – even residual chemicals encountered by workers doing field hand-labor. They must always be readily accessible to all employees.

Keep material safety data sheets you receive with incoming shipments of sealed containers of hazardous chemicals. Get a material safety data sheet as soon as possible for any sealed container that doesn't have one, if an employee requests it.

Accident investigation

Division 7, Subdivision B 437-007-0125

Accident investigations. Keep records of fatal and recordable injury and illness investigations and corrective measures for three years.

Employee involvement

Division 7, Subdivision B 437-007-0130

Safety meetings. Conduct monthly safety meetings with all employees. Keep written minutes and attendance records for three years. Make written minutes and attendance records available to all employees.

Division 7, Subdivision B 437-007-0140

Safety and health training records. Keep records of job safety and health training for each employee. Include:

- The employee's name
- The training dates
- A description of the training
- The trainer's name

Annual program evaluation

Division 7, Subdivision B 437-007-0145

Annual evaluation findings. Written findings of the annual evaluation must be maintained for three years from the date of issue.

Fire extinguishers

Division 7, Subdivision E 437-007-0410

Portable fire extinguishers. Portable extinguishers must have an annual maintenance check. Keep a record of the maintenance check date for one year.

Trailer hoists

Division 7, Subdivision L 437-007-1150

Trailer loading hoist inspections. You must keep a written trailer loading hoist inspection report signed by the inspector on file for 12 months.

Lifting tests, loading devices. The employer must do an annual lifting test on each loading device and keep a written record of the tests. Include:

- The test date
- Name of person conducting the test
- Amount of weight lifted

Keep the record in your office or at the site.

Division 7, Subdivision N 437-007-1325

Wildland fire safety training. Keep a current written record of Basic Wildland Fire Safety Training for each employee.

Appendix

Table of recordkeeping requirements and retention periods

Division 1 General administrative rules

Recordkeeping and reporting 437-001-0700	Retention period
Worker's and employer's report of occupational injury or disease [DCBS form 801]	5 years
Log of Work-Related Injuries and Illnesses [OSHA Form 300]	5 years
Summary of Work-Related Injuries and Illnesses [OSHA Form 300A]	5 years
Recordkeeping for health care assaults 437-001-0706	Retention period
Incidents in which a patient attacks and injures an employee	not specified
Rules for all workplaces 437-007-0760	Retention period
Written and dated inspection report	not specified
Rules for workplace safety committees and safety meetings 437-001-0765	Retention period
Minutes of safety committee meetings	3 years
Minutes of safety meetings	3 years
Loss prevention services 437-001-1035	Retention period
Insurance providers must keep records of all loss prevention services	3 years
Self-insured and group self-insured employer loss prevention effort 437-001-1060	Retention period
Group insurance providers: document the assistance provided	not specified

Division 2 General industry rules

2 F	Powered platforms for building maintenance 1910.66	Retention period
	Inspections and tests	not specified
	Suspension wire rope maintenance	not specified
	Employee training	duration of employment
2 F	Man lifts 1910.68	Retention period
	• Man lift inspections	not specified
2 G	Occupational noise exposure 1910.95	Retention period
	• Exposure monitoring	2 years
	• Audiometric tests	duration of employment
	• Sound pressure levels in test rooms	not specified
2 H	Explosives and blasting agents 437-002-0109	Retention period
	• Blasting and use of explosives	not specified
	• Recordkeeping and loading	not specified
2 H	Process safety management of highly hazardous chemicals 1910.119	Retention period
	• Employee training	not specified
	• Contract employer responsibilities	not specified
	• Injury and illness log	not specified
	• Mechanical integrity – inspection and testing	not specified
2 H	Hazardous waste operations and emergency response 1910.120	Retention period
	• Medical surveillance	duration of employment plus 30 years
	• Training for emergency response employees	yearly
	• Refresher training for emergency responders to hazardous substance releases	yearly
2 I	Personal protective equipment - general requirements 1910.132	Retention period
	• Hazard assessment	not specified
	• Training	not specified
2 I	Respiratory protection 1910.134	Retention period
	• Medical evaluations	duration of employment plus 30 years
	• Fit tests	keep until the next fit test
	• Written respirator program	not specified
2 J	The control of hazardous energy (lockout/tagout) 1910.147	Retention period
	• Periodic inspections	not specified
	• Training	keep the most current record on file

Division 2 General industry rules – continued

2 L	Fixed extinguishing systems, general 1910.160	Retention period
	<ul style="list-style-type: none"> Containers 	keep until container is checked again
2 L	Oregon rules for firefighters 437-002-0182	Retention period
	<ul style="list-style-type: none"> Firefighting training and education Automotive apparatus maintenance and repair Aerial devices, component testing 	<p>not specified</p> <p>update monthly</p> <p>permanently</p>
2 L	Portable fire extinguishers 437-002-0187	Retention period
	<ul style="list-style-type: none"> Inspection and maintenance replace the old record with the new one Hydrostatic testing keep a record of the most recent test 	
2 N	Powered industrial trucks 1910.178	Retention period
	<ul style="list-style-type: none"> Training 	not specified
2 N	Overhead and gantry cranes 1910.179	Retention period
	<ul style="list-style-type: none"> Hooks Hoist chains, including end connections Rated load tests Running ropes Other ropes 	<p>not specified</p> <p>not specified</p> <p>not specified</p> <p>update monthly</p> <p>not specified</p>
2 N	Crawler locomotive and truck cranes 1910.180	Retention period
	<ul style="list-style-type: none"> Crane inspection records Rated load tests Rope inspection, running ropes Rope inspection, other ropes 	<p>update monthly</p> <p>not specified</p> <p>update monthly</p> <p>rope that has been idle for a month</p>
2 N	Slings 1910.184	Retention period
	<ul style="list-style-type: none"> Alloy steel chain slings, inspections 	keep a record of the most recent inspection
2 N	Oregon general requirements for cranes 437-002-0228	Retention period
	<ul style="list-style-type: none"> Training Inspections 	<p>not specified</p> <p>annual</p>
2 O	Mechanical power presses 1910.217	Retention period
	<ul style="list-style-type: none"> Inspection and maintenance Safety system certification Operator training 	<p>not specified</p> <p>as long as the press is used</p> <p>duration of employment</p>

Division 2 General industry rules – continued

2 O	Forging machines 1910.218	Retention period
	<ul style="list-style-type: none"> • Inspection and maintenance not specified 	
2 O	Oregon rules for refuse collection and compaction equipment 437-002-0256	Retention period
	<ul style="list-style-type: none"> • Installation, inspection, and maintenance 	2 years
2 R	Telecommunications 1910.268	Retention period
	<ul style="list-style-type: none"> • Derrick trucks and similar equipment 	at least once a year
2 R	Electric power generation, transmission, and distribution 1910.269	Retention period
	<ul style="list-style-type: none"> • Training 	duration of employment
2 R	Grain handling facilities 1910.272	Retention period
	<ul style="list-style-type: none"> • Preventive maintenance 	not specified
2 Z	Asbestos 1910.1001	Retention period
	<ul style="list-style-type: none"> • Exposure measurements • Objective data for exempted operations • Medical surveillance • Training • Availability 	30 years as long as the exemption is in effect duration of employment plus 30 years duration of employment plus one year not specified
2 Z	13 carcinogens 1910.1003	Retention period
	<ul style="list-style-type: none"> • Medical surveillance • 4-Nitrobiphenyl • alpha-Naphthylamine • methyl chloromethyl ether • 3,3'-Dichlorobenzidine • bis-Chloromethyl ether • beta-Naphthylamine • Benzidine • 4-Aminodiphenyl • Ethyleneimine • beta-Propiolactone • 2-Acetylaminofluorene • 4-Dimethylaminoazo benzene • N-Nitrosodimethylamine 	duration of employment See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003 See 13 carcinogens 1910.1003

Division 2 General industry rules – continued

2 Z Vinyl chloride 1910.1017	Retention period
<ul style="list-style-type: none"> • Monitoring • Medical records 	30 years duration of employment plus 20 years (or 30 years), whichever is longer
2 Z Inorganic arsenic 1910.1018	Retention period
<ul style="list-style-type: none"> • Exposure monitoring • Medical surveillance 	40 years (or duration of employment), whichever is longer 40 years (or duration of employment), whichever is longer
2 Z Access to employee exposure and medical records 1910.1020	Retention period
<ul style="list-style-type: none"> • Employee medical records • Employee exposure records • Access to records • Employee information 	duration of employment plus 30 years 30 years not specified not specified
2 Z Lead 1910.1025	Retention period
<ul style="list-style-type: none"> • Exposure monitoring • Medical surveillance • Medical removals • Availability • Transfer of records 	40 years (or duration of employment), whichever is longer 40 years (or duration of employment), whichever is longer duration of employment not specified not specified
2 Z Chromium (VI) 1910.1026	Retention period
<ul style="list-style-type: none"> • Exposure monitoring • Historical monitoring data • Objective data • Medical surveillance 	30 years as long as it is used to support the determination as long as it is used to support the determination duration of employment plus 30 years
2 Z Cadmium 1910.1027	Retention period
<ul style="list-style-type: none"> • Exposure monitoring • Objective data for exemption from initial monitoring • Medical surveillance • Training • Availability • Transfer of records 	30 years 30 years duration of employment plus 30 years one year after training not specified not specified

Division 2 General industry rules – continued

2 Z	Benzene 1910.1028	Retention period
	<ul style="list-style-type: none"> Exposure measurements Medical surveillance Availability Transfer of records 	<p>30 years</p> <p>duration of employment plus 30 years</p> <p>not specified</p> <p>not specified</p>
2 Z	Coke oven emissions 1910.1029	Retention period
	<ul style="list-style-type: none"> Exposure measurements Medical surveillance Availability Transfer of records 	<p>40 years (or duration of employment plus 20 years), whichever is longer</p> <p>40 years (or duration of employment plus 20 years), whichever is longer</p> <p>not specified</p> <p>not specified</p>
2 Z	Bloodborne pathogens 1910.1030	Retention period
	<ul style="list-style-type: none"> Medical records Confidentiality Training records Availability Transfer of records Sharps Injury Log 	<p>duration of employment plus 30 years</p> <p>duration of employment plus 30 years</p> <p>3 years after the training date</p> <p>not specified</p> <p>not specified</p> <p>5 years</p>
2 Z	Cotton dust 1910.1043	Retention period
	<ul style="list-style-type: none"> Exposure measurements Medical surveillance Availability Transfer of records 	<p>20 years</p> <p>20 years</p> <p>not specified</p> <p>not specified</p>
2 Z	1,2-dibromo-3-chloropropane 1910.1044	Retention period
	<ul style="list-style-type: none"> Exposure monitoring Medical surveillance Availability Transfer of records 	<p>40 years (or duration of employment plus 20 years), whichever is longer</p> <p>40 years (or duration of employment plus 20 years), whichever is longer</p> <p>not specified</p> <p>not specified</p>
2 Z	Acrylonitrile 1910.1045	Retention period
	<ul style="list-style-type: none"> Objective data for exempted operations Exposure monitoring Medical surveillance Availability Transfer of records 	<p>as long as it is used to support the exemption</p> <p>40 years (or duration of employment plus 20 years), whichever is longer</p> <p>40 years (or duration of employment plus 20 years), whichever is longer</p> <p>not specified</p> <p>not specified</p>

Division 2 General industry rules – continued

2 Z Ethylene oxide 1910.1047	Retention period
<ul style="list-style-type: none"> Objective data for exempted operations Exposure measurements Medical surveillance Availability Transfer of records 	<ul style="list-style-type: none"> as long as it is used to support the exemption 30 years duration of employment plus 30 years not specified not specified
2 Z Formaldehyde 1910.1048	Retention period
<ul style="list-style-type: none"> Exposure measurements Exposure determinations Medical surveillance Respirator fit testing Availability of records 	<ul style="list-style-type: none"> 30 years 30 years duration of employment plus 30 years until replaced by a more recent record not specified
2 Z Methylenedianiline 1910.1050	Retention period
<ul style="list-style-type: none"> Monitoring data for exempted employers Objective data for exempted employers Exposure measurements Medical surveillance Medical removals Availability Transfer of records 	<ul style="list-style-type: none"> as long as it is used to support the exemption as long as it is used to support the exemption 30 years duration of employment plus 30 years duration of employment plus 30 years not specified not specified
2 Z 1,3 Butadiene 1910.1051	Retention period
<ul style="list-style-type: none"> Objective data for exemption from initial monitoring Exposure measurements Respirator fit-test Medical screening and surveillance Availability Transfer of records 	<ul style="list-style-type: none"> as long as it is used to support the exemption 30 years until the next fit tests are administered duration of employment plus 30 years not specified not specified
2 Z Methylene chloride 1910.1052	Retention period
<ul style="list-style-type: none"> Objective data Exposure measurements Medical surveillance Availability 	<ul style="list-style-type: none"> as long as it is used to support the exemption 30 years duration of employment plus 30 years not specified

Division 2 General industry rules – continued

2 Z	Ionizing radiation 1910.1096	Retention period
	<ul style="list-style-type: none"> • Radiation exposure • Disclosure to former employees 	<p>not specified</p> <p>not specified</p>
2 Z	Hazard communication 1910.1200	Retention period
	<ul style="list-style-type: none"> • List of hazardous chemicals • Material safety data sheets 	<p>30 years</p> <p>You don't need to keep material safety data sheets for hazardous chemicals that you're no longer using. But, you must keep records of the chemicals, where they were used, and the years they were used for at least 30 years.</p>
2 Z	Occupational exposure to hazardous chemicals in laboratories 1910.1450	Retention period
	<ul style="list-style-type: none"> • Exposure measurements • Medical examinations 	<p>30 years</p> <p>duration of employment plus 30 years</p>
2 Z	MOCA (4,4'-Methylene BIS (2-Chloro-aniline) 437-002-0364	Retention period
	<ul style="list-style-type: none"> • Medical surveillance 	<p>duration of employment</p>
2 Z	Oregon Rule for Sharps Injury Log 437-002-1035	Retention period
	<ul style="list-style-type: none"> • Sharps injury log 	<p>5 years</p>

Division 3 Construction rules

3 D Hazard communication 1926.59	Retention period
<ul style="list-style-type: none"> List of hazardous chemicals Material safety data sheets 	<p>30 years</p> <p>You don't need to keep material safety data sheets for hazardous chemicals that you're no longer using. But, you must keep records of the chemicals, where they were used, and the years they were used for at least 30 years.</p>
3 D Methylenedianiline 1926.60	Retention period
<ul style="list-style-type: none"> Objective data for exempted operations Historical monitoring data Exposure measurements Medical surveillance Training records Availability Transfer of records 	<p>as long it is used to support the exemption</p> <p>as long as it is used to support the exemption</p> <p>30 years</p> <p>duration of employment plus 30 years</p> <p>one year beyond the last date of employment</p> <p>not specified</p> <p>not specified</p>
3 D Lead 1926.62	Retention period
<ul style="list-style-type: none"> Exposure assessment Medical surveillance Medical removals Objective data for exemption from initial monitoring Availability Transfer of records 	<p>30 years</p> <p>duration of employment plus 30 years</p> <p>duration of employment</p> <p>30 years</p> <p>not specified</p> <p>not specified</p>
3 D Occupational noise exposure (applicable rules) 437-003-0027	Retention period
<ul style="list-style-type: none"> Exposure monitoring Audiometric tests Sound pressure levels 	<p>2 years</p> <p>duration of employment</p> <p>not specified</p>
3 E Respiratory protection 1926.103	Retention period
<ul style="list-style-type: none"> Medical evaluations Fit tests Written respirator program 	<p>duration of employment plus 30 years</p> <p>keep until the next fit test is administered</p> <p>not specified</p>
3 H Rigging equipment for material handling 1926.251	Retention period
<ul style="list-style-type: none"> Inspections 	<p>keep the most recent record on file</p>

Division 3 Construction rules – continued

3 M	Fall protection (systems criteria and practices) 1926.502	Retention period
	<ul style="list-style-type: none"> • Safety net systems 	keep the most recent record on file
3 M	Fall protection (training requirements) 437-003-0503	Retention period
	<ul style="list-style-type: none"> • Certification of training 	keep the most recent record on file
3 N	Cranes and derricks 1926.550	Retention period
	<ul style="list-style-type: none"> • Annual inspections • Engine exhaust tests • Crawler, locomotive, and truck crane inspections 	not specified not specified keep the most recent record on file
3 N	Material hoists, personnel hoists, and elevators 1926.552	Retention period
	<ul style="list-style-type: none"> • Personnel hoists 	keep the most recent record on file
3 N	Crane operator safety training 437-003-0081	Retention period
	<ul style="list-style-type: none"> • Crane operator training 	not specified
3 O	Material handling equipment 1926.602	Retention period
	<ul style="list-style-type: none"> • Forklift operator certification 	not specified
3 R	Steel erection (additional training requirements) 437-003-0761	Retention period
	<ul style="list-style-type: none"> • Certification of training 	keep the most recent record on file
3 R	Steel erection (written notifications) 437-003-1752	Retention period
	<ul style="list-style-type: none"> • Written notifications 	keep until the project is completed
3 S	Underground construction 1926.800	Retention period
	<ul style="list-style-type: none"> • Air quality tests • Additional requirements for hoists 	follow 1910.1020 requirements keep until the project is completed
3 S	Compressed air 1926.803	Retention period
	<ul style="list-style-type: none"> • Medical attendance and examination • The medical lock • Signs and records 	not specified not specified not specified

Division 3 Construction rules – continued

3 Z	Asbestos 1926.1101	Retention period
	<ul style="list-style-type: none"> Objective data, exposure assessments Exposure measurements Medical surveillance Training records Data to rebut presumed asbestos containing material Records of required notifications Availability Transfer of records 	<ul style="list-style-type: none"> keep as long as the data is used to support the exemption 30 years duration of employment plus 30 years one year beyond the last date of employment keep as long as it is used to support the claim keep as long as the building is owned by the owner not specified follow 1910.1020 requirements
3/Z	Chromium (VI) 1926.1126	Retention period
	<ul style="list-style-type: none"> Exposure monitoring Historical monitoring data Objective data Medical surveillance 	<ul style="list-style-type: none"> 30 years as long as it is used to support the determination as long as it is used to support the determination duration of employment plus 30 years
3 Z	Cadmium 1926.1127	Retention period
	<ul style="list-style-type: none"> Exposure monitoring Objective data for exemption from initial monitoring Medical surveillance Training Availability Transfer of records 	<ul style="list-style-type: none"> 30 years 30 years duration of employment plus 30 years one year after the last date of employment not specified follow 1910.1020 requirements

Division 4 Agriculture rules

4 C	Safety committees 437-004-0250	Retention period
	• Duties and functions	3 years
4 G	Noise exposure 437-004-0630	Retention period
	• Exposure records	not specified
4 I	Respiratory protection 437-004-1041	Retention period
	• Medical evaluations	duration of employment plus 30 years
	• Fit tests	keep until the next fit test
4 J	Confined and hazardous spaces 437-004-1250	Retention period
	• Training	keep the most recent record on file
4 J	The control of hazardous energy (lockout/tagout) 437-004-1275	Retention period
	• Energy control procedure	not specified
	• Annual reviews	not specified
	• Training and communication	not specified
4 Z	Lead 437-004-9600	Retention period
	• Exposure monitoring	40 years (or duration of employment plus 20 years), whichever is longer
	• Medical surveillance	40 years (or duration of employment plus 20 years), whichever is longer
	• Medical removals	duration of an employee's employment
	• Availability	not specified
	• Transfer of records	not specified
4 Z	Cadmium 437-004-9620	Retention period
	• Exposure monitoring	30 years
	• Objective data for exemption from initial monitoring	30 years
	• Medical surveillance	duration of employment plus 30 years
	• Training	one year after training
	• Availability	not specified
	• Transfer of records	not specified
4 Z	Hazard communication 437-004-9800	Retention period
	• Material safety data sheets	not specified
	• Written hazard communication program	not specified

Division 7 Forest activities rules

7 B	Accident investigation 437-007-0125	Retention period
	• Accident investigations	3 years
7 B	Employee involvement 437-007-0130	Retention period
	• Safety meetings	3 years
7 B	Training 437-007-0140	Retention period
	• Safety and health training records	not specified
7 B	Annual program evaluation 437-007-0145	Retention period
	• Annual evaluation findings	3 years
7 E	Fire extinguishers 437-007-0410	Retention period
	• Portable fire extinguishers	1 year
7 L	Trailer hoists 437-007-1150	Retention period
	• Trailer loading hoist inspections	1 year
	• Lifting tests, loading devices	not specified
7 N	Training 437-007-1325	Retention period
	• Wildland fire safety training	not specified



Oregon OSHA Services

Oregon OSHA offers a wide variety of safety and health services to employers and employees:

Appeals

503-947-7426; 800-922-2689; admin.web@state.or.us

- Provides the opportunity for employers to hold informal meetings with Oregon OSHA on concerns about workplace safety and health.
- Discusses Oregon OSHA's requirements and clarifies workplace safety or health violations.
- Discusses abatement dates and negotiates settlement agreements to resolve disputed citations.

Conferences

503-378-3272; 888-292-5247, Option 1; oregon.conferences@state.or.us

- Co-hosts conferences throughout Oregon that enable employees and employers to learn and share ideas with local and nationally recognized safety and health professionals.

Consultative Services

503-378-3272; 800-922-2689; consult.web@state.or.us

- Offers no-cost, on-site safety and health assistance to help Oregon employers recognize and correct workplace safety and health problems.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational safety and health programs, assistance to new businesses, the Safety and Health Achievement Recognition Program (SHARP), and the Voluntary Protection Program (VPP).

Enforcement

503-378-3272; 800-922-2689; enforce.web@state.or.us

- Offers pre-job conferences for mobile employers in industries such as logging and construction.
- Inspects places of employment for occupational safety and health hazards and investigates workplace complaints and accidents.
- Provides abatement assistance to employers who have received citations and provides compliance and technical assistance by phone.
- Public Education 503-947-7443; 888-292-5247, Option 2; ed.web@state.or.us
- Provides workshops and materials covering management of basic safety and health programs, safety committees, accident investigation, technical topics, and job safety analysis.

Standards and Technical Resources

503-378-3272; 800-922-2689; tech.web@state.or.us

- Develops, interprets, and gives technical advice on Oregon OSHA's safety and health rules.
- Publishes safe-practices guides, pamphlets, and other materials for employers and employees
- Manages the Oregon OSHA Resource Center, which offers safety videos, books, periodicals, and research assistance for employers and employees.

Need more information? Call your nearest Oregon OSHA office.

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