

## DEPARTMENT OF ENERGY NATURAL RESOURCES (DENR) RECORDKEEPING

Recordkeeping is essential for analyzing and measuring the success of a general safety program. Records supply the information to transform haphazard, costly, and ineffective safety methods into a planned program that controls unsafe conditions and/or acts that may contribute to accidents.

The following records must be maintained:

Duration	Records
Previous and current fiscal years	<ul style="list-style-type: none"> <li>a. Inspection reports;</li> <li>b. Any complaints/reports of unsafe conditions;</li> <li>c. Job safety analyses;</li> <li>d. Incident/Accident investigation forms;</li> <li>e. Safety meeting attendance rosters and training materials.</li> </ul>
Previous five (5) years	<ul style="list-style-type: none"> <li>a. All Office of Risk Management (ORM) required training as listed on page E-1 and E-2 of this manual.</li> </ul>