

# **College of Forestry 390: Record Keeping**

Safety Policy & Procedure Manual  
Section 300: Laboratory Safety  
Effective: 01 January 2007  
Revised: August 2014

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## **PURPOSE**

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The purpose of this section is to provide the procedure for record keeping of all accidents and over-exposure incidents in the College of Forestry.

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## **Background Information**

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Laboratory inspections are regulated under Oregon Administrative Rules Oregon Occupational Safety and Health Division, Division 2, subdivision D (437-007-0300).

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## **Applicability**

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All laboratory facilities in the College of Forestry

## Procedure

- A. Accident or over-exposure incident reports must be sent to EH&S and must be retained for 5 years.
- B. Records of exposure to personal or biological monitoring of hazardous chemicals and other harmful agents will be maintained in EH&S for the duration of employment of the exposed employee, plus 30 years.
- C. Medical records for employees developed as a result of exposure to hazardous chemicals or harmful agents will be maintained for the duration of employment, plus 30 years, in EH&S.
- D. Results of area air sampling will be maintained by EH&S for 5 years.
- E. Records of employee training will be maintained for 5 years in the employee's departmental personnel record and as instructed in [Reference 24](#).
- F. Records of laboratory inspections will be maintained for 5 years in EH&S.