PURPOSE

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.

Background Information

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

Applicability

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.