



Diocese Required Records and Required Safety Documentation

Parishes and Schools must maintain these occupational safety and employee records:

1. First Aid Log (Current)
2. Employer Reports of Injury/Illness (Current & Past Five Years)
3. Supervisor Investigation Reports (Current & Past Five Years)
4. Near Miss Incident/Accident Report (Current & Past Five Years)
5. Fire Extinguisher Inspection Reports (Ongoing)
6. Record of Fire Drills (Schools Only, Ongoing)
7. Annual Audit Report of Lockout / Tagout Procedures (Current)
8. Personal Protective Equipment *PPE* Hazard Assessment (Ongoing)
9. Respiratory Hazard Assessment and List of Approved Respirators (if applicable, Ongoing)
10. Record of Hazardous Chemicals on site and Material Safety Data Sheets *MSDS* (Current & Past 30 years)
11. Current Safety Inspection Report Form and Status Report on Control Actions (Current)
12. Safety Meeting Report Forms (Current)

Personnel Records for Parish & School Employees must contain:

- Job description
- Job-related injury / illness reports
- Job-specific medical and exposure records
- Training and new employee orientation documentation
- Physician's opinion letter on the use of respiratory protection
- Employee safety handbook acknowledgement forms signed by the employee
- Records of job or task specific training