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Questions	Standard	Yes/No
If any time during this year you had more than ten employees in the business and the company is not exempt in Appendix A, did you keep an OSHA form 300 for each site?	1904.1	
Did you record each injury, illness and fatality that is work-related, new and meets the general recording criteria on the OSHA form 300 within 7 days?	1904.4 1904.29(b)(3)	
At the end of each calendar year, did you total the columns on the OSHA 300 form and certify the information on the OSHA form 300A for each site?	1904.32(b)	
Did you ensure an owner of the company, officer of the corporation, highest ranking company official working at the establishment or the immediate supervisor of the highest ranking company official sign the OSHA 300A annual summary?	1904.32(b)(4)	
Did you post a copy of the 300A annual summary in the establishment by February 1 of the following year and keep it posted until April 30?	1904.32(b)(5)	
Did you save the OSHA 300 Logs, 300A annual summaries and incident report forms for the last (5) years?	1904.33(a)	
When an authorized government representative asks for the records you keep under part 1904, can you provide copies of the records within four (4) business hours?	1904.40(a)	
Within eight (8) hours after the death of any employee as a result of a work-related incident did you report the fatality to the Occupational Safety and Health Administration (OSHA) at 1-800-321-OSHA or by electronic submission using the reporting application located on OSHA's public Web site at www.osha.gov .	1904.39(a)(1)	
Within twenty-four (24) hours after the in-patient hospitalization of an employee, amputation or loss of an eye from a work-related incident did you report the incident to the Occupational Safety and Health Administration (OSHA) at 1-800-321-OSHA or by electronic submission using the reporting application located on OSHA's public Web site at www.osha.gov .	1904.39(a)(2)	

Please take action to address any question you answered no or I don't know.