



## OSHA records

Trust but verify.

The OSHA recordkeeping review is designed to verify that processes are in place to protect USPS from proposed OSHA recordkeeping violations and citations. These occur when employee work-related injuries, illnesses and fatalities are not properly recorded and updated in a timely manner. Incorrect OSHA recordkeeping is the fifth most frequent violation for the Postal Service.

District Safety and Health and Resource management staff should conduct reviews monthly. The district manager, plant manager and/or lead official should be notified about the review, its purpose and subsequent findings.

OSHA recordkeeping reviews ensure accurate employee health and safety records, and reduce OSHA fines paid by USPS.

And that's smart safety!

For additional information or guidance, contact your safety office.