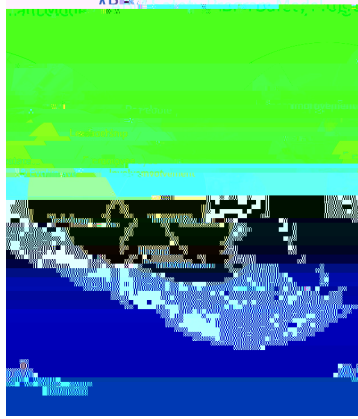
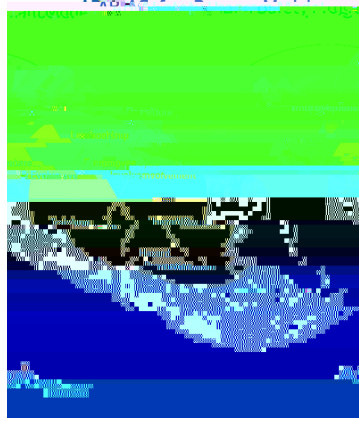


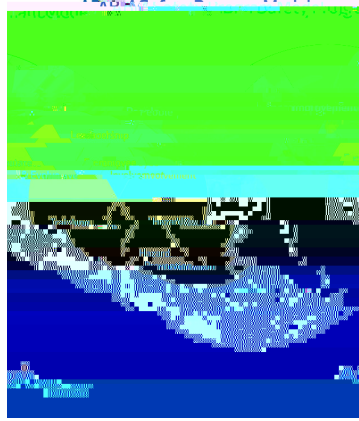
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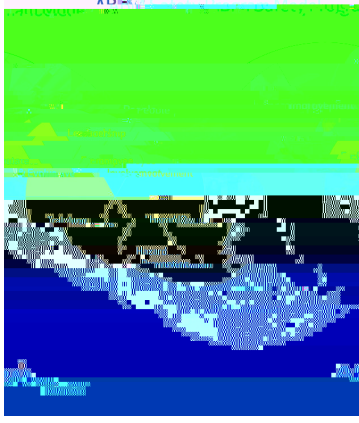


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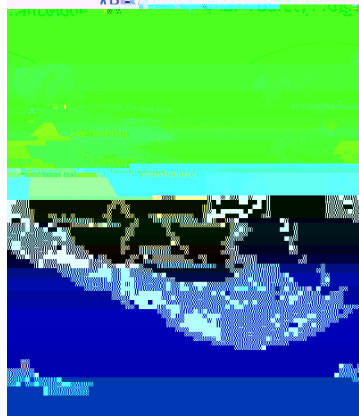


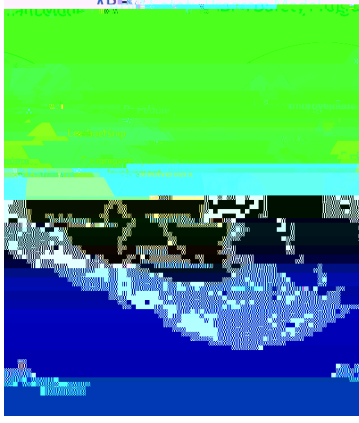




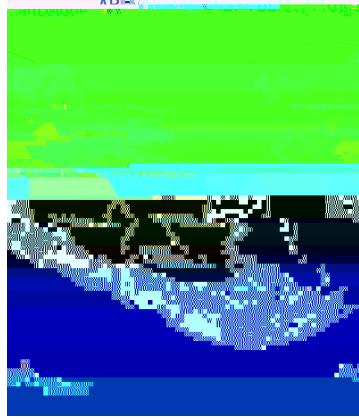
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Safety Records Retention Guide

Safety Records Retention Guide

Process Safety Management – written process safety information (including chemical hazards, process technology and equipment), process hazard analysis and written operating procedures. Initial training required with retraining required every 3 years (must have written retraining record)	No written program or training record retention time is specified
Personal Protective Equipment – retraining required as necessary with written retraining record	No training record retention time is specified
Lockout/Tagout - retraining required as necessary with written retraining record	No training record retention time is specified
Confined Spaces – permit-required confined spaces require retraining as necessary with written training record. Cancelled entry permits require retention.	No training record retention time is specified. Cancelled entry permits should be retained for 1 year

Powered Industrial Trucks – requires operator e1917(r)23.42161917(190 Td [)1623.453()169581)32.1917()162.1902(1917(r)23.4216



Safety Records Retention Guide

<p>Fire Alarm and Fire Detection Systems- NFPA 72 requires inspections, tests and maintenance on varied schedules. At a minimum, an annual service should be provided, and other inspections and tests should be performed per the individual component's requirements per NFPA 72.</p>	<p>Records of inspections, tests and maintenance should be retained until the next inspection, test or maintenance, and for 1 year thereafter.</p>
<p>Emergency Action Plan – plan must contain fire and emergency reporting protocol, evacuation procedures, protocols for employees who remain to operate critical plant equipment, accounting procedures for employees, rescue and first aid responsibilities for those assigned these duties and where to obtain additional information. Employees should be trained in this plan.</p>	<p>Emergency Action Plan should be retained until modified, updated, or replaced.</p> <p>Training records should be retained for 12 months since the last training was held.</p>

