



# Safety Recordkeeping Policy

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## General Description

### Policy Summary:

### Exceptions:

None.

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## Policy Content

### Records System

In order to comply with federal, state and local requirements, and to identify and correct hazardous conditions and practices, the following reports and records are to be maintained.

#### 1. Records Maintained by Department

- a. University Health Services
  - 1. Student injury, illness and health history
  - 2. Employee injury and illness records if treated or advised of the incident
- b. Office of Human Resources
  - 1. Worker's Compensation records
  - 2. OSHA records
  - 3. ADA compliance records
  - 4. Employee training records
- c. Facilities Services Department
  - 1. Inspection records
  - 2. Department safety records
  - 3. Records of complete safety-related work orders
  - 4. PCB records
  - 5. Asbestos records

- 6. Pesticide records
- d. Environmental Health & Safety
  - 1. Inspection and audit records
  - 2. Accident investigation records
  - 3. Safety procedures and practices from departments
  - 4. Records concerning safety procedures and regulation developed by Environmental Health & Safety
  - 5. Workplace Chemical lists
  - 6. Hazardous materials inventories
  - 7. University MSDS records
  - 8. Identification of a Chemical Hygiene Officer
  - 9. Development of a Chemical Hygienic Plan
  - 10. U.S. Department of Environmental Protection Small Quantity Hazardous Waste Generator registry # (EPA) TXD 9808-10881, Texas Department of Health (TDH) registry #69129
  - 11. Industrial Alcohol Use Permit #A-3241-01
- e. Individual Departments (where applicable)
  - 1. Department safety records (inspections, accidents)
  - 2. Department training records
  - 3. Records of safe practices and procedures
  - 4. SDSs and chemical inventories where applicable (copies to be forwarded to the Director, Environmental Health & Safety)
- f. Office of Risk Management & Insurance
  - 1. Insurance Records
  - 2. Incidents and accident claim records

## **2. Records Maintained by University Committees**

- a. Safety, Security and Health Committee
  - 1. Recommendations
  - 2. Audit Records
  - 3. Safety Analysis records
- b. Institutional Bio-Safety Committee
  - 1. U.S. Department of Health and Human Services - National Institute of Health (HHS-NIH) guidelines
  - 2. University bio-safety and laboratory regulations and practices
  - 3. Archival files of research submitted to and considered by the IBC I
- c. Animal Research Committee
  - 1. U. S. Department of Agriculture, U.S. Public Health Service and U.S. Department of Health and Human Services guidelines.
  - 2. University guidelines for care and handling of animals
  - 3. Archival files of research submitted to and considered by ARC

### 3. Safety-Related Licenses and Registrations

Copies of these licenses are maintained in Environmental Health & Safety)

- a. Biology Department
  - 1. Texas Department of Health Radioactive Material License #L01668, Amendment #12
  - 2. Drug License - Biology Department DEA PEO217097, DPS 60049876 and DEA PEO126068, DPS JOO40282
  - 3. Animal Welfare Assurance #A-3241-01
- b. Facilities Services Department
  - 1. Texas Department of Agriculture applicator's license #N-4099
  - 2. City of San Antonio Swimming Pool License #3443
- c. Food Service
  - 1. Health Department Certificates
  - 2. City of San Antonio Food Establishment License

## Central Injury Reports by Category

### Injury/Illness Reports

By Environmental Health & Safety to University Health Services, the Office of Human Resources, and Office of Risk Management & Insurance.

### Analysis of Central Injury Reporting Records

Environmental Health & Safety and Office of Risk Management & Insurance

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## Terms & Definitions

### Terms and Definitions:

Term:	Definition:
Recordkeeping	Includes: injury/illness reporting; needlesticks and sharp injuries; medical removal; occupational hearing loss, work-related musculoskeletal disorders.

## Related Documents

### Related Content:

[Recording and Reporting Occupational Injuries and Illness](#)

[Detailed Guidance for OSHA's Injury and Illness Recordkeeping Rule](#)

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## Revision Management

### Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/12/2019 11:27 AM	Jennifer Gilmore Adamo

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### Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration