

## Cal-OSHA Document Request Sheet

Employer: \_\_\_\_\_ Contact: \_\_\_\_\_  
Date: \_\_\_\_\_ Postmark By Date: \_\_\_\_\_  
Received By: \_\_\_\_\_

As discussed during the inspection on \_\_\_\_\_, it has been determined that copies of the following documents are required for review. Please provide the Cal/OSHA inspector with the required copies by the "postmarked date" noted above. If copies are not provided by that date, it will be interpreted as an admission that the documents do not exist and possible Citations and Monetary Penalties could result. If you do not have the documents, please indicate so and do not try to create documents that do not exist.

- Facility Layout (i.e., floorplan, process flow diagram, evacuation route plan, equipment map)
- Business License;  FEIN or State ER Tax ID No.
- CA Farm Labor Contractor;  U.S. DOL Farm Labor Contractor Certificate of Registration
- Other \_\_\_\_\_ (i.e., contract w/ staffing agency)
  
- Employee Roster by Department
- Cal/OSHA Form 300 *Log of Occupational Injuries and Illnesses* (Current year and previous 3 years).
- Cal/OSHA Form 300A *Summary of Occupational Injuries and Illnesses* (previous 3 years).
- State of California Form 5020 (Employers First Report of Injury/Illness) for employee \_\_\_\_\_
- State of California Form 5021 (Doctor's First Report of Injury/Illness) for employee \_\_\_\_\_
- State of California DWC-1 *Workers' Compensation Claim Form* for employee \_\_\_\_\_
- Accident Investigation Report for \_\_\_\_\_
- Worker's Compensation Insurance Carrier Name and Evidence of WC Coverage
  - Current "Experience Modification" Rating and "Last Loss Run" issued by Carrier: \_\_\_\_\_
  
- Written Injury & Illness Prevention Program *T8CCR 3202*
  - Safety Inspection Records for Current and last \_\_\_\_\_ months/year(s)
  - Safety Meeting Minutes for Current and last \_\_\_\_\_ month/year(s)
  - Employee Training Records for Current and last \_\_\_\_\_ month/year(s)
  - Heat Illness Prevention Procedures (incl. training records, high heat procedures) *T8CCR 3395*
  - Workplace Security & Violence Procedures (including training records)
    - Incident Log/Reports of Workplace Security
  - Code of Safe Work Practices
  - Forklift/Equipment Operator Training Records for \_\_\_\_\_
  - General Training Records
  - Disciplinary records for safety infractions for Current and last \_\_\_\_\_ months/year(s)
  
- Fall Protection Program
  - Fall Protection Training Records for the last \_\_\_\_\_ months/year(s)
  - Inspection Records for Fall Protection Equipment (Harness/Lanyard) for Current and last \_\_\_\_\_ months
  
- Emergency Action Plan *T8CCR 3220*
- Fire Prevention Plan *T8CCR 3221*
  
- Lockout/BlockOut Program including procedural steps for each machine/equipment *T8CCR 3314*
  - Inspection/Annual Review Records for Program
  - Employee Training Records for \_\_\_\_\_
  
- Hazard Communication Program, *T8CCR 5194* including:
  - Safety Data Sheets (SDS) for \_\_\_\_\_

- Inventory List of Hazardous Substances
- Employee Training Records for conducting non-routine task \_\_\_\_\_

- Permits/Variations for \_\_\_\_\_
- Dig Alert Notification
- Maintenance/Certification Records of \_\_\_\_\_ for Current and last \_\_\_\_ months/year(s)
- Safety Instructions/Equipment Operator's Manuals for \_\_\_\_\_
- Welding/Cutting Fire Prevention Plan
  - Training Records for \_\_\_\_\_

- Respiratory Protection Program *T8CCR 5144*
  - Medical Evaluations for \_\_\_\_\_
  - Fit-Test Records for \_\_\_\_\_
  - Employee Training Records for \_\_\_\_\_
  - Written Periodic Evaluation

- Hearing Conservation Program (Noise) *T8CCR 5097*
  - Employee Audiograms for \_\_\_\_\_
  - Refit/Re-Training with STS for \_\_\_\_\_
  - Written Notification with STS for \_\_\_\_\_
  - Employee Training Records for \_\_\_\_\_

- Exposure Control Plan (Bloodborne Pathogens) *T8CCR 5193*
  - Sharps Injury Log for \_\_\_\_\_
  - Written Annual Review
  - Employee HBV Records for \_\_\_\_\_
  - Employee Training Records \_\_\_\_\_

- Aerosol Transmittable Disease Control Program *T8CCR 5199*
  - Exposure Incident Report for \_\_\_\_\_
  - Records of Unavailability of Vaccinations
  - Records of Unavailability for All or other areas
  - Records of Inspection, Testing, & Maintenance of Engineering Controls
  - Employee Training Records for \_\_\_\_\_

- Chemical Hygiene Plan for Laboratories *T8CCR 5191*
  - Employee Training Records for \_\_\_\_\_

- Confined Space Program *T8CCR Articles 37 (CSO) and/or 108 (GSO)*
  - Written Annual Review of Entries
  - Employee Training Records for \_\_\_\_\_
  - First Aid/CPR Training Records for \_\_\_\_\_

- Workplace Exposure Monitoring Records
  - Type of Monitoring (Noise, Airborne Contaminants, etc.) \_\_\_\_\_
  - Record of Employee Notification of Results

- Regulated Carcinogens (Lead, Asbestos, etc.)
  - Carcinogen Registration *T8CCR Article 110* for \_\_\_\_\_
  - Survey Test Results for \_\_\_\_\_
  - Medical Surveillance Reports for \_\_\_\_\_
  - Blood and ZPP Sampling Monitoring Records for \_\_\_\_\_
  - Employee Training Records for \_\_\_\_\_

Records of Inspection, Testing, & Maintenance of HVAC/Ventilation/Exhaust for \_\_\_\_\_ months/years

Other (First Aid Kit approval from physician T8CCR 3400, etc.) \_\_\_\_\_