

TREASURY DOCUMENTATION**Subject**

MIOSHA Reports, Post and Maintain

For

HEALTH AND SAFETY HANDBOOK

Also See

FT-03018

Identification PT-03178
Procedure**Effective** 4-1-2005

Page 1 of 1

Replaces
PT-03178 (6-1-2000)

WHO	WHEN	ACTION
Treasury's Health and Safety Agent	Each Year No Later Than January 15	1. Completes and signs MIOSHA forms 300 LOG OF WORK-RELATED INJURIES AND ILLNESSES and 300A SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES. (Sees Form Instruction FT-03018 in the Health and Safety Handbook for instructions.)
	Before February 1	2. Makes copy of 300's and 300A's, files copies and sends originals to appropriate Field Health and Safety Agent.
Field and Treasury's Health and Safety Agent	Between February 1 and April 30	3. Posts signed copy of 300A only in central and conspicuous place within Treasury office for viewing by Treasury employees. A. Files 300 in the Health and Safety Handbook.
	April 30	4. Takes down posted 300A and files and maintains 300 and 300A in Health and Safety Handbook for five years.
		5. Secures files at all times and does not allow anyone access to the files except for: A. Safety Officers from Department of Labor and Economic Growth (DLEG) B. Industrial Hygienists from DLEG (upon MIOSHA Inspection only) C. Treasury's Health and Safety Agent.
Treasury's Health and Safety Agent	Between February 1 and April 30	6. Prepares OSHA ANNUAL OCCUPATIONAL INJURIES AND ILLNESSES SURVEY, using information from 300A and submits to DLEG, MIOSHA Information Division.

End