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| HOUSTON CONTROLS <i>Instrument, Electrical, Analytical Specialists</i> | Houston Controls, Inc Safety Management System | | Doc No: | RECORDS |
| | | | Initial Issue Date | 3/07/2008 |
| | | | Revision Date: | 3/16/2011 |
| | | | Revision No. | 1 |
| INJURY/ILLNESS RECORDKEEPING | | | Next Revision Date: | 3/16/2012 |
| Preparation: Safety Mgr | Authority: Dennis Johnston | Issuing Dept: Safety | Page: | Page 1 of 4 |

Purpose

The purpose of this program is to define the requirements for recording job related injuries and illnesses for HOUSTON CONTROLS, INC.

Scope

This policy shall cover all HOUSTON CONTROLS, INC operations within the United States. Specific guidelines are available at the following website link: <http://www.osha.gov/recordkeeping/index.html>.

Key Responsibilities

Safety Manager

- Shall ensure all job related injuries and illness are recorded properly in accordance with OSHA requirements.
- Shall ensure all required posting are conducted in accordance with recordkeeping guidelines
- Shall maintain all required records.
- Shall determine the proper classification of job related injuries or illnesses based on OSHA recordkeeping guidelines.

Supervisors

- Shall ensure that all job related injuries and illness are reported promptly to the HOUSTON CONTROLS, INC Safety Manager.

Employees

- Shall promptly report any actual or suspected job related injury or illness.

Procedure

If HOUSTON CONTROLS, INC is required to keep records of fatalities, injuries, and illnesses it must record each fatality, injury and illness that:

- work-related; and
- is a new case; and
- meets one or more of the general recording criteria.

HOUSTON CONTROLS, INC must enter each recordable injury or illness on an OSHA 300 Log and 301 Incident Report, or other equivalent form, within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

A HOUSTON CONTROLS, INC executive must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

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Posting

HOUSTON CONTROLS, INC must post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted. HOUSTON CONTROLS, INC must ensure that the posted annual summary is not altered, defaced or covered by other material.

The annual summary must be posted no later than February 1st of the year following the year covered by the records and the posting kept in place until April 30th.

HOUSTON CONTROLS, INC must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.

See next page for current OSHA recordkeeping forms as of this date.

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