



Airswift

HSE Management System

Injury/Illness Recordkeeping

Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this document should be addressed to the Operations Manager – North America.

Prepared	Reviewed	Approved	Effective Date	Issue Number
Carol Stallworth <hr/> Name <hr/> Signature	Sam Cross <hr/> Name <hr/> Signature	Sam Cross <hr/> Name <hr/> Signature	03.20.2023	3

Document Control – Revisions and Amendments

Version Number	Effective Date	Author	Amendments	Reason for Amendments
1	11/01/2019	Carol Stallworth	Build out policy	New Policy
2	06/19/2020	Carol Stallworth	Build out policy to include Exposure	Annual Review
3	03.20.2023	Kellie Tetley		Annual Review

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Date: 03.20.2023
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1.0 PURPOSE

This policy is in place to provide an overview of how Airswift manages employee injury/illness records. Where applicable, all Federal, State, and local rules which are more stringent than this policy shall be enforced.

2.0 SCOPE

This policy is applicable to all Airswift employees, contractors, subcontractors and visitors.

3.0 RESPONSIBILITIES

This policy and the duties outlined in this responsibility will lay with the N.A. operations department, specifically the safety team and will liaise with senior management on items requiring management input and review. Airswift will comply with all site policies and procedures

4.0 REQUIREMENTS

Airswift will comply with the provisions of 29 CFR 1904, Recording and Reporting Occupational Injuries and Illness Standard. Records will be maintained on a calendar year basis.

Airswift will use the criteria of 29 CFR 1904.7-12 Standard to determine recordability for work related fatalities, injuries and illnesses.

Airswift will keep records of fatalities, injuries, and illnesses and will record each fatality, injury and illness that:

- (a) Is work-related; and
- (b) Is a new case; and
- (c) Meets one or more of the general recording criteria.

Airswift will maintain a log of occupational injuries and illnesses under 29 CFR 1904.29 Standard and will make reports under 29 CFR 1904.42 Standard upon being notified in writing by the Bureau of Labor Statistics that the employer has been selected to participate in a statistical survey of occupational injuries and illnesses. Airswift will:

Each recordable injury or illness must be entered 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.

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Ve The SVP – North America (company executive) will certify that he or she has examined the OSHA 300 Log .
Own and when found to be correct will sign the OSHA 300A Summary on an annual basis as required by OSHA.



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

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

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

If no injuries or illnesses occurred in the year, zeros will be entered on the total line, and the form posted. The summary will be completed and posted by February 1 of each calendar year and shall remain in place until at least April 30. The SVP - North America shall certify on the log that the annual summary of occupational injuries and illnesses is true and complete.

Airswift will provide, upon request, records provided for in 29 CFR 1904.4 – 1904.12, for inspection and copying by any representative of the Secretary of Labor for the purpose of carrying out the provisions of the OSHA 1910.1020 Access to Employee Exposure and Medical Records Standard, and by representatives of the Secretary of Health, Education, and Welfare.

The OSHA No. 300 log and summary of all recordable occupational injuries and illnesses will, upon request, be made available to any employee, former employee, and to their representatives for examination and copying in a reasonable manner and at reasonable times.

Should Airswift change ownership or be wound-up, the company shall preserve all HSE records which are required to be kept.