

Received From Maine GCSAA  
 Department of Labor and Industry  
 Augusta, Maine  
 From Marion E. Martin

**O.S.H.A. RECORDKEEPING REQUIREMENTS —  
 CITATIONS AND PENALTIES**

Commissioner Marion E. Martin, of the Maine Department of Labor and Industry, warns Maine firms that citations are being issued and penalties assessed for non compliance with the recordkeeping requirements of the Occupational Safety and Health Act of 1970.

**All employers engaged in business affecting commerce who have one or more employees are covered.**

Covered employers should be aware of the following:

1. Mandatory recordkeeping began July 1, 1971.
2. An Occupational Safety and Health poster must be displayed in a conspicuous place within the workplace.
3. A log of injuries and illnesses must be maintained.
4. A supplementary record of each recordable injury or illness must be completed.
5. An annual summary should have been posted prior to February 1, 1972, for a period of 30 days. This summary for 1971 should have covered the six-month period from July 1, 1971, to December 31, 1971.
6. All accidents involving one or more fatalities or hospitalization of five or more employees must be reported to the Concord N. H. office of the Area Director of the Occupational Safety and Health Administration, U. S. Department of Labor, Tel. No. 603-224-1995, and to the Maine Department of Labor and Industry, Augusta, Maine. Tel. No. 289-3331.
7. A new set of records should be kept for the 1972 calendar year.
8. All records should be on file and available for a period of five years.

For information concerning the recordkeeping requirements under the Act, contact the Maine Department of Labor and Industry, Division of Research and Statistics, Augusta, Maine 04330. Tel. No. 289-3331.

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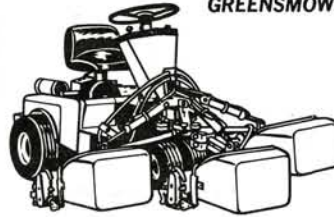
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