Farm OSHA Recordkeeping Checklist

A checklist for keeping farm injury and illness records, used by owners to confirm what must be recorded, who reviews it and where files are stored.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Check whether recordkeeping applies to your farm	☐	☐	☐
Incident report forms available	☐	☐	☐
Injuries entered in the log promptly	☐	☐	☐
Privacy of worker names protected	☐	☐	☐
Annual summary posted and signed	☐	☐	☐
Records stored in a safe location	☐	☐	☐
Retention period noted per OSHA rules	☐	☐	☐
Severe injury reporting steps known	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Confirm current OSHA recordkeeping and reporting rules for your farm size and state before relying on this list.