

RECORDS IDENTIFICATION WORKSHEET

This worksheet is included in the ORAA software system under the Track Audited Establishments function on the Main Menu. The worksheet is used to document the availability of particular types of records that the employer indicates will be made available for the audit and their location.

Records	Personnel Office	Safety Office	Payroll Office	Medical Center	Supervisor's Office	Other-specify
OSHA 200 Log						
Employee roster (e.g., payroll)						
OSHA No. 101 or Workers' Compensation equivalent (log related)						
State workers' compensation forms (independent of the OSHA No. 200 and 101)						
Medical records						
Nurse/doctor/clinic logs						
Company first aid reports						
Company accident reports						
Insurers' accident reports						
Accident and health benefit insurance						
Absentee records						
Union records						
Other (specify)						