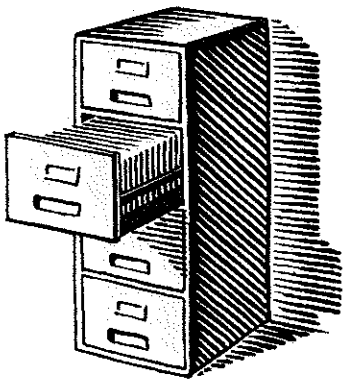
Safety Documentation



Required Documentation by Program

Safety Documentation for Education Cabinet Field Office, Central Office, or Facility

Cabinet Accident Reports
Documentation for Bloodborne Pathogen Program
Emergency Drills
Emergency Equipment Monthly Inspections
Emergency Floor Plan
Emergency Operations Plan
Emergency Procedures Guide
Employee Safety Training
Material Safety Data Sheets
OSHA Form 300
OSHA Form 300A
Sharps Injury Log
Tornado Survey Checklist

Safety Documentation by ATC Program

Accounting, Business, Financial Technologies	Program Administration	Air Conditioning Technology	Auto Body Repair Technology	Automotive Technology
EAP-Desk Guide	AED	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide
EAP-Emergency Procedures	Cabinet Inspection Reports	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures
EAP-Floor Plan	Emergency Drills	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan
Emergency Equipment Insp.	Employee Safety Training	Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections
Fire Extinguisher Monthly Insp.	Fork Lift Training	Emergency Eye Wash	Emergency Eye Wash	Emergency Eye Wash
Hazardous Materials Inventory	Hazard Communication Program	Equipment Inspections	Equipment Inspections	Equipment Inspections
Hazardous Materials MSDS	Kentucky Dept. for Public Health Insps.	Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections
Student Statement of Safety Instruction or tests on file	OSHA Form 300	Hazardous Materials Inventory	Hazardous Materials MSDS	Hazardous Materials MSDS
	OSHA Form 300A	Hazardous Materials MSDS	Lockout/Tagout Procedures	Lockout/Tagout Procedures
	Semi-Annual Safety Inspection Checklists	Monthly Inspections of Classrooms and Labs	Monthly Inspections of Classrooms and Labs	Monthly Inspections of Classrooms and Labs
	State Fire Marshall Inspections	Student Statement of Safety Instruction or tests on file	Respirator Program Evaluation	Student Statement of Safety Instruction or tests on file
	Tornado Survey Checklist		Student Statement of Safety Instruction or tests on file	Used Motor Oil Recovery and Disposal

Building and Apartment Maintenance Technology	Carpentry Technology	Cosmetology Technology	CAD	Culinary Arts
EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide
EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures
EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan
Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections
Emergency Eye Wash	Emergency Eye Wash	Emergency Eye Wash	Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections
Equipment Inspections	Equipment Inspections	Fire Extinguisher Monthly Inspections	Hazardous Materials MSDS	Hazardous Materials MSDS
Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections	Hazardous Materials MSDS	Monthly Inspections of Classrooms and Labs	Monthly Inspections of Classrooms and Labs
Hazardous Materials MSDS	Hazardous Materials MSDS	Monthly Inspections of Classrooms and Labs	Student Statement of Safety Instruction or tests on file	Student Statement of Safety Instruction or tests on file
Monthly Inspections of Classrooms and Labs	Monthly Inspections of Classrooms and Labs	Student Statement of Safety Instruction or tests on file		
Student Statement of Safety Instruction or tests on file	Student Statement of Safety Instruction or tests on file			

Diesel Technology	Drafting Technology	Electricity Technology	Health Sciences	Horticulture Technology
EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide
EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures
EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan
Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections
Emergency Eye Wash	Fire Extinguisher Monthly Inspections	Emergency Eye Wash	Emergency Eye Wash	Emergency Eye Wash
Equipment Inspections	Hazardous Materials MSDS	Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections
Fire Extinguisher Monthly Inspections	Monthly Inspections of Classrooms and Labs	Hazardous Materials MSDS	Hazardous Materials MSDS	Hazardous Materials MSDS
Hazardous Materials MSDS	Student Statement of Safety Instruction or tests on file	Monthly Inspections of Classrooms and Labs	Monthly Inspections of Classrooms and Labs	Monthly Inspections of Classrooms and Labs
Lockout/Tagout Procedures		Student Statement of Safety Instruction or tests on file	Student Statement of Safety Instruction or tests on file	Student Statement of Safety Instruction or tests on file
Monthly Inspections of Classrooms and Labs				
Student Statement of Safety Instruction or tests on file				

Safety Documentation by ATC Program

HVAC Technology	Industrial/Chemical Maintenance Technology	Information Technology	Machine Tool Technology	Maintenance Rooms
EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide
EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures
EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan
Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	Fire Extinguisher Monthly Inspections
Emergency Eye Wash	Emergency Eye Wash	Fire Extinguisher Monthly Inspections	Emergency Eye Wash	Hazardous Materials MSDS
Equipment Inspections	Equipment Inspections	Hazardous Materials MSDS	Equipment Inspections	Lockout/Tagout Procedures
Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections	Monthly Inspections of Classrooms and Labs	Fire Extinguisher Monthly Inspections	
Hazardous Materials MSDS	Hazardous Materials MSDS	Student Statement of Safety Instruction or tests on file	Hazardous Materials MSDS	**Maintenance Closet**
Monthly Inspections of Classrooms and Labs	Lockout/Tagout Procedures		Lockout/Tagout Procedures	Hazardous Materials MSDS
Student Statement of Safety Instruction or tests on file	Monthly Inspections of Classrooms and Labs		Monthly Inspections of Classrooms and Labs	
	Student Statement of Safety Instruction or tests on file		Student Statement of Safety Instruction or tests on file	
Mechanical Rooms	**Marketing Technology**	**Masonry Technology**	**Metal Fabrication Technology**	**Multimedia Technology**
Boiler Inspection Certificate	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide
EAP-Floor Plan	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures
Emergency Equipment Inspections	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan
Fire Extinguisher Monthly Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections
	Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections	Equipment Inspections	Fire Extinguisher Monthly Inspections
	Hazardous Materials MSDS	Hazardous Materials MSDS	Fire Extinguisher Monthly Inspections	Hazardous Materials MSDS
	Monthly Inspections of Classrooms and Labs	Monthly Inspections of Classrooms and Labs	Hazardous Materials MSDS	Monthly Inspections of Classrooms and Labs
	Student Statement of Safety Instruction or tests on file	Student Statement of Safety Instruction or tests on file	Lockout/Tagout Procedures	Student Statement of Safety Instruction or tests on file
			Monthly Inspections of Classrooms and Labs	
			Student Statement of Safety Instruction or tests on file	
Office Technology	**Radio and Television Tech.**	**Welding Technology**	**Wood Manufacturing**	
EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide	EAP-Desk Guide	
EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures	EAP-Emergency Procedures	
EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan	EAP-Floor Plan	
Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	Emergency Equipment Inspections	
Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections	Emergency Eye Wash	Emergency Eye Wash	
Hazardous Materials MSDS	Hazardous Materials MSDS	Equipment Inspections	Equipment Inspections	
Monthly Inspections of Classrooms and Labs	Monthly Inspections of Classrooms and Labs	Fire Extinguisher Monthly Inspections	Fire Extinguisher Monthly Inspections	
Student Statement of Safety Instruction or tests on file	Student Statement of Safety Instruction or tests on file	Hazardous Materials MSDS	Hazardous Materials MSDS	
		Lockout/Tagout Procedures	Lockout/Tagout Procedures	
		Monthly Inspections of Classrooms and Labs	Monthly Inspections of Classrooms and Labs	
		Student Statement of Safety Instruction or tests on file	Student Statement of Safety Instruction or tests on file	

Safety Documentation Criteria

Documentation	Facilities	Reason For Documentation	When Completed	Reference	Responsibility	Years Retained and Reference
Accident Report, Education cabinet Accident Report	All Cabinet Facilities	Documents accidents occurring to ATC students, employees, and customers.	Within 24 hours of the accident.	101 KAR 2:150 Section 3(2)	Management	5 Years, Ref. A7
Accident Report, Employer's First Report of Injury or Illness (Workers' Compensation)	All Cabinet Facilities	Employer's report to Workers' Compensation of all work related illness and accidents.	Must be submitted within three days of the injury or illness.	Kentucky Personnel Cabinet	First Line Supervisor	10 Years, Ref. S5
Emergency Action Plan (EAP): Desk Guide-Emergency Telephone Numbers	All Cabinet Facilities	Provides phone/contact numbers and procedures for quick emergency response.	When phone/contact numbers change and when there is a need to change emergency procedures.	29 CFR 1910.38	Management	Current Document Only.
Emergency Action Plan (EAP): Procedures	All Cabinet Facilities	Required by OSHA when some employees fight fires, but others evacuate during a fire emergency. Also to coordinate OSHA's various emergency operations requirements, and to coordinate internal response to emergency and hazardous situations in the facility.	Should already be completed, but reviewed annually and revised as needed.	29 CFR 1910.38	Management	Current Document Only.
Emergency Equipment Inspection	All Cabinet Facilities	Documents the required inspections of emergency equipment and systems.	Bio-Hazard Kits-Monthly	29 CFR 1910.151	Management or staff assigned by management.	1 Year, Ref. A7
			Emergency Lights-Monthly	29 CFR 1910.37(a)(4)		2 Years, Ref. OUS #14
			Exit Signs-Monthly	29 CFR 1910.37(a)(4) and NFPA 1: 7.10.9.1 and 7.9.3.1.1		2 Years, Ref. OUS #14
			Fire Alarm Pull Stations-Every two months	29 CFR 1910.165(d)(2)		2 Years, Ref. OUS #14
			Fire Alarms-Every two months	29 CFR 1910.165(d)(2)		2 Years, Ref. OUS #14
			First Aid Kits-Monthly	29 CFR 1910.1910.151		2 Years, Ref. OUS #14
			Heat and Smoke Detectors-As often as needed to maintain	29 CFR 1910.164(c)(2)		2 Years, Ref. OUS #14
			Sprinklers-Annually	29 CFR 1910.159(c)(2)		1 Year, Ref. A7
Emergency Eyewash	ATCs	Documents the required weekly inspection of emergency eyewash stations in Area Technology Centers.	Weekly	ANSI:Standard for Emergency Eyewash and Shower Equipment	Program Instructors or an individual assigned by an instructor. (1)	3 Years
Employee Safety Training Record	All Cabinet Facilities	Documents training provided and employees who have complete the training.	Asbestos-Beginning of each school year.	29 CFR 1910.1001(j)(7)(i)	Management or staff assigned by management.	30 Years, Ref OUS #14
			Bloodborne Pathogen Initial assignment and annually.	29 CFR 1910.1030(g)(2)(i)		3 Years 1910.1030(h) (2)(ii)
			Crime Awareness and Campus Security-Beginning of each school year.	OCTE Policy		3 Years
			Fire Extinguisher-Initial assignment and annually.	29 CFR 1910.157(g)(1) and (g)(2)		3 Years
			First Aid-Determined by date of certification and length of certification.	29 CFR 1910.151(b)		Current Document Only.

Safety Documentation Criteria

Documentation	Facilities	Reason For Documentation	When Completed	Reference	Responsibility	Years Retained and Reference
			Forklift-Initial assignment and every three years.	29 CFR 1910.178(j)(1)(ii)		3 Years 1910.178(l)(4)(iii)
			Hazard Communication-Initial assignment and when new chemicals are placed into service.	29 CFR 1910.1200(h)(1)		30 Years, Ref OUS #23
			Lockout/Tagout-Annual.	29 CFR 1910.147(c)(6)(i) and (iv)		3 Years
			Respirator	29 CFR 1910.134(m)		Current Document Only. Ref. 1910.134(m)(3)
Equipment Inspection Record	ATCs	Documents the inspections, findings, corrective actions of equipment and tools used in all facilities.	Air Compressors-Safety valves at **frequent and regular intervals.**	29 CFR 1910.169(b)(3)(iv)		3 Years
			Auto Lifts-**When used** with documentation. **Periodic** follow the recommendations of the manufacturers to frequency; at a minimum all inspections points must be checked at least annually. **Preventative maintenance** in accordance with the recommendations of the lift manufacturer.	ANSI/ALI ALOIM-2000 American Lift Institute Standard for Automotive Lifts		3 Years
			Boilers-High pressure annual. Low pressure bi-annual. Not inspected by cabinet personnel	Kentucky State Boiler Code	State Fire Marshall's Office	3 Years
			Forklifts-**When used** with documentation.	29 CFR 1910.178(g)(7)	Program Instructors	3 Years
			Hand and Portable Power Tools-**Before each use**; documentation not required.	29 CFR 1910.242(a)	Program Instructors	3 Years
			Hoist, Chains-**Monthly** with documentation.	29 CFR 179(j)(2)(iv)	Program Instructors	3 Years
			Hoist, Hooks-**Monthly** with documentation.	29 CFR 179(j)(2)(iii)	Program Instructors	3 Years

Safety Documentation Criteria

Documentation	Facilities	Reason For Documentation	When Completed	Reference	Responsibility	Years Retained and Reference
			Hoist, Mechanism and track system-**Monthly** (visual) when the crane/hoist is used on a daily or weekly basis. **Annual**-preventative maintenance.	29 CFR 1910.179(j)	Program Instructors	3 Years
			Industrial Equipment-**Annual** at beginning of the school year. Instructors may conduct inspections more frequent and Principals may require additional inspections.	29 CFR 1910.242(a)	Program Instructors	3 Years
			Industrial Equipment Requiring Inspection Documentation:			
			Band saws;			
			Cement making machinery;			
			Chainsaws;			
			Compressors;			
			Cutting machines, machine tool;			
			Grinders, floor and bench;			
			Industrial maintenance machinery;			
			Joiners;			
			Lathes, metal working;			
			Lathes, wood working;			
			Machine tools,			
			Man lifts;			
			Metalworking machinery;			
			Paint spraying equipment;			
			Printing trades machinery;			
			Sanding machines;			
			Saws, metal cutting;			
			Saws, power-bench and table;			
			Welding equipment;			
			Woodworking equipment.			
			Jacks-Constant or intermittent use: **every 6 months.**	29 CFR 1910.244(a)(2)(vi)(a)	Program Instructors	3 Years
			Ladders-**Monthly**, documentation not required.	29 CFR 1910.25(d)(1)(x)	Program Instructors	3 Years
			PPE (glasses, footwear, helmets, gloves)-**Monthly**, documentation not required.	29 CFR 1910.132(e)	Program Instructors	4 Years, Ref OSU #18
			Welding Equipment-**Annual** at beginning of the school year. Instructors may conduct inspections more frequent and Principals may require additional inspections.	29 CFR 1910.242(a)	Program Instructors	3 Years

Safety Documentation Criteria

Documentation	Facilities	Reason For Documentation	When Completed	Reference	Responsibility	Years Retained and Reference
Fire Extinguisher Monthly Inspection	All Cabinet Facilities	Ensures that fire extinguishers are serviceable if needed and documents the inspections of each individual extinguisher.	Monthly	29 CFR 1910.157(e)(2)	Management or staff assigned by management.	The documentation card on the extinguisher shall be retained for one year after the last entry or the life of the shell, whichever is less. Ref 29 CFR 1910.157(e)(3)
Fire, Earthquake, Tornado, and Lockdown Drill Record	ATCs	Documents the conduct of emergency drills.	Fire-set by policy, EQ-one each year with district, Tornado-one each year with district, and lockdown-same as distance within the first month of school.	29 CFR 1910.38	Management or staff assigned by management.	2 Years, Ref. A6
Fire, Earthquake, and Tornado Drill Record	Non ATC Cabinet Facilities	Documents the conduct of emergency drills.	Fire-set by policy, EQ-one each year with district, Tornado-one each year with district, and lockdown-same as distance within the first month of school.	29 CFR 1910.38	Management or staff assigned by management.	2 Years, Ref. A6
Fork Lift Training Records	All Cabinet Facilities	Prior to operating the lift, employer must evaluate and certify the operator's performance in the workplace.	1) when first using a fork lift, 2) refresher whenever an operator demonstrates a deficiency in operation, 3) once every three years.	29 CFR 1910.178	Management or staff assigned by management.	3 Years, Ref. 29 CFR 1910.178(i)(4)(ii)
Hazardous Materials-Chemical List	ATCs	Inventory of chemicals used in the instructional program or work area.	When new or changed chemicals are introduced into the facility.	29 CFR 1910.1200(e)(1)(i)	Program Instructors responsible for using and/or teaching about the chemicals. Can be an individual assigned by an instructor. (1)	Until data is superseded based on date of preparation
Hazardous Materials-Chemical List	Non ATC Cabinet Facilities	Inventory of chemicals used in the work area.	When new or changed chemicals are introduced into the facility.	29 CFR 1910.1200(e)(1)(i)	Management-If the chemicals are under the control of facility staff. Contractors-If the chemicals are under the control of outside contractors.	Until data is superseded based on date of preparation
Inspection Reports	Non ATC Cabinet Facilities	Documents inspections done by various state, local, and federal safety agencies.	Inspecting agency's schedule or as needed.	Agency specific.	Management or staff assigned by management.	10 Years, Ref. OSU #14
Lockout/Tagout Procedures	ATCs	Each Area Technology Program is to have a list of equipment requiring lockout/tagout.	Instructor's compile this at the beginning of the school year.	29 CFR 1910.147(c)(4)(i) and 1910.147(c)(6)(i) and (ii)	Program Instructors	Until superseded.

Safety Documentation Criteria

Documentation	Facilities	Reason For Documentation	When Completed	Reference	Responsibility	Years Retained and Reference
		LO/TO standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees.		29 CFR 1910.147(a)(1)(i)		
		LO/TO does not cover work on cord and plug connected electrical equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment form the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.		29 CFR 1910.147(a)(2)(iii)(A)		
Material Safety Data Sheets	ATCs	Detailed information bulletin prepared by the manufacturer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, safety precautions, first aid procedures, and control measures.	Must maintain a complete and accurate MSDS for each hazardous chemical in the facility.	29 CFR 1910.1200(q)(8)	Program Instructors responsible for using and/or teaching about the chemicals. Can be an individual assigned by an instructor. (1)	Until data is superseded based on date of preparation.
Material Safety Data Sheets	Non ATC Cabinet Facilities	Detailed information bulletin prepared by the manufacturer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, safety precautions, first aid procedures, and control measures.	Must maintain a complete and accurate MSDS for each hazardous chemical in the facility.	29 CFR 1910.1200(g)(1)	Management-If the chemicals are under the control of facility staff. Contractors-If the chemicals are under the control of outside contractors.	Until data is superseded based on date of preparation.
Monthly Safety Inspection of Classrooms	ATCs	Monthly safety inspection checklist that is used by Area Technology Centers to report safety concerns and issues.	Monthly	OCTE Policy	Program Instructor or assigned individual.(1)	3 years
Monthly Safety Inspection of School and Labs	ATCs	Monthly safety inspection checklist that is used by Area Technology Centers to report safety concerns and issues.	Monthly	OCTE Policy	Program Instructor or assigned individual.(1)	3 years
OSHA Form 300	All Cabinet Facilities	Records employees' occupational injuries and illnesses.	When a recordable employee injury or illness occurs. Completed by calendar year.	29 CFR 1904	Management or staff assigned by management	5 years following the end of the calendar year that the records cover. Ref. 29 CFR 1904.33(a)
OSHA Form 300A	All Cabinet Facilities	Summarizes and provides statistics of the previous year's occupational injuries and illnesses.	Completed no later than January 31 for the previous calendar year and posted February 1-April 30.	20 CFR 1904	Management or staff assigned by management	5 years following the end of the calendar year that the records cover. Ref. 29 CFR 1904.33(a)

Safety Documentation Criteria

Documentation	Facilities	Reason For Documentation	When Completed	Reference	Responsibility	Years Retained and Reference
Respirator Program Evaluation Checklist	ATCs	Each Area Technology Program that uses or may use respirators are to be evaluated before each job.	Instructor's compile this at the beginning of the school year.	29 CFR 1910.134(c)(1)(vii) and (viii)	Program Instructors.	Current Document Only 1910.134(m)(3)
Semi-Annual Safety Inspection Checklist for ATCs	ATCs	A semi-annual safety inspection checklist that is used by Area Technology Centers to report safety concerns and issues.	Completed no later than June 1 and November 1 of each calendar year	OCTE Policy	Management	3 years
Student Statement of Safety Instruction	ATCs	Signed statement by each student using machinery as to knowing the proper use of equipment, machines, devices, etc.	Beginning of each semester or when a student starts a new program.	OCTE Policy	Program Instructors.	30 years, Ref OUS #2
Tornado Survey Checklist	All Cabinet Facilities	A checklist completed to identified tornado shelters or to ensure that current shelters offer the best protection.	Upon initial establishment of tornado shelters, when facility infrastructure changes, and when risk changes.	29 CFR 1910.38	Management or staff assigned by management.	Until superseded.
Used Motor Oil Recovery and Disposal	ATCs	Documents the recovery and disposal of used motor oil used in ATC programs.	1) when used oil is placed into the storage drum and 2) when picked up by disposal company.	OCTE Policy and Kentucky Division of Waste Management	Program Instructors.	3 years

[1] Can be member of the Safety Committee.

A6 Records Retention Schedule, Local records Branch, Public Records Division, Kentucky Department for Libraries and Archives, Public School District Model

A7 Records Retention Schedule, Local records Branch, Public Records Division, Kentucky Department for Libraries and Archives, Public School District Model

S5 Records Retention Schedule, Local records Branch, Public Records Division, Kentucky Department for Libraries and Archives, Public School District Model

OUS Oregon University System, Records Retention Schedule, Safety and Security Records

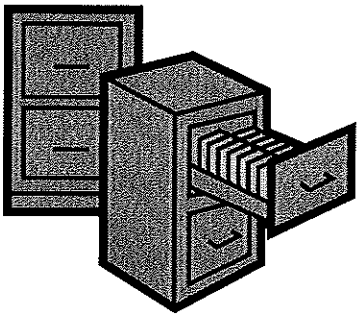
Required Notices and Posters

Kentucky

Poster	Legal Requirements	Source	Notes
Wage Discrimination Because of Sex	The poster must be displayed in a conspicuous place where employees and applicants for employment can see it. Posting of the notice in other languages is not required.	www.labor.ky.gov	Must be printed in color.
Wage and Hour Laws	The poster must be displayed in a conspicuous place where employees and applicants for employment can see it. Posting of the notice in other languages is not required.	www.labor.ky.gov	Must be printed in color.
Child Labor Laws	The poster must be displayed in a conspicuous place where employees and applicants for employment can see it. Posting of the notice in other languages is not required.	www.labor.ky.gov	Must be printed in color.
Kentucky OSH Safety and Health and on the Job	The poster must be displayed in a conspicuous place where employees and applicants for employment can see it. Posting of the notice in other languages is not required.	www.labor.ky.gov	Must be printed in color either as a 8 1/2 by 14 inch with 10 point type poster, or both pages mounted together.
Unemployment Insurance Benefits	The poster must be displayed in a conspicuous place where employees and applicants for employment can see it. Posting of the notice in other languages is not required.	www.labor.ky.gov	
Equal Employment Opportunity	The poster must be displayed in a conspicuous place where employees and applicants for employment can see it. Posting of the notice in other languages is not required.	www.labor.ky.gov	

Federal

Poster	Legal Requirements	Source	Notes
Federal Minimum Wage	Every employer of employees subject to minimum wage provisions must post, and keep posted, a notice explaining the Act in a conspicuous place. Although there is no size requirement for the poster, employees must be able to readily read it. The poster is also available in Spanish, Russian, and Chinese. There is no requirement to post the poster in languages other than English.	www.dol.gov	Must be printed in color.
Federal Minimum Wage State and Local Government Employees	Every employer of employees subject to minimum wage provisions must post, and keep posted, a notice explaining the Act in a conspicuous place. Although there is no size requirement for the poster, employees must be able to readily read it. The poster is also available in Spanish, Russian, and Chinese. There is no requirement to post the poster in languages other than English.	www.dol.gov	Must be printed in color.

Required Notices and Posters

Federal			
Poster	**Legal Requirements**	**Source**	**Notes**
Family and Medical Leave Act of 1993	All covered employers are required to display and keep on display a poster summarizing the major provisions of the Act and telling employees how to file a complaint. The poster must be displayed in a conspicuous place where employees and applicants for employment can see it and al all locations even if there are no eligible employees. Although there is no particular size requirement, the poster and all the text must be enough to be easily. The poster is available in English and Spanish.	www.dol.gov	Must be printed in color.
Military Family Leave	See Family and Medical Leave Act of 1993	www.dol.gov	Must be printed in color.