

The following forms should be conspicuously displayed or maintained on a designated clipboard in the Government office. This document may be printed and attached to a clipboard for quick reference.

- **Occupational Safety & Health Program for USDA Employees.** Formerly known as AD-1010. (Poster-Please read to understand responsibilities of all FSIS Supervisors and Employees) (In slaughter facilities, supervisors please give all line inspectors adequate time to read this poster.)
- **OSHA's FORM 300A**, Summary of Work-Related Injuries and Illnesses. (Whether there are recorded accidents or not, post *only from February 1<sup>st</sup> to April 30<sup>th</sup>* following the year reported). All 300A's must be Certified by Management Personnel on the line that says "Company Executives." (Must be kept on file for 5 years)
- **Form CA-10**, What a Federal Employee Should Do When Injured at Work. (Yellow Poster or White Printout)
- **FSIS Form 4792-1**, In case of Emergency. (Telephone Numbers, Post near phone, add pre number if needed to get out, (Example 9-911)
- **FSIS Form 4791-2**, FSIS Safety Report (Circuit Safety Committee Minutes)
- **FSIS Form 4791-20**, Record of Noise Exposure, update when changes are made in plant or office. (All plants including office [do not forget to check office] areas)
- **FSIS Form 4791-21**, FSIS Occupant Emergency Plan and Floor Plan, Map or Schematics Showing Exits and Exit Routes. Refer to FSIS Directive 4791.6, Work with the plant to get a designated person who will check to make sure that the FSIS employee(s) are out of the processing plants or one person slaughter facilities, the name of designee should be listed on the form.
- **OSHA Standard 29 CFR 1910.95:** Occupational noise exposure (Must be posted in all large slaughter plants that have on-line inspection/or in plants for inspection personnel who do not access to computers) You can find this standard at <http://www.osha.gov/>
- **OSHA Standard 29 CFR 1910.1020:** Access to employee exposure and medical records (Must be posted in all large slaughter plants that have on-line inspection/or in plants for inspection personnel who do not access to computers) You can find this standard at <http://www.osha.gov/>

**The following forms should be on file in the government office. [Note: OSHA's Forms 300, 300A, and 301 are filled out for any work-related injury or illnesses that meet recordable requirements and replaces FSIS Form 4791-17.]**

- **Form CA-1**, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay Compensation.
- **Form CA-2**, Notice of Occupational Disease and Claim for Compensation.
- **Form CA-2a**, Federal Employee's Notice of Recurrence of Disability and Claim for Continuation of Pay/Compensation.
- **Form CA-16**, Authorization for Examination and /or Treatment.
- **OSHA's Form 300**, Log of Work Related Injuries and Illnesses (file only) **DO NOT POST** (Must be kept on file for 5 years)
- **OSHA's Form 301**, Injury and Illness Incident Report (file only) **DO NOT POST** (Must be kept on file for 5 years)
- **FSIS Form 4791-22**, Notice of Unsafe or Unhealthful Working Conditions. Please refer FSIS Directive 4791.12 for completing the form instructions (See Flow Chart below)
- **FSIS Form 4791-26**, Log of Reported Unsafe or Unhealthful Working Conditions. Please refer FSIS Directive 4791.13 for instructions.
- **FSIS Form 4791-27**, Report of Alleged Safety or Health Hazard. Please refer FSIS Directive 4791.12 for completing the form instructions
- **Attachment 1 of FSIS Directive 4791.5**, Hazard Communication Program (Signed by plant and IIC at every plant)
- **FSIS Form 4791-23**, Safety and Health Inspection Checklist (Office) (Must be completed annually or more often if needed in all plants)
- **FSIS Form 4791-24**, Safety and Health Inspection Checklist (Plant) (Must be completed annually or more often if needed in all plants)
- **FSIS Directive 4791.3**, Use of Formaldehyde in Laboratory Samples & updated MSDS. (Needed in all slaughter plants that have 10% buffered formalin kits)