Close the Year Strong:
Electrical Safety Recordkeeping & Retention

Joe Crow

Safety Director

Ace Electric, Inc.

INDEPENDENT ELECTRICAL CONTRACTORS

Recordkeeping starts with a program of fundamental foundations

A program that encourages reporting ALL incidents

A method to documenting those incidents

- Spreadsheets
- Safety Management Software

1. Date
2. Time
3. Employee Name
4. Incident Classifications (SIF/pSIF by ASTM 2920-26 Standard)
5. Job Title
6. Hire Date
7. Time Employed
8. Where
9. Lost Time (days)
10. Restricted Duty (days)
11. Short Narrative

Date of Incident	Time of Incident	Employee Name	Incident Classification	ASTM 2920-26 Incident Classification	ASTM 2920-26 pSIF Classification	Job Title	Hire Date	Approx Time Employed Prior to Incident	Where the event occurred (loading dock north end)	Lost Time	Restricted Duty	Date Returned Back to Normal Duties	Jobsite Number	Type	Description
Tuesday, January 13, 2026	8:30 AM	Barney Rubble	Moderate (Treated by Clinic)	Level 3 (Regulatory Recordable)	No	Electrician Helper I [145]	8/4/2025	5M, 9D	Lay down area	180	8	RD 01/14/26-01/21/26 LT 01/22/26-…	7	Recordable	Employee was tasked to lift miscellaneous material boxes (bolts, nuts, square washers, etc..) from outside of the connex and place them on shelving inside of the connex. After carrying several boxes the affected employee began experiencing pain in the lower left side of his back.
Saturday, January 17, 2026	2:30 PM	Donald Duck	Property Damage	N/A (Property Damage)	No	Superintendent II [258]	6/17/2024	1Y, 7M	S and W side of building; next to road	0	0	N/A	2	Nonrecordable	Employee was operating a rough terrain forklift in order to gather material baskets and totes from around the site and collect them in one area for easy return. Employee veered from the path of the road while operating rough terrain forklift and drove over 2 landscaped areas and struck a water line.
Thursday, January 29, 2026	1:40 PM	Olivia Oil	First-Aid	Level 4(Minor Injuries/Illnesses & Near Misses)	No	Electrician I [149]	1/19/2026	10D	Phase 1area of Building 2921	0	0	N/A	19	Nonrecordable	Employee placed a tool bag on top of a stack of assemblies of strut; when she did this a strut assembly came dislodged from the stack and fell towards that ground. The strut assembly was 88 1/2" in length and weighed between 20 and 30 lbs. The strut assembly that became dislodged struck affected employee right mid foot causing contusion
End of January															

OSHA Recordkeeping Points

29 CFR 1904 – OSHA Recordkeeping Standards

- OSHA.gov

1904.32 Annual Summary Requirements

1904.41 – Electronic Submission (March 2)

Retention for 300, 300A and 301 is 5 Years

Know and understand the OSHA Recordkeeping requirements of 1904
osha.gov/recordkeeping

Other Documents

Training Documentation

Safety Inspections or Safety Audits

Keep a "Safety Dashboard" of KPI's (Key Performance Indicators)

	2025	2026	% of change from prev. yr.
Incidents Reported	27	39	44.4%
Recordables	5	8	60.0%
Avg. Employees	100	112	12.0%
Safety Audits	42	62	47.6%
Corrective Actions	12	22	83%
MVA's	2	3	50.0%
At-Fault	1	1	0%
Units in Fleet	10	11	10.00%
Manhours	229,016	266,240	16.3%
EEW Permits	4	2	-50%
New Energizations	7	9	29%
PR Confined Space Perm	2	1	-50%
Excavation Permits	12	9	-25.0%
Rigging Permits	4	7	75%
LOTO Audits	12	16	33%
SMS Activity	72	102	42%
Near Misses Reported	5	16	220.00%

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Recordkeeping Ethics

Accuracy

- True Data > Good Business Decisions
- Builds Trust in Teams and Business Model

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Integrity

- The moral code you insist on when building a quality product
- Even when the facts aren't pretty

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True Measure of Your Challenges and Success

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QUESTIONS?

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