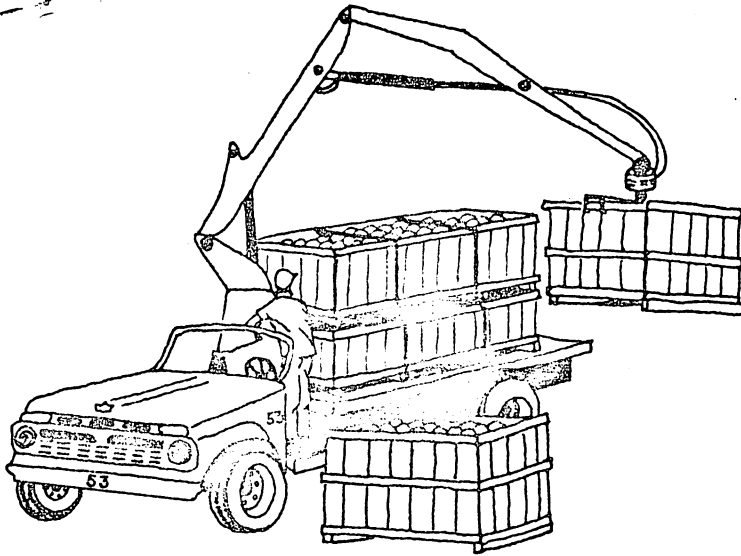


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Editor: W. F. Wardowski  
Harvesting and Handling Section  
University of Florida  
Agricultural Research and Education Center  
P. O. Box 1088  
Lake Alfred, Florida 33850

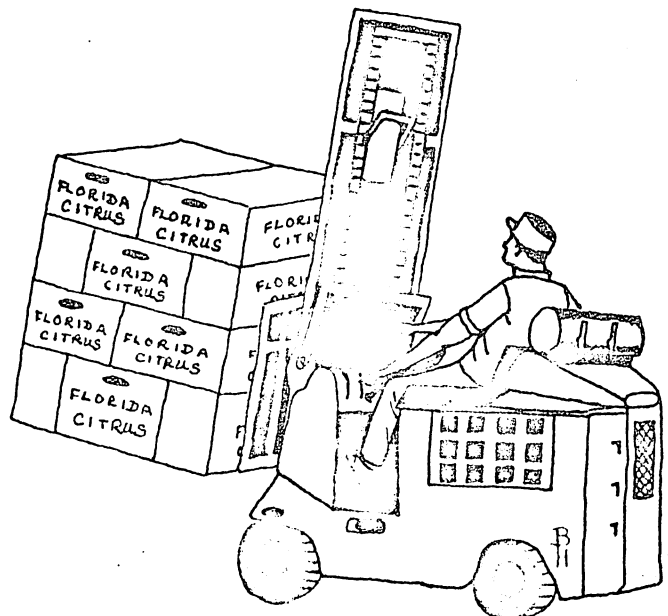
# Packinghouse Newsletter

UNIVERSITY OF FLORIDA INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES

and

STATE OF FLORIDA, DEPARTMENT OF CITRUS

\*Anyone wishing to receive this newsletter may send a dozen stamped, preaddressed envelopes to the above address.



## Harvesting and Handling Section

P A C K I N G H O U S E

N E W S L E T T E R

RECORDKEEPING REQUIREMENTS OF THE OCCUPATIONAL SAFETY AND HEALTH ACT

On December 29, 1970, the President signed into law the Williams-Steiger Occupational Safety and Health Act of 1970, which became effective April 28, 1971. The purpose of this legislation is to assure safe and healthful working conditions for the nation's wage earners.

Beginning January 1, 1973, every employer engaged in any business affecting commerce who had seven or more employees during any one day in 1972 must keep occupational injury and illness records for his employees in the establishment at which his employees usually report to work.

Recordkeeping requirements under the Occupational Safety and Health Act may differ from your State workmen's compensation requirements.

Every employer must maintain in each establishment:

a log (OSHA Form 100) of recordable occupational injuries and illnesses, and supplemental records (OSHA Form 101) of each occupational injury or illness.

Every employer must keep the records up to date, have them available to government representatives, and post for 30 days a summary of all occupational injuries and illnesses at the conclusion of the calendar year. In addition, employers must report to the Secretary of Labor within 48 hours each accident or health hazard that results in one or more fatalities or hospitalization of five or more employees.

The forms necessary to keep these records are the:

Log of Occupational Injuries and Illnesses (OSHA Form 100)

Supplementary Record of Occupational Injuries and Illnesses (OSHA Form 101)

Summary of Occupational Injuries and Illnesses (OSHA Form 102)

Recordkeeping booklet including instructions for completing the forms are printed on the back of each form. The forms are available free from regional offices of the Bureau of Labor Statistics located in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Denver, San Francisco, and Seattle or area office at 3200 East Oakland Park Boulevard, Ft. Lauderdale, Florida 33308.

The law requires that employees be informed of job safety and health protection provided under the Act. A poster found in the Recordkeeping booklet listed above, must be posted in a prominent place in the establishment to which the employees usually report to work. The poster briefly states the intent and coverage of the Act and the responsibilities of employers and employees to maintain safe and healthful working conditions.

### Log of Occupational Injuries and Illnesses

Each recordable occupational injury and occupational illness must be entered on a log of cases (OSHA Form 100) within two working days of receiving information that a recordable case has occurred. Logs must be kept current and retained for five (5) years at employers office following the end of the calendar year to which they relate.

Logs are to be maintained for three purposes:

1. Logs for the prior five (5) year period must be available in the establishment without delay and at reasonable times for examination by representatives of the Department of Labor or the Department of Health, Education, and Welfare, or States accorded jurisdiction under the Act.

2. The log will be used in preparing the annual summary of Occupational Injuries and Illnesses (OSHA Form 102) which must be posted in every establishment and kept on file for 5 years by employer.

3. Those establishments selected to participate in a statistical program will be required to prepare a report based on entries in this log.

In addition, the log will aid in reviewing the occupational injury and illness experience of employees.

### Supplementary Record of Occupational Injuries and Illnesses

To supplement the Log of Occupational Injuries and Illnesses (OSHA No. 100), each establishment must maintain a record of each recordable occupational injury or illness. Workmen's compensation, insurance, or other reports are acceptable as records if they contain all facts listed below or are supplemented to do so. If no suitable report is made for other purposes this form (OSHA No. 101) may be used or the necessary facts can be listed on a separate plain sheet of paper. These records must also be available in the establishment without delay and at reasonable times for examination by representatives of the Department of Labor and the Department of Health, Education, and Welfare, and States accorded jurisdiction under the Act. The records must be maintained for a period of not less than five years following the end of the calendar year to which they relate.

### Summary - Occupational Injuries and Illnesses

Every employer is required to prepare a summary of the occupational injury and illness experience of the employees in each of his establishments at the end of each year within one month following the end of that year. The summary must be signed by a company official and posted in a place accessible to the employees. OSHA Form 102 is to be used for this summary.

Additional information concerning this law may be obtained by contacting the Regional Administrator, Occupational Safety and Health Administration, U. S. Department of Labor, with appropriate jurisdiction, or you may contact the Office of Information Services, Occupational Safety and Health Administration, U. S. Department of Labor, Washington, D. C. 20210.

James Blount  
OSHA, Ft. Lauderdale, Florida

FLORIDA SOUTHERN COLLEGE CITRUS CLUB AWARD

The Florida Southern College Citrus Club Award was presented to Dr. William Grierson at the recent Alumni Citrus Club Banquet. Dr. Grierson has been a supporter of the citrus teaching program at Florida Southern College for many years. For some 8 years, he taught a course in packinghouse procedures not only for the Florida Southern College students but also those people in the citrus industry who wanted to further their training in this area. Dr. Grierson has shown a great deal of interest in the students at FSC and has helped to obtain scholarship funds that were used by students. This Citrus Club Award honors Dr. Grierson and comes with the appreciation and thanks of the Citrus Club and Citrus Institute. It was presented at the banquet for which Dr. Grierson served as a most delightful master of ceremonies.

Rubert W. Prevatt  
Florida Southern College

AVAILABLE PUBLICATIONS

Available from James Blount, OSHA, 3200 East Oakland Park Blvd., Ft. Lauderdale, Florida 33308 or your nearest area OSHA office.

Recordkeeping Requirements under the Williams-Steiger Occupational Safety and Health Act of 1970. (OSHA 2002).

Safety and Health Protection on the Job (OSHA 2003).

Fact Sheet for Small Businesses on Obtaining Compliance Loans (OSHA 2005).

Inspection! (OSHA 2026).

Setting New Standards for Job Safety and Health (OSHA 2027).

Careers in Safety and Health: The Industrial Hygienist. (OSHA 2052).

Careers in Safety and Health: The Occupational Nurse. (OSHA 2053).

The Target Health Hazards. (OSHA 2051).

Available from Superintendent of Documents, Government Printing Office, Washington, D. C. 20402. Single copies available from regional offices.

A Handy Reference Guide: The Williams-Steiger Occupational Safety and Health Act of 1970 (OSHA 2004). 20¢ per copy.

Safety and Health Standards for General Industry (OSHA 2060). 20¢ per copy.

Safety and Health Standards for Construction. (OSHA 2061). 25¢ per copy.

~~Safety Standards Magazine. Subscription is \$1.50 per year.~~

Available from Dr. W. F. Wardowski, AREC, Lake Alfred, P. O. Box 1088, Lake Alfred, Florida 33850.

"Factors affecting decay and peel injury in 'Temples'", by A. A. McCornack. Proc. Fla. State Hort. Soc. 85:232-235. 1972.

"Effects of ethephon on fruit maturity and storage of Florida peaches cv. 'Early Amber'", by C. R. Barmore and D. W. Buchanan. Proc. Fla. State Hort. Soc. 85:319-322. 1972.

"Antitranspirant sprays as affecting fruit size of 'Early Amber' peaches," by C. R. Barmore, D. W. Buchanan, and L. G. Albrigo. Proc. Fla. State Hort. Soc. 85:316-319. 1972.

"Variation in surface wax on oranges from selected groves in relation to fruit moisture loss," by L. Gene Albrigo. Proc. Fla. State Hort. Soc. 85:262-263. 1972.

Available from USDA, 2120 Camden Road, Orlando, Florida 32803.

"Degreening response of 'Hamlin' oranges in relation to temperature, ethylene concentration, and fruit maturity," by O. L. Jahn, W. G. Chace, Jr., and R. H. Cubbedge. J. Amer. Soc. Hort. Sci. 98(2):177-181. 1973.

"Biochemical changes in citrus fruits during controlled atmosphere storage," by P. L. Davis, B. Roe, and J. H. Bruemmer. J. Food Sci. 38:225-229. 1973.

Available from O. T. Van Niekerk, S. A. Co-Op. Citrus Exchange, Ltd. 180 Visagie Street, P. O. Box 1158, Pretoria, South Africa.

The Citrus Industries of Brazil and Argentine. January, 1973.

This public document was promulgated at an annual cost of \$201.60, or two and one-half cents per copy to inform county agricultural directors, ranchers, and growers of research results in harvesting and fresh fruit handling and marketing.