

**Foy Safety  
Consulting,  
Incorporated**

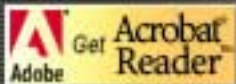
**Providing Safety for the Construction Industry.**



*Record Keeping Procedures*

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**What do I keep? What do I discard? This course is designed for management and office personnel who are required to keep documentation on company activities. It will help you organize all of your records based on a sequence of importance and necessity.**

- Develop simple audits and checklists for each specific job and/or functions tailored for your needs and future use using Microsoft software.
- Conduct "physical walk through" of your facilities and jobsite(s) with supervisors and employees using the data sheets developed above.

**Course Length approximately 2.0 Hours**

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