**MINIMUM REQUIRED JOBSITE PAPERWORK**

**FOR COMPTRUST AGC MEMBERS**

* **PLASTIC BAG ACCIDENT KITS**: these are provided by CompTRUST AGC and contain post-accident drug testing material, cards for the prescription drug program and instructions for your field personnel regarding claims reporting.

* **FORMS FOR THE AGC FIELD SAFETY PROGRAM:** weekly safety meetings, weekly site inspections and supervisor’s report of accident are required. Written records of these items are necessary. CompTRUST AGC will provide examples of forms that can be used upon request.
* **POSTERS:** on projects large enough for a job site trailer there are several federal and state posters that should be displayed. A packet of these is available from CompTRUST AGC for $15.00 When working out of a pickup truck or gang box you should at least have an AlaMed poster mounted on the toolbox or gang box lid.
* **HAZARD COMMUNICATION PROGRAM:** OSHA regulations require that a copy of your written company program, a complete chemical inventory, and a safety data sheet (SDS) for each item on that inventory be available during each work shift.
* **OSHA 300 LOG**: this log must be maintained on site for projects for twelve months or more in duration; it can be kept at your office for shorter term work.