PennState
Physical Plant

Office of Physical Plant
Physical Plant Building
University Park, PA 16802-1118

Appendix D – Safety Information

As described in OPP's Contractor Safety Requirements, section 5.5, contractors are required to submit the following data to OPP as outlined:

5.5 Safety Data

The safety data listed below shall be provided to the University upon request during the course of the project. It must also be submitted with the final invoice or final application for payment submitted by the Contractor in order to be processed. These metrics need to be project specific. All numbers (hours, injuries/illnesses, inspections) for any subcontractor shall be included in your report. See Appendix D for template for reporting.

- Cumulative hours worked
- Number of recordable injuries/illnesses[1]
- Number of lost time injuries/illnesses[1]
- OSHA Inspection information[1]
- Note 1: If these values are more than zero, please include a brief statement on each individual instance and the outcome of it. Use additional paper or copies of this form if needed.

Project Name & Number:	**Start & End Dates:**
Cumulative Hours Worked	
Number of recordable injuries/illnesses	
Number of lost time injuries/illnesses	
OSHA Inspection information	
Additional Information: Please provide details on any injury, illness or inspection that is recorded above.	