OSHA Record Keeping Compliance Requirements

What is an OSHA 300 Log?
An OSHA 300 Log is a listing of all injuries and illnesses at your jobsite. OSHA requires that most employers keep a 300 Log. You may keep the log on your computer or elsewhere, as long as you can produce a copy in the workplace whenever it is necessary.

REMEMBER — if you are inspected by OSHA, and are required to keep a 300 Log, you will need to be able to produce a copy during inspection (or within 4 hours of their request for the log).

Who has to keep a 300 Log?
If you have:
- More than 10 employees (at anytime during the calendar year)
  (Include temporary and contracted workers who are under your direct supervision)
- Are not in one of the exempt low-hazard industries (as determined by your company SIC code)

Even if you are exempt for one of the aforementioned reasons — if OSHA or the Bureau of Labor Statistics asks you to take part in an annual survey, you will have to keep records for that year. For a complete list of exempt industries & SIC codes, visit: http://osha.gov/recordkeeping/ppt1/RK1exempttable.html

REMEMBER - REGARDLESS of whether or not you are required to keep OSHA records — EVERY EMPLOYER must report incidents that involve the death of a worker and/or the overnight hospitalization of 3 or more workers.
Reports should be made to your local OSHA office or to 1-800-321-OSHA within 8 hours of learning of the incident. You can find your local OSHA phone number at http://www.osha.gov/html/RAmap.html

What is a recordable injury?
If you are required to keep OSHA records, the next thing you need to know is what you have to record.

A recordable injury is:
- a new injury that is work related, or
- a pre-existing condition which has been aggravated by workplace events.

Recordable injuries
- Results in Death
- Results in days away from work
- Restricts their ability to work or requires transfer to a new job
- Medical treatment beyond 1stAid
- Loss of consciousness
- Significant injury or illness diagnosed by a healthcare professional and determined by that person to be work related
- Mental illness (if stated by a healthcare professional that it is work related)
- ALL injuries from needles or sharps that are contaminated by another’s blood or other infectious material
- Work related cases of Tuberculosis
- Cases where a worker is removed from work under the provisions of an OSHA standard (ex: lead exposure)
- Some injuries incurred while an employee was traveling for work or working from home
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How to record Days Away from Work & Restricted/Transferred Days

After you determine which injuries you need to record, you must then learn how to calculate the number of days away from work or job restriction/transfer. When calculating these totals, it is important to remember that you start counting days away from work or restricted/transferred days, the day AFTER an injury occurs.

Ex. If someone is injured at noon on Tuesday, and takes the rest of the week off (Wed-Fri) the days away are 3. You don’t count Tuesday in that total.

What doesn’t have to be recorded?
- Cases involving eating and drinking food or beverages
- Common colds and flues
- Injuries involving blood donations
- Injuries involving exercise programs
- Injuries treated through 1stAid

OSHA Standard 1904.7(b) (5) (ii) contains a complete list of what is considered 1stAid. If the treatment is not on the list, it must be recorded. For FAQ’s on recordable injuries and pertinent OSHA standards, visit http://osha.gov/recordkeeping/entryfaq.html

*Important*
When filling out your Log, you will be asked to check a box indicating the outcome of the injury.
It is important to read the directions on this part carefully. One of the most common mistakes people make is in this section.

Check only ONE of the outcomes for each injury!

Confidentiality & Retention
You should not enter employee names for sensitive cases (such as mental illness or injuries involving a sensitive body part). This information should be kept separate and confidential. When records are shown to anyone not authorized to see them, names should be removed. OSHA records must be kept for 5 years following the year they cover. If you sell your business, be sure to transfer OSHA forms.

Utilize Your Employee
Establish a reporting system that your employees know how to use. This will make your job of reporting injuries and illnesses much easier.

IMPORTANT: Remember to record injuries for temporary and contract workers, if they are on your payroll and you supervise their work.

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You can find a flowchart to assist you when filling out your 300 Log at http://osha.gov/recordkeeping/ppt1/RK1flowchart.html

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