Record Keeping – OSHA Regulations

Introduction:

Businesses are responsible for maintaining a running log of work-related illnesses and injuries that occur at each facility, which involves filling out various forms according to OSHA Regulation 29 CFR 1904. Form 301 is the “Injury and Illness Incident Report” used to give detailed reports of each “injury or illness that are reported” on the OSHA 300 Log and must be kept onsite for 5 years. Form 300 is a log used to record information about each incident reported on Form 301. Form 300A is a summary of incidents reported on the OSHA 300 Log that must be submitted before March 2 of the year “after which it was recorded”, and must be posted at the facility from February 1 to April 30.

Discussion Points:

- OSHA Regulation 29 CFR 1904
- Form 301, the “Injury and Illness Incident Report”
- Form 300 Log, used to report each incident at each facility and must be retained for 5 years
- Form 300A, the summary of the incidents, must be reported to OSHA and posted at each facility from February 1 to April 30 of each year.
- Reporting of incidents to OSHA

Discussion:

Minor injuries that require first aid only are not to be recorded, and incidents of injury that result in hospitalization of a worker, amputation of a limb, or loss of an eye, must be reported to OSHA within 24 hours. All incidents resulting in death are to be reported within 8 hours by calling 1-800-321-OSHA (6742), by calling the closest Area Office, or by filling out the necessary form online at www.OSHA.gov. All businesses, regardless of their partially-exempt status because of company size or industry classification, are required to report the incidents. Businesses with fewer than 10 employees during the year are not required to submit information electronically to OSHA. Employees have the right to review the records summary and request a copy for their use.

Businesses required to submit results that fail to do so are subject to a penalty. For questions, visit www. OSHA.gov, or call your Regional or State offices.

As always, stay safe out there!