



## Maintaining Your OSHA 300 Log

You, your employer, and OSHA share the goal of preventing injuries and illnesses on the job. One of the ways to achieve this goal is through the use of accurate injury and illness records like OSHA's Form 300, also called the "Log of Work-Related Injuries and Illnesses."

The OSHA 300 Log is used to classify work-related injuries and illnesses and to note the extent and severity of each case. The log should contain specific details about what happened and how it happened. Keep in mind that listing a case on the Log doesn't mean that you or your employer were at fault or that any OSHA standard was violated. Also, if an injury is listed on the log and later found to not be work-related, it can be crossed out. It is very important that you give your supervisor honest, correct, and complete details about all recordable injuries and illnesses.

The OSHA 300 Log contains columns to record many different pieces of information. For each incident, the following must be recorded: the case number; employee's name; job title; date of injury or illness; where the event occurred; description of the injury or illness; parts of the body affected; substances involved; classification of the case based on its outcome; days away from work, days of on-job transfer, or days of restricted duty; and type of illness.

There are some instances when the identity of the employee must be kept confidential such as when an injury or illness results from a mental illness, a sexual assault, or if the employee requests that his or her name not be entered in the log.

Work-related injuries and illnesses that meet any of the specific recording criteria in 29 CFR 1904.8 through 1904.11 must be recorded. If you are not sure whether a case is recordable, call your local OSHA office.

OSHA 300 Log instructions state that information must be recorded about every work-related injury or illness that involves any of the following:

- Death
- Loss of consciousness
- Restricted work activity or job transfer
- Days away from work
- Medical treatment beyond first aid
- Cancer
- Chronic irreversible disease
- A fractured or broken bone



- A punctured eardrum
- A work-related injury or illness diagnosed by a physician or other licensed health care professional.

If the company meets specific submission requirements outlined in 29 CFR 1904.41, information from the 300 Log will be submitted electronically to OSHA by March 2nd of each year. Failure to maintain, electronically submit and/or produce upon request your OSHA Logs can result in a citation with a maximum fine of \$13,260.

### **SAFETY REMINDER**

Employers must keep a log for each establishment or site for 5 years. You have a right to review injury and illness records.