OSHA Form 300 Recordkeeping

The Log of Work-Related Injuries and Illnesses (Form 300) is required to be maintained during the calendar year by OSHA covered industries. At the end of the year, the Summary (Form 300A) is to be posted in a visible location so that employees are aware of the injuries and illnesses occurring in the workplace. The Summary only must be posted by February 1 of the year following the calendar year covered by the form and must remain posted until April 30 of that year.
WHAT NEEDS TO BE RECORDED?

**General Recording Criteria (29 CFR 1904.7)**
1) Death
2) Days away from work
3) Restricted work or job transfer
4) Medical treatment beyond first aid
5) Loss of consciousness
6) Significant injury/illness diagnosed by licensed healthcare professional

**Additional Recording Criteria (29 CFR 1904.8 – 12)**
1) Needlesticks and sharps injuries
2) Tuberculosis
3) Hearing loss
4) Medical removal under certain OSHA standards
5) Musculoskeletal disorders

OSHA Injury & Illness Recordkeeping Forms including 300, 300A and 301 are available at: https://www.osha.gov/recordkeeping/RKforms.html

Frequently Asked Questions for OSHA’s Injury and Illness Recordkeeping Rule are available at: https://www.osha.gov/recordkeeping/entryfaq.html

For a complete list of industries required to keep records and those that are exempt as of January 1, 2015 visit: https://www.osha.gov/recordkeeping2014/OSHA3746.pdf

For more information and articles, visit the Markel FirstComp page: www.NFIB.com/safetymatters