California Code of Regulations, Title 8, Section 14300
OSHA Recordkeeping
Work-Related Injuries & Illnesses

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Organization of the Rule

- 14300 - Purpose
- 14300.1 & 14300.2 - Scope
- 14300.4 – 14300.29 - Forms and Recording Criteria
- 14300.30 – 14300.38 - Other Requirements
- 14300.43 – 14300.45 - Reporting to the Government
- 14300.43 – 14300.45 - Transition from the Formal Rule
- 14300.46 - Definitions
14300 - A Purpose

- Requires recording of work-related fatalities, certain injuries and illnesses

- Recording or reporting of work-related injuries or illnesses, or a fatality does not mean the employer was at fault.
Why fill out these forms, understand the rule and record injuries and illnesses?

- OSHA uses the data to help direct its programs and measure its own performance.

- Inspectors also use the data during inspections to help direct their efforts to the hazards that are hurting workers.

- Employers use the data to implement safety and health programs at individual workplaces.

- The records provide the base data for the BLS Annual Survey of Occupational Injuries and Illnesses, the Nation's primary source of occupational injury and illness data.
Workers’ Compensation and OSHA recordkeeping requirements are independent of each other……

Recordable on OSHA log

Reflective of Work Environment

Compensable W/C

AOE / COE

Reportable Via Phone

Death, Serious Injury
Recording versus Reporting

Recording (OSHA Log)

- Partial exemptions based on various NAICS codes or size of company:
  - (i.e., do not have to record work-related fatalities, injuries, and illness on the OSHA Form 300)

Reporting (Phone Call)

- No exemptions, all employers must report (Fed-OSHA)
  - Notify OSHA of work-related fatalities within eight hours, and work-related in-patient hospitalizations, amputations or losses of an eye within 24 hours.
  - Annual OSHA injury and illness survey (if requested to do so by OSHA)
  - BLS Annual Survey (if requested to do so by BLS)
Cal-OSHA Reporting

Report orally to Cal-OSHA within **8 hours**;

- All work-related **fatalities “immediately”**
- All work related inpatient hospitalizations of **1 or more employees** for a period in excess of twenty-four (24) hours for other than medical observation
- All work related injuries that involve the **loss of any member of the body**, or suffers any serious degree of **physical disfigurement**
- Non negotiable $5,000 fine (Ca)

Do not need to report;
- highway or public street motor vehicle accidents (outside of a construction work zone)
- commercial airplane, train, subway or bus accidents
14300.1 Partial Exemption for Smaller Employers

- If the organization has ten (10) or fewer employees at **all** times during the last calendar year (i.e. peak employment), they are not required to keep records.

- **Count of 10 or fewer employees includes:**
  - Employment for the entire organization
  - Temporary employees supervised on a day-to-day basis
Examples of Industries Covered

- Agriculture, Mining, Construction, Manufacturing, Transportation, Communication, Electric, Gas and Sanitary Services and Wholesale Trade

- Partial exemption for some low-hazard establishments in certain retail, services, finance, insurance or real estate sectors
Partial Exemption for Establishments in Certain Industries

- Partial exemption based on NAICS code of individual establishments not the entire company

- Within the same company some individual establishments may be required to keep records and some may not.
**Table 1 - Partially Exempted Industries**

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Industry Description</th>
<th>NAICS Code</th>
<th>Industry Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4412</td>
<td>Other Motor Vehicle Dealers</td>
<td>5411</td>
<td>Legal Services</td>
</tr>
<tr>
<td>4431</td>
<td>Electronics and Appliance Stores</td>
<td>5412</td>
<td>Accounting, Tax Preparation, Bookkeeping, and Payroll Services</td>
</tr>
<tr>
<td>4461</td>
<td>Health and Personal Care Stores</td>
<td>5413</td>
<td>Architectural, Engineering, and Related Services</td>
</tr>
<tr>
<td>4471</td>
<td>Gasoline Stations</td>
<td>5414</td>
<td>Specialized Design Services</td>
</tr>
<tr>
<td>4481</td>
<td>Clothing Stores</td>
<td>5415</td>
<td>Computer Systems Design and Related Services</td>
</tr>
<tr>
<td>4482</td>
<td>Shoe Stores</td>
<td>5416</td>
<td>Management, Scientific, and Technical Consulting Services</td>
</tr>
<tr>
<td>4483</td>
<td>Jewelry, Luggage, and Leather Goods Stores</td>
<td>5417</td>
<td>Scientific Research and Development Services</td>
</tr>
<tr>
<td>4511</td>
<td>Sporting Goods, Hobby, and Musical Instrument Stores</td>
<td>5418</td>
<td>Advertising and Related Services</td>
</tr>
<tr>
<td>Code</td>
<td>Industry</td>
<td>Code</td>
<td>Industry</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>4512</td>
<td>Book, Periodical, and Music Stores</td>
<td>5511</td>
<td>Management of Companies and Enterprises</td>
</tr>
<tr>
<td>4531</td>
<td>Florists</td>
<td>5611</td>
<td>Office Administrative Services</td>
</tr>
<tr>
<td>4532</td>
<td>Office Supplies, Stationery, and Gift Stores</td>
<td>5614</td>
<td>Business Support Services</td>
</tr>
<tr>
<td>4812</td>
<td>Nonscheduled Air Transportation</td>
<td>5615</td>
<td>Travel Arrangement and Reservation Services</td>
</tr>
<tr>
<td>4861</td>
<td>Pipeline Transportation of Crude Oil</td>
<td>5616</td>
<td>Investigation and Security Services</td>
</tr>
<tr>
<td>4862</td>
<td>Pipeline Transportation of Natural Gas</td>
<td>6111</td>
<td>Elementary and Secondary Schools</td>
</tr>
<tr>
<td>4869</td>
<td>Other Pipeline Transportation</td>
<td>6112</td>
<td>Junior Colleges</td>
</tr>
<tr>
<td>4879</td>
<td>Scenic and Sightseeing Transportation, Other</td>
<td>6113</td>
<td>Colleges, Universities, and Professional Schools</td>
</tr>
<tr>
<td>4885</td>
<td>Freight Transportation Arrangement</td>
<td>6114</td>
<td>Business Schools and Computer and Management Training</td>
</tr>
<tr>
<td>5111</td>
<td>Newspaper, Periodical, Book, and Directory Publishers</td>
<td>6115</td>
<td>Technical and Trade Schools</td>
</tr>
</tbody>
</table>
### Table 1 - Partially Exempted Industries

<table>
<thead>
<tr>
<th>Code</th>
<th>Industry Description</th>
<th>NAICS Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5112</td>
<td>Software Publishers</td>
<td>6116</td>
<td>Other Schools and Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6117</td>
<td>Educational Support Services</td>
</tr>
<tr>
<td>5122</td>
<td>Sound Recording Industries</td>
<td>6211</td>
<td>Offices of Physicians</td>
</tr>
<tr>
<td>5151</td>
<td>Radio and Television Broadcasting</td>
<td>6212</td>
<td>Offices of Dentists</td>
</tr>
<tr>
<td>5172</td>
<td>Wireless Telecommunications Carriers (except Satellite)</td>
<td>6213</td>
<td>Offices of Other Health Practitioners</td>
</tr>
<tr>
<td>5173</td>
<td>Telecommunications Resellers</td>
<td>6214</td>
<td>Outpatient Care Centers</td>
</tr>
<tr>
<td>5179</td>
<td>Other Telecommunications</td>
<td>6215</td>
<td>Medical and Diagnostic Laboratories</td>
</tr>
<tr>
<td>5181</td>
<td>Internet Service Providers and Web Search Portals</td>
<td>6244</td>
<td>Child Day Care Services</td>
</tr>
<tr>
<td>5182</td>
<td>Data Processing, Hosting, and Related Services</td>
<td>7114</td>
<td>Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures</td>
</tr>
<tr>
<td>5191</td>
<td>Other Information Services</td>
<td>7115</td>
<td>Independent Artists, Writers, and Performers</td>
</tr>
<tr>
<td>5211</td>
<td>Monetary Authorities - Central Bank</td>
<td>7213</td>
<td>Rooming and Boarding Houses</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>5221</td>
<td>Depository Credit Intermediation</td>
<td>7221</td>
<td>Full-Service Restaurants</td>
</tr>
<tr>
<td>5222</td>
<td>Nondepository Credit Intermediation</td>
<td>7222</td>
<td>Limited-Service Eating Places</td>
</tr>
<tr>
<td>5223</td>
<td>Activities Related to Credit Intermediation</td>
<td>7224</td>
<td>Drinking Places (Alcoholic Beverages)</td>
</tr>
<tr>
<td>5231</td>
<td>Securities and Commodity Contracts Intermediation and Brokerage</td>
<td>8112</td>
<td>Electronic and Precision Equipment Repair and Maintenance</td>
</tr>
<tr>
<td>5232</td>
<td>Securities and Commodity Exchanges</td>
<td>8114</td>
<td>Personal and Household Goods Repair and Maintenance</td>
</tr>
<tr>
<td>5239</td>
<td>Other Financial Investment Activities</td>
<td>8121</td>
<td>Personal Care Services</td>
</tr>
<tr>
<td>5241</td>
<td>Insurance Carriers</td>
<td>8122</td>
<td>Death Care Services</td>
</tr>
<tr>
<td>5242</td>
<td>Agencies, Brokerages, and Other Insurance Related Activities</td>
<td>8131</td>
<td>Religious Organizations</td>
</tr>
<tr>
<td>5251</td>
<td>Insurance and Employee Benefit Funds</td>
<td>8132</td>
<td>Grantmaking and Giving Services</td>
</tr>
<tr>
<td>5259</td>
<td>Other Investment Pools and Funds</td>
<td>8133</td>
<td>Social Advocacy Organizations</td>
</tr>
<tr>
<td>5312</td>
<td>Offices of Real Estate Agents and Brokers</td>
<td>8134</td>
<td>Civic and Social Organizations</td>
</tr>
<tr>
<td>5331</td>
<td>Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)</td>
<td>8139</td>
<td>Business, Professional, Labor, Political, and Similar Organizations</td>
</tr>
</tbody>
</table>
Keeping Records for More than One Agency

- OSHA will accept these records under two circumstances:
  - Mine Safety and Health Administration (MSHA), the Department of Energy (DOE), and the Federal Railroad Administration (FRA).
  - There must be a memorandum of understanding; or the other agency’s records contain the same information.
14300.4 – 14300.29
Forms and Recording Criteria
Recording Criteria

- 14300.4 - Recording Criteria
- 14300.5 - Work-relatedness
- 14300.6 - New case
- 14300.7 - General recording criteria
- 14300.8 - Needlesticks and Sharps Injuries
- 14300.9 - Medical Removal
- 14300.10 - Occupational Hearing Loss
- 14300.11 - Work-related Tuberculosis Cases
- 14300.29 - Forms
Covered employers must record each fatality, injury or illness that is:

- work-related, and
- a new case, and
- meets one or more of the criteria contained in sections 14300.7 - 12
114300.5 - Determination of Work-Relatedness

- 14300.5(b)(4) – Significant Aggravation
- 14300.5(b)(5) – Pre-Existing Condition
- 14300.5 (b)(6) – Travel Status
- 14300.5(b)(7) – Work at Home
14300.5 - Determination of Work-Relatedness

A case is considered work-related if an event or exposure in the work environment:

- either caused or contributed to the resulting injury or illness, or
- *Significantly aggravated* a pre-existing injury or illness,

- Presumed for injuries and illnesses resulting from events or exposures occurring in the work environment.
14300.5 – Work Environment

- The establishment and other locations where employees are:
  - working or are present as a condition of employment
  - Includes also the **equipment or materials** used for work
14300.5(b)(2) - Work-Relatedness Exceptions

- Present as a member of the general public
- Symptoms arising are solely due to non-work-related event or exposure
- Voluntary participation in wellness program, medical, fitness or recreational activity
- Eating, drinking or preparing food or drink for personal consumption
Personal tasks outside assigned working hours

Personal grooming, self medication for non-work-related condition, or

Intentionally self-inflicted

Motor vehicle accident in parking lot/access road during commute

Common cold or flu

Mental illness will not be considered work-related.
14300.5(b)(4) - Significant Aggravation

- Occurs when an event or exposure in the work environment results in any of the following:
  - Death
  - Loss of consciousness
  - Days away, days restricted or job transfer
  - Medical treatment
14300.5(b)(6) - Travel Status and Work-Relatedness

**Travel Status:**

- Examples that ARE work related include travel to and from customer contacts and entertaining to transact, discuss, or promote business at the direction of the employer.

- Hotels are “home away from home”
- Commuting / detours do not count as work related
14300.5(b)(7) Work at Home

Work-related if they:

- Occur while the employee is performing work for pay or compensation in the home, **and**

- Is directly related to the performance of work rather than the general home environment.
A case is new if employee:

- Has **not previously experienced** a recordable injury or illness of the same type that affects the same part of the body; or

- Had **recovered completely** from a previous injury or illness and an event or exposure in the work environment caused the signs and symptoms to reappear.
Recurring symptoms of chronic illness are not new cases (e.g., cancer, asbestosis, byssinosis, silicosis, etc.)

Each episode caused by a new event or exposure in the work environment is a new case (e.g., occupational asthma, skin disorders)

If there is a medical opinion regarding resolution of a case, the employer must follow that opinion about whether the case is a new case or a recurrence.
An injury or illness is recordable if it results in one or more of the following:

- Death
- Days away from work
- Restricted work activity
- Transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a PLHCP
14300.7(b)(2) – Fatalities (mark the column for death)
14300.7(b)(3) - Days Away

- Enter number of calendar days in the away from work column
  - exclude the day of injury or illness
  - “cap” the total days away at 180 calendar days
  - count the number of calendar days the employee was unable to work regardless of whether or not the employee was scheduled to work on those day(s) [e.g., weekends, holidays, vacation days, etc.]
14300.7(b)(3) - Days Away Cases

- If a licensed health care professional recommends that the employee:
  - *stay home but they come to work anyway*, count of the days away from work recommended by the PLHCP and record them on the Cal/OSHA Form 300.
  - *return to work but they stay home*, count of days away from work on the date the PLHCP stated the employee should return to work.

- If two or more recommendations from licensed health care professionals exist, make a decision on which is the most authoritative.
If an employee becomes ill on Friday and returns to work on Monday count the weekend only if a PLHCP indicates that the employee should not have worked those days.

If an injury or illness occurs the day before scheduled time off (e.g., holiday, a planned vacation, temporary plant closing) count the days of scheduled time off only if a medical opinion indicates that the employee should not have worked those days.
If employee leaves the company due to:

- retirement or a reason unrelated to the injury or illness, stop day away from work count

- an injury or illness which occurred at the work site, estimate the total number of days away from work that would have been expected
If a case occurs in one year but results in days away during the next calendar year, **record the injury or illness once:**

- count the number of calendar days away for the year when the injury or illness occurred
- for the annual summary, if the employee is still away, estimate the total number of calendar days you expect the employee to be away
- use this number to calculate the total for the annual summary.
- update the initial log entry later when the day count is known or reaches the 180-day cap.
Restricted work occurs when:

- The employee cannot perform one or more of the “routine functions” of his or her job, (i.e. something they perform at once per week) or from working the full workday that he or she would otherwise have been scheduled to work; or

- A physician or other licensed health care professional (PLHCP) recommends the above

- Place a check mark in the space for job transfer or restricted work and enter the number of days restricted or transferred days in the restricted workdays column.
14300.7(b)(4) - Job Transfer

- **Occurs when an injured or ill employee:**
  - Is assigned to a job other than his or her regular job for part of any work day
  - Performs his or her routine job duties for part of a day and is assigned to another job for the rest of the day
  - Stop counting if a permanent modification is made to a job, or if the employee is permanently assigned to this modified job
Medical treatment does not include:

- Visits to PLHCP’s for observation or counseling only
- Diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes, such as drops to dilate pupils, or

First Aid
14300.7(b)(5) - First Aid

- Using nonprescription medication at nonprescription strength
- Tetanus immunizations
- Cleaning, flushing, or soaking surface wounds
- Wound coverings, butterfly bandages, Steri-Strips
- Hot or cold therapy
- Non-rigid means of support
- Temporary immobilization device used to transport accident victims
- Drilling of fingernail or toenail, draining fluid from blister
- Eye patches
- Removing foreign bodies from eye using irrigation or cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Finger guards
- Massages
- Drinking fluids for relief of heat stress
14300.7(b)(5) - First Aid

- Professional status of person performing first aid does not matter
  - Even if performed by a PLHCP
  - Same as medical treatment, even if not performed by PLHCP
All cases involving loss of consciousness must be recorded regardless of the time unconscious.

Mark column (G – J) which represents the most serious outcome from the loss of consciousness.
14300.7(b)(7) - Significant Diagnosed Injury or Illness

- Includes (but is not limited to) cancer, chronic irreversible diseases (e.g. asbestosis, silicosis), fractured or cracked bones, punctured eardrums.

Record:
- only once at the time of diagnosis by a PLHCP
- by marking Other recordable cases column (i.e. column J), if the significant diagnosed injury or illness did not result in:
  - death, or
  - days away from work or
  - a job transfer or restriction
Note to 14300.7

- **Note to 14300.7**: OSHA believes that most significant injuries and illnesses will result in one of the criteria listed in 14300.7(a): death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

- However, there are some **significant injuries**, such as a punctured eardrum or a fractured toe or rib, for which neither medical treatment nor work restrictions may be recommended.

- In addition, there are some significant progressive diseases, such as byssinosis, silicosis, and some types of cancer, for which medical treatment or work restrictions may not be recommended at the time of diagnosis but are likely to be recommended as the disease progresses.

- OSHA believes that cancer, chronic irreversible diseases, fractured or cracked bones, and punctured eardrums are generally considered significant injuries and illnesses, and must be recorded at the initial diagnosis even if medical treatment or work restrictions are not recommended, or are postponed, in a particular case.
Needlesticks and cuts from objects that are contaminated with another person’s blood or other potentially infectious material infected with HIV or HBV such as:

- human bodily fluids
- tissues and organs
- lab cultures

Record splashes or other exposures to blood or other potentially infectious material if:

- it results in diagnosis of a bloodborne disease or
- it meets the general recording criteria
Other Potentially Infected Material (OPIM) includes the following materials:

- Human bodily fluids, tissues and organs, and
- Other materials infected with the HIV, hepatitis B virus (HBV) or hepatitis C virus (HCV) such as laboratory cultures or tissues from experimental animals.
Recording Criteria for Needlesticks and Sharps Injuries

Only record cuts, lacerations, punctures, and scratches if they are work-related and involve contamination with another person's blood or other potentially infectious material. If the object is clean then you need to record the case only if it meets one or more of the recording criteria in 14300.7.

- Death
- Days away from work
- Restricted work
- Transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a physician or other licensed health care professional
14300.8 - Recording Criteria for Needlesticks and Sharps Injuries

If a recorded injury is later diagnosed as an infectious bloodborne disease causing death, days away from work, restricted work, or job transfer:

- update the description to identify the disease
- change the classification from an injury to an illness
If an employee is removed under the medical surveillance requirements of an OSHA standard mark the days;

- away from work, or
- restricted work activity

Mark “poisoning column” if the medical removal is the result of a chemical exposure

Do not record cases involving voluntary medical removal from employee exposures below the removal levels required by a Cal/OSHA standards
Many standards covering chemical substances have medical removal provisions. Examples include (but are not limited to):

- Lead, Cadmium, Methylene Chloride
- Formaldehyde, Benzene

Some standards do not have medical removal provisions. Examples include (but are not limited to):

- Bloodborne Pathogens
- Noise
Definitions

- **Standard Threshold Shift (STS)** – change in the average level at which various frequencies of sound can be heard relative to a baseline audiogram

- **Work-related Hearing Loss** – an event or exposure in the work environment either caused or contributed to the hearing loss or significantly aggravated a pre-existing hearing loss
Definitions

- **Baseline Audiogram** – original audiogram taken when employee was first placed in a hearing conservation program. Used to compared to subsequent audiograms to evaluate effects of occupational noise exposure over time.

- **Audiometric Zero** – statistical average levels at which various frequencies of sound can be heard in young adults with no pathology in their ears. Hearing levels at or near AZ represent near perfect hearing.
Record hearing loss cases where:

- Employee has experienced a Standard Threshold Shift (STS), and

- Employee’s hearing level is 25 decibels (dB) or more above audiometric zero [averaged at 2000, 3000, and 4000 hertz (Hz)] in the same ears as the STS
14300.11 - Work-related Tuberculosis (TB) Cases

- **Record a case where;**
  - Employee is exposed at work to someone with a known case of active tuberculosis, and subsequently develops a TB infection

- **Do not record when:**
  - The worker is living with a person diagnosed with active TB,
  - The Public Health Department has identified the worker as a contact of an individual with active TB,
  - A medical investigation shows the employee’s infection was caused by exposure away from work
14300.29 - Forms

- **OSHA Form 300, Log of Work-Related Injuries and Illnesses**
  - Employers must enter each recordable case on the forms within 7 calendar days of receiving the information that a recordable case has occurred

- **OSHA Form 300A, Summary of Work-Related Injuries and Illnesses**
  - Executive signature

- **OSHA Form 301, Injury and Illness Incident Report**
  - Employers can use own equivalent
  - Ensure each recorded OSHA 300 log item has an accident report form
# Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in CCR Title 8 Section 14300.9 through 14300.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (Cal/OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're unsure whether a case is recordable, call your local Cal/OSHA office for help.

## Identify the person

<table>
<thead>
<tr>
<th>Case no.</th>
<th>Employee's name</th>
<th>Job title (e.g., Welder)</th>
</tr>
</thead>
</table>

## Describe the case

<table>
<thead>
<tr>
<th>Date of injury or onset of illness (e.g., month/day)</th>
<th>Where the event occurred (e.g., Loading dock north end)</th>
<th>Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)</th>
</tr>
</thead>
</table>

## Classify the case

Using these four categories, check ONLY the most serious result for each case:

- **Death**
- **Days away from work**
- **Remained at work**
- **Other recordable cases**

Enter the number of days the injured or ill worker was away from work or other recordable cases:

<table>
<thead>
<tr>
<th>Away from work</th>
<th>On job transfer or restriction</th>
<th>Other recordable cases</th>
</tr>
</thead>
</table>

Check the “Injury” column or choose one type of illness:

### Injuries

- **Sprain/Strain**
- **Fracture**
- **Laceration/Incision**
- **Burn**
- **Contusion**
- **Puncture wound**
- **Other**

Page totals:

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Page ___ of ___
**OSHA’s Form 300A**

**Summary of Work-Related Injuries and Illnesses**

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0." Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA’s recordkeeping rules, for further details on the access provisions for these forms.

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of deaths</td>
<td>(G)</td>
</tr>
<tr>
<td>Total number of cases with days away from work</td>
<td>(H)</td>
</tr>
<tr>
<td>Total number of cases with job transfer or restriction</td>
<td>(I)</td>
</tr>
<tr>
<td>Total number of other recordable cases</td>
<td>(J)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Days</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of days of job transfer or restriction</td>
<td>(K)</td>
</tr>
<tr>
<td>Total number of days away from work</td>
<td>(L)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Injury and Illness Types</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of</td>
<td>(M)</td>
</tr>
<tr>
<td>(1) Injuries</td>
<td></td>
</tr>
<tr>
<td>(4) Poisonings</td>
<td></td>
</tr>
<tr>
<td>(5) All other illnesses</td>
<td></td>
</tr>
<tr>
<td>(2) Skin disorders</td>
<td></td>
</tr>
<tr>
<td>(3) Respiratory conditions</td>
<td></td>
</tr>
</tbody>
</table>

*Post this Summary page from February 1 to April 30 of the year following the year covered by the form.*

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time to review the instructions and gather the data needed, and time to fill out and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about this estimate or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3640 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.
OSHA's Form 301
Injury and Illness Incident Report

This Injury and Illness Incident Report is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the Log of Work-Related Injuries and Illnesses and the accompanying Summary, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

### Information about the employee
1) Full name __________________________________________

2) Street __________________________________________
   City ______________________ State ______ ZIP _______

3) Date of birth _____ / _____ / _____
4) Date hired _____ / _____ / _____
5) ☐ Male ☐ Female

### Information about the physician or other health care professional
6) Name of physician or other health care professional __________________________

7) If treatment was given away from the worksite, where was it given?
   Facility __________________________________________
   Street __________________________________________
   City ______________________ State ______ ZIP _______

8) Was employee treated in an emergency room?
   ☐ Yes ☐ No

9) Was employee hospitalized overnight as an in-patient?
   ☐ Yes ☐ No

### Information about the case
10) Case number from the Log _____________________________ (Transfer the case number from the Log after you record the case.)

11) Date of injury or illness _____ / _____ / _____

12) Time employee began work _____ AM / PM

13) Time of event _____ AM / PM ☐ Check if time cannot be determined

14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasler broke during replacement"; "Worker developed asthma in contact with paint.

16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or sore. Examples: "strained back"; "chemical burn, hand"; "carpel tunnel syndrome."

17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "cholorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

18) **If the employee died, when did death occur?** Date of death _____ / _____ / _____

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. You are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspect of this collection, including suggestions for reducing this burden, contact: U.S. Department of Labor, OSHA Office of Statistics; Room N-2014, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

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14300.29 – Privacy Cases

- Do not enter the name of an employee on the OSHA Form 300 for “Privacy concern cases”

- Write “Privacy case” in the name column

  - You must keep a separate, confidential list of the case numbers and employee names for your privacy concern cases so you can update the cases and provide the information to the government if asked to do so.
Use discretion in describing the case if employee can be identified

Privacy concern cases involving injury or illness:

- An injury or illness to an intimate body part or the reproductive system;
- An injury or illness resulting from a sexual assault;
- Mental illnesses;
- HIV infection, hepatitis, or tuberculosis;
- Needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material
- Other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.
14300.30 - 41 Other Requirements

- 14300.30 - Multiple establishments
- 14300.31 - Covered employees
- 14300.32 - Annual summary
- 14300.33 - Retention and updating
- 14300.34 - Change of ownership
- 14300.35 - Employee involvement
- 14300.36 - Prohibition Against Discrimination
- 14300.38 - Variances from the Recordkeeping Rule
- 14300.40 - Providing Records to Government Representatives
- 14300.41 - Annual OSHA Injury and Illness Survey
14300.30 - Multiple Establishments

- Cal/OSHA Form 300

- Need *separate* forms for *each establishment* expected to be in operation for *one year or longer*.

- Records *for all establishments* can be kept at headquarters or a central location under certain conditions.

- Can combine information onto one form for *all establishments* expected to be in operation for *less than one year*.
Records for all establishments can be kept at headquarters or a central location if:

- information about recordable injuries or illnesses is transmitted from the establishments within seven (7) calendar days of the incident, and

- records are sent within specified times to the individual establishments when government representatives, employees, former employees or employee representatives request them, and

- the address and telephone number of the central location or headquarters is available at each worksite, and

- personnel are available, during normal business hours, where the records are kept to transmit information from the records.
If employees become injured or ill while:

- visiting or working at an establishment of their employer other than where they normally work, record the information on the Cal/OSHA Form 300 of the establishment where the incident occurred.

- working away from any establishment of their employer, record the information on the From 300 of the establishment where the employee normally works.
14300.31 - Covered Employees

Injuries and illnesses must be recorded on the Form 300 for all employees:

- **on your payroll** including those who are:
  - executives, laborers, hourly
  - salaried, part-time, seasonal, migrant

- **not on the payroll** that you *supervise on a day-to-day basis* including those from:
  - temporary help services, employee leasing services,
  - personnel supply services, contractors

- **Self-employed persons, sole proprietors or partners are not considered employees** for recordkeeping purposes
14300.31 - Covered Employees

The employer and the temporary help service, employee leasing service, personnel supply service, or contractor should coordinate efforts so that each injury and illness is recorded only once on the OSHA Form 300.
14300.32 - Annual Summary

- Review Cal/OSHA Form 300, then complete OSHA Form 300A - Annual Summary of Work-related Injuries and Illnesses.

- Company executive must certify that he or she has examined the OSHA Form 300 and the OSHA Form 300A is correct and complete:
  - An owner of the company
  - An officer of the company
  - The highest ranking company official working at the establishment

- Post summary February 1 - April 30 of the year after the calendar year the records cover.
**14300.32 - Annual Summary (cont.)**

- **Annual Summaries**
  - must be posted in a conspicuous place
  - can not be altered, defaced or covered – up
  - do *not* have to be posted for establishments which have closed
  - equivalent forms, other than the Cal/OSHA Form 300A, must include the employee access and employer penalty statements found on the Cal/OSHA Form 300A
  - Mail to any employee who does not normally report at least weekly to the location where the summary is posted.
**14300.35 - Employee Involvement**

- Must **set up a way** for employees **to report** work-related injuries and illnesses promptly; and

- Must tell each employee **how to report** work-related injuries and illnesses to you,

- You must provide **limited access** to injury and illness records to employees, former employees and their personal and authorized representatives.
14300.36 - Prohibition Against Discrimination

- Prohibits discrimination
  - Against an employee for reporting a work-related fatality, injury or illness
- Protects the employee
  - Who files a safety and health complaint,
  - Asks for access to the records, or
  - Exercises any rights afforded by OSHA Act
OSHA or the BLS may send the employer:
- a letter stating that injury and illness information will be collected for the following year, and
- an Annual Survey Form

Survey Form must be filled out for the year covered by the survey and submitted to OSHA or the BLS if the employer is:
- exempt from keeping injury and illness records, or
- located in a State-Plan state
14300.44 - Retention and Updating

- Retain the following forms for 5 years, after the year the forms cover:
  - OSHA Form 300, OSHA Form 300A,
  - OSHA Form 301, Incident Reports, Privacy Case List

- Update OSHA Form 300 during retention period if:
  - newly discovered recordable injuries or illnesses arise
  - any changes occur in the **classification** of previously recorded injuries and illnesses, or
  - changes occur in the description or outcome of a case

- You do not need to update the Cal/OSHA Form 300A or Cal/OSHA Form 301 during the retention period
Example - Formula: TRIR (DART)

- Number of injuries* x 200,000**
  
  _________________ = # of injuries per

  Hours worked 100 EE’s

- Example #1

  15 x 200,000

  _________________ = 7.5 injuries per every 100 employees

  400,000 (200 EE)

- Example #2

  5 x 200,000

  _________________ = 50 injuries per every 100 employees

  20,000 (10 EE)

*Dart, Illnesses, Fatalities etc

** 40 hrs. /50wks
Compare Your Data To:

- NAICS code (BLS)
- Other Divisions / Departments in Company
- Job Classes
Profit Margin

Divide total profits by total sales to get profit margin

True Cost of Injury

Revenue Required

Profit Margin
$8,250
---------------------- = $275,000
Profit Margin of 3%

$8,250
---------------------- = $825,000
Profit Margin of 1%
Next Steps

- Review your OSHA logs, graph / track loss trends
- Make sure there are corresponding accident / incident reports to each OSHA log entry
- Meet with HR and discuss temporary workers and supervision
- Review 5020 / DWC-1 forms and responsibilities with HR
- Meet with your MPN provider, invite on a tour
- Identify essential functions of jobs / JSA’S
- Calculate your TRIR / DART rates / compare to BLS stats
- Meet with Management share data, goals, revenue required to pay for injuries, TRIR comparison
For More Help:

Cal OSHA Recordkeeping Support

http://www.dir.ca.gov/dosh/etools/recordkeeping/index.html

http://www.dir.ca.gov/dosh/etools/recordkeeping/SubjectIndex/SubjectIndex.htm
California Code of Regulations, Title 8, Section 14300
OSHA Recordkeeping
Work-Related Injuries & Illnesses

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