

SAFETY TOPICS

OSHA 300 & 300A Logs

What are the OSHA 300 & 300a Logs?

These logs are known as the Log of Work-Related Injuries and Illnesses (The OSHA 300) and the Summary of Work-Related Injuries and Illnesses (OSHA 300A). Simply put, the OSHA 300 is the complete record of all work place and work-related illnesses and injuries; the OSHA 300A is the anonymized summary of the 300. Both share the one-year reporting period and covers any and all employees, including temporary and contract workers who work at your site.

Did you know?

OSHA requires employers post the previous year's 300A summary in a location frequented and accessible by workers, such as an employee break room, from February 1 through April 30.

Worker's Compensation Loss Runs/OSHA 300

We already keep records for Worker's Compensation, how does this differ?

This log is specific to the information that OSHA wants to collect and analyze. The rules governing Worker's Compensation vary from state to state, so comparing those records can be like comparing apples and oranges. By requiring their own specific log, OSHA can pull useful information out of the data they collect. The OSHA 300 collects & the OSHA 300A summarizes the same data from all companies across the country, allowing for useful work place comparisons between states.

Do we need to maintain this log?

Companies with 10 or fewer employees do not have to maintain this log. However, the employee count includes temporary and contract employees, so you



may have more than you realize at first glance. Also: low-hazard industries (as determined by your company SIC code) may not have to maintain this log.

What information is on the OSHA 300?

Cases are recorded in the OSHA 300 when

- There is a death
- There are days away from work
- When injury/illness necessitates job transfer or restriction
- When there is loss of consciousness
- For "Other recordable cause".

OSHA 300 does not record

- Common colds and the flu
- Injuries involving blood donations
- Injuries involving exercise programs
- Any injury treatable with first aid
- Cases involving eating and drinking.

Examples of Other recordable causes:

- Medical treatment beyond first aid
- Significant injury/illness diagnosed and determined by a healthcare professional to be workplace related
- Anything related to bloodborne pathogens
- Work related tuberculosis
- Should a worker be removed from work under OSHA provisions (lead poisoning)

SAFETY MEETING ATTENDANCE

OSHA 300 & 300A Logs

Company: _____ Date: _____

Trained By: _____ Location: _____

ADDITIONAL DISCUSSION TOPICS:

ATTENDEES:

_____	_____
_____	_____
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