

#2-21 OSHA Recordkeeping and Reporting



The Occupational Safety and Health Act (OSHA) of 1970 requires that employers prepare and maintain records of work-related injuries and illnesses. OSHA has three forms for use in recordkeeping. They are:

- Log of Work-Related Injuries and Illnesses, OSHA Form 300. The Log of Work-Related Injuries and Illnesses is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the Log to record specific details about what happened and how it happened.
- Summary of Work-Related Injuries and Illnesses, OSHA Form 300A. The Summary shows the totals for the year in each category. At the end of the year, post the Summary in a visible location so that employees can be aware of the injuries and illnesses occurring in their workplace.
- Injury and Illness Incident Report, OSHA Form 301. Hospitality operations may use Employee Accident Report, HRI Form 124, in lieu of this form.

Employee Right to Review. Employees have the right to review company injury and illness records.

Incident Disclaimers. Incidents listed on a company's Log of Work-Related Injuries and Illnesses are not necessarily eligible for workers' compensation or other insurance benefits. Listing an incident on the Log does not mean that the employer or worker was at fault or that an OSHA standard was violated.

Determination of Work-Related. An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing condition. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment.

Recordable Incidents. Employers must record those work-related injuries and illnesses that result in death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid.

Posting the Summary. Employers must post the Summary of Work-Related Injuries and Illnesses, OSHA Form 300A only – not the Log – by February 1st of the following year and keep it posted until April 30th.

Maintaining Files. Employers must keep both the Log and the Summary form for 5 years following the year to which they pertain.

Reporting to OSHA. Employers do not have to send completed forms to OSHA unless specifically asked to do so.

Take Away: The Occupational Safety and Health Act requires that certain accidents, injuries, and illnesses be recorded and that records of such be maintained for a period of 5 years. Further, employers must post a summary of injuries and illnesses and permit employees to review injury and illness records.