



OSHA 300 Log Information

OSHA (Occupational Safety and Health Administration) has a mission to send each and every worker home whole and healthy each day by providing safety and health information, training, and assistance to workers and employers. All private sector employees are covered by either the Federal or State OSHA programs.

OSHA dictates how employers are required to keep track of work-related injuries and illnesses, and the **OSHA 300 Log is the mechanism**. The OSHA requirement of recordkeeping includes the OSHA 300 log, 301 incident report, and 300a Summary sheet of the log. Some key components of the 300 log are:

- Keeping a log is required for employers with 10 or more employees unless they are classified as a hazard—all hazardous companies must complete the log regardless of the number of employees. **OSHA typically classifies telecommunications companies as hazardous.**
- The specifics of each incident must be added to your log **within 7 days** of the incident.
- OSHA defines **work-related injuries and illnesses that must be recorded** on the log as:
 - those that result in death (must be reported within 8 hours);
 - those that result in a loss of consciousness;
 - those that require medical treatment beyond first aid;
 - those that result in a diagnosis of a significant injury/illness by a physician or other licensed health care professional;
 - Private cases should be identified as such without names (i.e. injury to intimate body part or HIV status).
 - those that result in days away from work (the day of the accident doesn't count); or
 - those that require an employee to do restricted work or to be transferred to another job.
 - If the situation changes from the original recorded information, draw a line through the original entry and check off new information as appropriate.
- Senior management is required to sign-off that the information posted on the log is correct.
- The company must post a summary for the past calendar year (January to December regardless of your fiscal year) annually (even if there are no recordable incidents) from **February 1st-April 30th** in a prominent employee location. A \$2,000 fine will be issued to your company if the log isn't posted and you are inspected by OSHA.
- You must keep a log at **each establishment or permanent site** and post it annually.
- The company must keep the log on file for 5 years.

To get further information or a sample of the log, contact OSHA at www.OSHA.gov. We also have some handbooks and a video or two that could give you some help.

Let's not forget people are our greatest asset and we must make sure they go home each day whole and healthy.

For more information contact:
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