

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 has published a final rule revising how employers are required to keep track of work-related injuries and illnesses. This is the first major reporting change in more than 10 years. **The OSHA 200 log has been replaced with the OSHA 300 log effective January 1, 2002.** The major changes are:

- The new rule defines work-related injuries and illnesses that must be recorded as: those that result in death (report within 8 hours), days away from work (doesn't count the accident day), restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or diagnosis of a significant injury/illness by a physician or other licensed health care professional
- Required for employers with 10 or more employees unless they are classified as a hazard—all hazardous companies must complete the log; specifics must be added to log within 7 days of the incident
- Requires management to sign-off as correct
- Must post the summary annually (even if nothing recorded) in a prominent employee location from February 1-April 30th; the fine is \$2000 if it isn't posted and you are inspected by OSHA
- Must keep a log at each establishment or permanent site
- Certain private cases should be identified as such without names (i.e. injury to intimate body part or HIV status)
- Must keep the file for 5 years
- You are not required to send the log to OSHA unless requested to do so

To get further information or a sample of the log, contact OSHA at www.OSHA.gov.

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