

UNITED SAFETY SOLUTIONS

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826 Bloom Rd
Eagle River, WI 54521

OSHA 300 LOG - INJURY AND ILLNESS RECORD KEEPING

OSHA 300 Log-Injury and Illness Record Keeping
Course: Hours Instruction
Hours: Class Room
Hours: Field Instruction

Regulation 29 CFR 1904
Prerequisites: NA
Fee:
CE Credits:

Employers are required to keep records of occupational deaths, injuries, and illness under the OSH Act of 1970. OSHA uses the records to direct programs, measure its performance, and help inspectors focus efforts on hazards in the workplace. Accurate records also help employers develop safety and health initiatives tailored to their individual workplaces. It's essential to properly document a work-related injury or illness and retain the necessary records, or you'll risk OSHA fines and other penalties. As OSHA obtains this new data, the agency will identify workplaces where workers are at risk to enhance the agency's ability to target resources and save lives as well as prevent further injury and illness.

OSHA expands the list of severe work-related injuries that all covered employers must report to OSHA.

- Report all work-related fatalities within 8 hours
- Report all work-related in-patient hospitalizations, amputations and loss of an eye within 24 hours to OSHA.

Who Should Take This Course:

Many, but not all employers. OSHA maintains a list of industries that are exempt from the requirement to routinely keep OSHA injury and illness records, due to relatively low occupational injury and illness rates:

- Employers with 10 or fewer employees at all times during the previous calendar year are exempt from routinely keeping OSHA injury and illness records.
- Establishments in certain low-hazard industries are also partially exempt from routinely keeping OSHA injury and illness records.

Course Objectives:

Under the OSHA Recordkeeping regulation, covered employers are required to prepare and maintain records of serious occupational injuries and illnesses, using the OSHA 300 Log. This information is important for employers, workers and OSHA in evaluating the safety of a workplace, understanding industry hazards, and implementing worker protections to reduce and eliminate hazards.

- You must be aware of a number of OSHA recordkeeping issues
- What constitutes a recordable injury and/or illness
- Cases caused by events or exposures in the work environment
- Cases contributed to by events or exposures in the work environment
- Cases significantly aggravated by events or exposures in the work environment
- How to fill out OSHA 300 Log of Work-Related Injuries and Illnesses
- When you must post the OSHA 300A Form (Summary of Work-Related Injuries and Illnesses)

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- When it's acceptable to replace OSHA Form 301 (Injury and Illness Incident Report) with a workers' compensation form or insurance form
- Retention of required records
- Recordkeeping Overview
- Definition of First Aid for purposes of OSHA
- OSHA Data Initiative (ODI)

Employers must record injuries and illness that are:

- Work-related
- New
- Meet the following criteria:
 - Death
 - Days away from work
 - Job transfer or restricted work
 - Medical treatment beyond first aid
 - Significant injury as diagnosed by a physician or other licensed health care professional
 - Loss of consciousness
 - A significant injury or illness

United Safety Solutions Course Covers:

A review of the recordkeeping requirements and forms

- Requirement to complete the forms and evaluate specific exceptions
- The forms in OSHA's recordkeeping package
- Record-ability criteria for injuries and illnesses
- Recording injuries / illnesses on the forms
- Official Company Certification certifying that the entries are true, accurate, and complete
- Posting of the annual summary – location and dates

OSHA Forms:

- OSHA Form 300 – Log of Work-Related Injuries and Illnesses
- OSHA Form 301 – Injury and Illness Incident Report
- OSHA Form 300A – Summary of Work-Related Injuries and Illnesses

Injury considerations:

REPORTABLE - Requires Medical Treatment; **NON-RECORDABLE** - Requires First Aid.

- Visits to Health Care Professionals
- Cuts, Lacerations, Punctures, and Abrasions
- Inoculations
- Splinters
- Strains, Sprains and Dislocations
- Burns, Skin rashes, and blisters
- Bruises / contusions

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- Medications
- Oxygen
- Physical therapy
- Loss of consciousness

Partial list of Industries Required to Maintain Records:

NAICS & Title of NAICS Code

- 3118 Bakeries and tortilla manufacturing
- 4411 Automobile dealers
- 4413 Automotive parts, accessories, and tire stores
- 4441 Building material and supplies dealers
- 4452 Specialty food stores
- 4453 Beer, wine, and liquor stores
- 4539 Other miscellaneous store retailers
- 4543 Direct selling establishments
- 5311 Lessors of real estate
- 5313 Activities related to real estate
- 5322 Consumer goods rental
- 5324 Commercial and industrial machinery and equipment rental and leasing
- 5419 Other professional, scientific, and technical services
- 5612 Facilities support services
- 5617 Services to buildings and dwellings
- 5619 Other support services
- 6219 Other ambulatory health care services
- 6241 Individual and family services
- 6242 Community food and housing, and emergency and other relief services
- 7111 Performing arts companies
- 7113 Promoters of performing arts, sports, and similar events
- 7121 Museums, historical sites, and similar institutions
- 7139 Other amusement and recreation industries
- 7223 Special food services
- 8129 Other personal services

Certification:

Successful completion requires 80% on both classroom and practical skills.

Upon successful completion, participants receive a wallet card, documentation to satisfy OSHA.