INSTRUCTIONS FOR COMPLETING THE OSHA 300 LOG

Please note:

- "Illness" is defined as something that occurs over time (e.g. carpal tunnel syndrome, repetitive stress injuries, etc.).

- "Injury" is defined as something traumatic that occurs within an employee's work shift.

- You should use a pencil to complete the log.

- If an injury is denied by workers compensation after it has been entered on the log, draw a single line through the entry and write "denied by workers comp." above it; do not erase it, because it was a legitimate claim when it was submitted.

OSHA requires:

- That the OSHA 300 Log is no further behind than 7 days, and that a copy is kept for five years.

- That at year end, all columns be totaled (G - L and 1 - 7). Also, on each of the years' pages, write "Balance Forward," entering the totals for each column on the last page. Next, write the totals on the OSHA Summary Sheet. Post this summary sheet no later than February 1 of each year; post through May 1.

- Each work location maintains its own OSHA 300 log.

Completing the form:

Insert the year on each form in the top right corner. Put the department name next to "Establishment name" at the top right section of each page.

Column A: A specific number must be assigned to each injury. If an employee has three injuries in one year, each injury needs a new number. This number should also be noted in the upper right-hand corner of the First Report of Injury copy that is kept by payroll.

Column B: Enter employee's first name, middle initial, and last name.

Column C: Enter employee's job title.

Column D: Enter date of injury or onset of illness.

Column E: Enter where the injury or illness occurred.

Column F: Enter a brief description of injury/aggravation/illness; indicate parts of body affected, and object or substance that directly injured or made the person ill.

Classification of the case (columns G - J):

Column G: Check if case is a fatality.

Column H: Check if case involves days away from work.

Column I: Check if results of case included a job transfer or job restrictions.

Column J: Check if the case is recordable for other reasons than the columns G - I.

Column K: Enter the <u>number</u> of days employee was restricted for work or transferred to another job.

Column L: Enter the number of days the employee was away from work.

Injury/illness information (columns 1 - 7):

Column 1:   Check if the case involved an injury.

Column 2:   Check if the case involved a musculoskeletal disorder.

Column 3:   Check if the case involved a skin disorder.

Column 4:   Check if the case involved a respiratory condition.

Column 5:   Check if the case involved poisoning.

Column 6:   Check if the case involved hearing loss.

Column 7:   Check if the case involved an illness not listed above.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Human Resources
(651) 266-6500