

OSHA Logs for Workplace Injuries and Illness

Employers post their OSHA Illness and Injury Logs (OSHA Form 300) in a conspicuous work area by February 1 of each year and leave it posted until at least May 1. The form presents summary data on recordable work-related illnesses and injuries for the previous calendar year. The form must be posted even if there were no reported incidents (enter “zeros” in the appropriate rows.)

OSHA requires employers to record only those cases that involve “non-minor” injuries or illnesses: i.e., those that involve death, loss of consciousness, days away from work, restriction of work or motion, transfer to another job, medical treatment *other than first aid*, or diagnosis of a significant injury or illness by a physician or other licensed health care professional.

Small Business Exemption

Employers with 10 or fewer employees (including part-time or temporary) during the previous calendar year are **not** required to keep a log during any current year unless specifically requested to do so in writing by OSHA or the Bureau of Labor Statistics. *However, states administering federally-approved OSHA programs may not recognize this exemption.* (Check with your state agency at the number provided if listed at the end of this bulletin as a state with its own program). Also, these businesses still must report to OSHA (or their state agency, if applicable) any fatalities or simultaneous hospitalizations of three or more employees.

Recordable Illness or Injury

OSHA maintains that as long as the employee's activity is under the direction of the employer when an illness or injury occurs, the incident would be recordable.

A pre-existing injury or illness is recordable only if an event or exposure in the work environment "significantly" aggravates that injury or illness.

OSHA has suspended for the near term requirements to record work-related hearing impairments and musculoskeletal (ergonomic) injuries. The agency will study further the nature of these injuries and decide whether – or how -- they should be recorded.

Even though employers do not immediately report data to OSHA other than for fatalities and multiple hospitalizations, the agency conducts annual surveys in select industries. Failure to keep an illness and injury log, as well as the supplemental forms for each incident, can result in substantial penalties. (As much as \$1,000 for failure to keep a log; \$800 for failure to record a qualified illness or injury).

OSHA sent its revised "OSHA 300 Log" and its supplemental forms to all employers for which it has data. Under the new rules, only the summary form, OSHA 300A, must be posted by February 1 of each year.

The supplemental forms that provide greater details on each case or incident (Form 301) may be substituted with state workers compensation forms or insurance forms as long as they provide the same information.

States With Their Own OSHA Programs

Alaska	907/269-4957
Arizona	602/542-5795
California	415/703-5100
Connecticut*	860/566-4380

Hawaii	808/586-9100
Indiana	317/232-2688
Iowa	515/281-3661
Kentucky	502/564-3070
Maryland	410/767-2371
Michigan	517/322-1848
Minnesota	651/284-5050
Nevada	702/486-9020
New Jersey*	609/984-1389
New Mexico	505/827-4230
New York*	518/457-2574
No. Carolina	919/807-2875
Oregon	503/378-3272
Puerto Rico	787/754-2172
So. Carolina	803/734-9669
Tennessee	615/741-2793
Utah	801/530-6901
Vermont	802/828-2765
Virginia	804/786-6613
Virgin Is.	340/772-1315

Washington 360/902-5554

Wyoming 307/777-7786

**State's Plan Applies to Public-Sector Employees Only*

Federal Jurisdiction

CT, MA, ME, NH, RI	Region 1 Office	617/565-9860
NY, NJ	Region 2 Office	212/337-2378
DC, DE, PA, WV	Region 3 Office	215/861-4900
AL, FL, GA, MS	Region 4 Office	404/562-2300
IL, OH, WI	Region 5 Office	312/353-2220
AR, LA, OK, TX	Region 6 Office	214/767-4731
KS, MO, NE	Region 7 Office	816/426-5861
CO, MT, ND, SD	Region 8 Office	303/844-1600
Region 9	N/A	
ID	Region 10 Office	206/553-5930