



Recording and Reporting Occupational Injuries and Illnesses [29 CFR 1904]

Subpart C—Recordkeeping Forms and Reporting Criteria

- Do you keep records of each fatality, injury, and illness that is work related? [1904.4(a)(1)]
- Do you keep records of each fatality, injury, and illness that is a “new case”? [1904.6(a)(1),(2)]
- Do you record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum? [1904.7]
- Do you record all injuries and illnesses that result in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness? [1904.7(a)]
- Do you also record each significant injury and illness diagnosed by a physician or other licensed health care professional *even if it does not* result in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness? [1904.7(a)]
- Do you record an injury or illness that results in death by entering a check mark on the OSHA 300 Log in the appropriate space? [1904.7(b)(2)]
- Do you report any injury or illness that results in days away from work by entering a check mark on the OSHA 300 Log in the appropriate space and by entering the number of calendar days away from work in the days column? [1904.7(b)(3)]
- Do you enter an estimate of the days the employee will be away if it will be an extended period and then update the day count when the actual number of days is known? [1904.7(b)(3)]
- Do you report any injury or illness that results in restricted work or job transfer by entering a check mark on the OSHA 300 Log in the appropriate space and by entering the number of restricted or transferred days in the restricted workdays column? [1904.7(b)(4)]
- Do you record on OSHA Log 300 all work-related needlestick injuries and cuts from sharp objects that are contaminated with another person’s blood or other potentially infectious material? [1904.8(a)]
- Do you record on OSHA Log 300 any case where an employee is medically removed under the medical surveillance requirements of an OSHA standard? [1904.9(a)]
- Do you record all cases where an employee’s hearing test reveals that a Standard Threshold Shift (STS) has occurred by checking the “hearing loss” column on OSHA Log 300? [1904.10(a)]
- Do you record all cases where an employee has been occupationally exposed to anyone with a known case of active tuberculosis and that employee subsequently develops TB? [1904.11(a)]

Continued 



➡ *Continued*

- Do you enter a one or two line description of each recordable injury and illness on OSHA Log 300? [1904.28(b)(1)]
- Do you summarize the information from the OSHA 300 Log on the OSHA 300-A form at the end of each year? [1904.28(b)(1)]
- Do you complete an OSHA 301 Incident Report form (or equivalent) for each recordable injury or illness entered on the OSHA 300 Log? [1904.28(b)(2)]
- Do you enter each recordable incident on the OSHA 300 Log no later than seven calendar days of receiving the information that a recordable injury or illness has occurred? [1904.28(b)(3)]
- When you have a “privacy concern case,” do you omit the employee’s name on the OSHA 300 Log and instead enter “privacy case” in the space normally used for the employee’s name? [1904.28(b)(6)]
- Do you then keep a separate, confidential list of the case numbers and employees’ names so that you can update the cases and provide the information to the government if asked to do so? [1904.28(b)(6)]

Subpart D—Other OSHA Injury and Illness Recordkeeping Requirements

- If you have multiple business establishments, do you keep a separate OSHA 300 Log for each establishment that is expected to be in operation for one year or longer? [1904.30(a)]
- Do you create an annual summary (OSHA form 300-A) of illnesses and injuries recorded on the

OSHA 300 Log at the end of each calendar year, certify the summary, and post it in a conspicuous place where notices to employees are customarily posted? [1904.30(b)(5)]

- Do you post the annual summary no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30? [1904.30(b)(6)]
- Do you retain the OSHA 300 Log, the OSHA 301 Incident Report forms, and a privacy case list (if one exists) for five years following the end of the calendar year that these records cover? [1904.33(a)]
- Do you involve employees and their representatives in the recordkeeping system by informing employees of how they must report injuries or illnesses and by providing employees with access to your records? [1904.35(a)(1),(2)]
- Do you provide a copy of the OSHA 300 Log or a 301 Incident Report to any employee or employee representative who requests a copy by the end of the next business day? [1904.35(b)(2)(B)(iii),(v)]

Subpart E—Reporting Fatality, Injury, and Illness Information to the Government

- Do you report any work-related fatalities or multiple hospitalizations (three or more employees) within eight hours of the incident by telephone (800-321-6742) or in person to the OSHA area office nearest the site of the incident? [1904.39(a)]
- In these cases, are you prepared to provide OSHA with the name of the establishment, the

Continued ➡



☞ *Continued*

location of the incident, the time of the incident, the number of fatalities or hospitalized employees, the names of any injured employees, a brief description of the incident, and the name and number of a contact person in your organization? [1904.39(b)(2)]

- If you receive OSHA's annual survey form, do you complete the form and return it to OSHA within 30 calendar days, or by the date stated in the survey form, whichever is later?
[1904.41(a),(b)(2)]

- If you receive a Survey of Occupational Injury and Illness survey form from BLS, do you promptly complete and return it? [1904.42(a)]

Corrective Action Completed (date): _____

Supervisor: _____

Routed to: _____
