

## Great Western Painting

### Injury/Illness Recordkeeping

PART 1904, Recording and Reporting Occupational Injuries and Illnesses  
OSHA Forms 300; 300A & 301

### Injury and Illness Recordkeeping

As a matter of law, all employers with 11 or more employees **at any one time** in the previous year must maintain OSHA Form 300, *Log of Work-Related Injuries and Illnesses*, OSHA Form 301, *Injury and Illness Incident Report*, and OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*.

The OSHA Form 300A will be signed by a company official. This signature indicates that the company official is certifying that he/she has examined the OSHA 300 Log and reasonably believes, based on his/her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

The annual summary will be posted from no later than February 1<sup>st</sup> through April 30<sup>th</sup> for the records of the preceding year in a conspicuous place where notices to employees are customarily posted. The annual summary must not be altered, defaced, or covered by other material.

OSHA Forms 300 and 301 are used to record and classify occupational injuries and illnesses. These records would include injuries and illnesses that are: a) work related; b) a new case; and, c) meets one of more of the general recording criteria, see Items to be recorded on OSHA Forms 300, 300 A and 301, below.

The information on the OSHA Form 300 related to employee health and must be used in a manner that protects the confidentiality of the employees to the extent possible. Recordable injuries and illnesses must be entered on OSHA Forms 300 and 301 within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

#### Retention of Forms:

OSHA Forms 300 and 301 and the annual summary [and the privacy case list, if one exists] will be retained for five years following the year to which they relate.

#### Items to be recorded on OSHA Forms 300, 300A and 301:

Work related injuries and illnesses and fatalities are to be recorded using the criteria found in Part 1904, Recording and Reporting Occupational Injuries and Illnesses.

Injuries and illnesses must be recorded if they result in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or if the injury or illness involves a significant injury diagnosed by a physician or licensed health care professional even if it does not meet the forgoing conditions.

NOTE: First aid (which is not reportable) is defined in 1904.7(b)(5)ii.

#### Employee Involvement:

As a matter of policy, all work-related accidents and injuries are to be immediately reported to the competent person/supervisor on a job site who will complete an accident investigation form. This will be forwarded to the Safety Director who will extrapolate appropriate information for completion of the OSHA Form 300.

#### Catastrophic Reporting Requirements:

Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three (3) or more employees as a result of a work-related incident, either in person or by telephone, the OSHA Area Office nearest to the site of the incident will be notified. OSHA may be contracted for this purpose using a toll free telephone number: 1-800-321-6742.

#### Location of OSHA Forms 300 and 301:

As a general rule, the OSHA Forms 300 and 301 will be maintained in our main office. However, in the event that a project is to last more than one year, that job site will be considered a fixed establishment and maintain its own OSHA Forms 300 and 301.