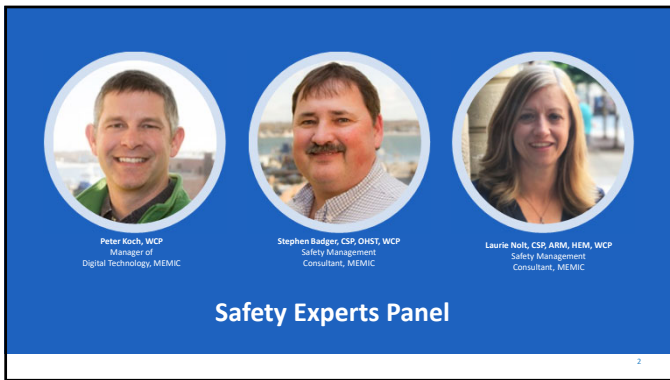
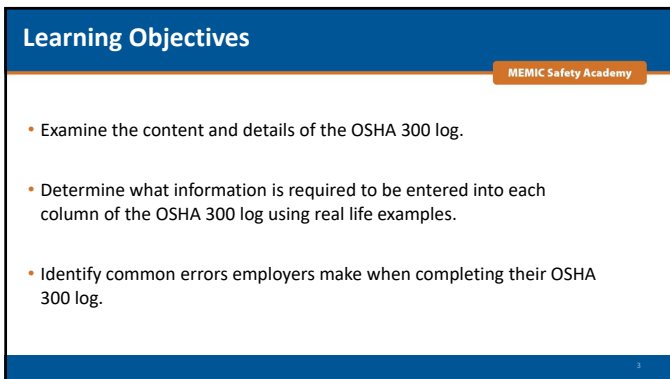




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OSHA Recordkeeping Tools & How to Log a Privacy Case

Laurie Nolt, CSP, ARM, HEM, WCP
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OSHA Recordkeeping Tools

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- OSHA Recordkeeping Standard Part 1904 Regulatory Text
- Instructional Booklet & Forms
 - OSHA 300 Log
 - OSHA 301 Incident Report
 - OSHA 300A Summary
- Detailed Guidance for Recordkeeping Rule
- Recordkeeping Q & A Search Feature
- Flow Chart Decision Tree

<https://www.osha.gov/recordkeeping>

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OSHA Website Demonstration

WWW.OSHA.GOV

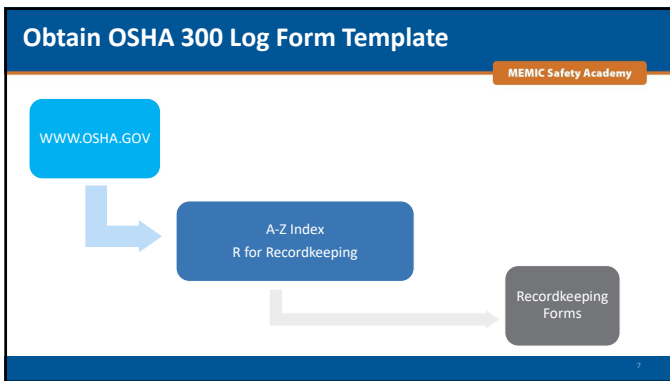
MEMIC Safety Academy

Q.
Where do I retrieve the OSHA 300 log to begin to create the Injury Record?

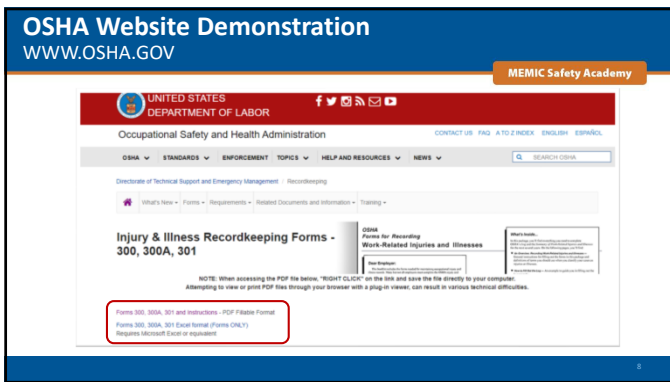
A.
The OSHA website is a resource to find a template for maintaining the OSHA 300 log electronically or in paper format.



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Frequently Asked Questions

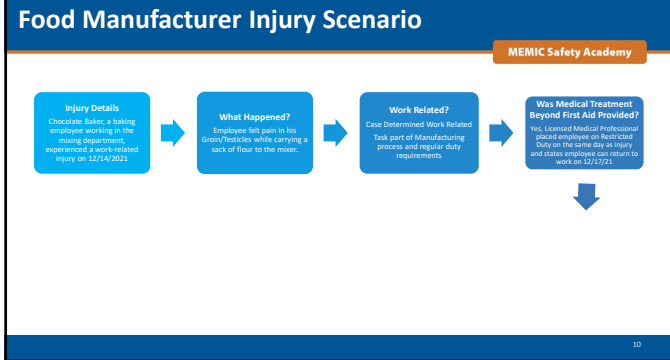
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Q.
Do I have to utilize the OSHA 300 log provided by OSHA or can a comparable format be utilized?

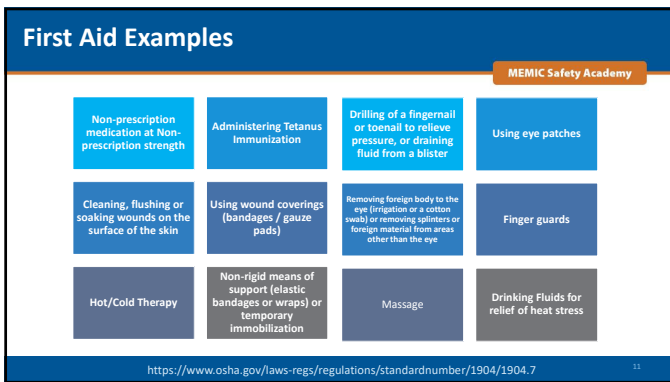
A.
You can use equivalent forms. An equivalent form is one that has the same information, is as readable and understandable, and is completed using the same instructions as the OSHA form it replaces.



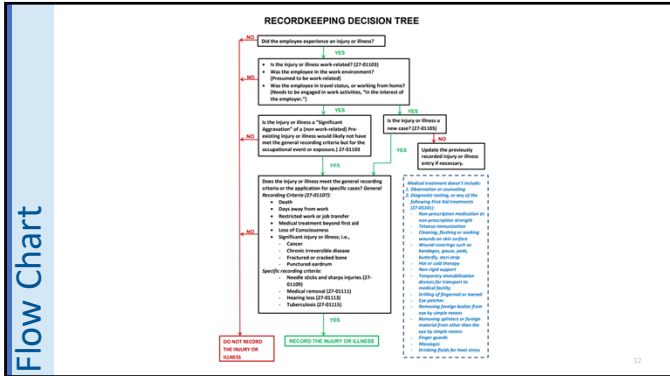
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Frequently Asked Questions

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Q.

Do I have to update the OSHA 300 log during the five-year storage period?

A.

Yes, during the storage period, you must update your stored OSHA 300 Logs to include newly discovered recordable injuries or illness and to show any changes that have occurred in the classification of previously recorded injuries and illnesses.



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QUESTIONS

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Safety Management
Consultant, MEMIC

Reporting and Recording Illnesses

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OSHA 300 Log – Establishment Identification

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Information is being used for occupational safety and health purposes. U.S. Department of Labor, Occupational Safety and Health Administration. Form approved OMB no. 1218-0176

Log of Work-Related Injuries and Illnesses

You must record information about every work-related injury or illness that involves loss of consciousness, medical attention beyond first aid, restricted work or job transfer, days away from work, or a fatality. You must also record significant work-related injuries and illnesses that are diagnosed as **carpal tunnel syndrome**. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in the instructions. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this log. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name: ABC Baking Company
 City: Flour City State: Maine

Identify the incident		Describe the case		Classify the case			Enter the number of days the injured or ill employee was lost or restricted from work		Check the " Injury " column or check one type of illness	
(A) Inj. No.	(B) Employee's Name	(C) Job Title (e.g., "welder")	(D) Date of Injury or Illness (m/d/yyyy)	(E) Nature of the event occurred (e.g., "Landing deck north end")	(F) Description of injury or illness, parts of body affected, and occupational factors that directly caused or made worse (e.g., "Severe degree burns on right forearm from acetylene torch")	(G) Days lost from work (See instructions)	(H) Days of job transfer or restriction (See instructions)	(I) Total number of days lost or restricted (Sum of G and H)	(J) Injury	(K) Illness

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OSHA 300 Log – Establishment Identification

Form approved OMB no. 1218-0176

Establishment name ABC Baking Company

City Flour City State Maine

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Frequently Asked Questions

Work Relatedness of a COVID-19 Case

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Q.
How do I determine if a COVID-19 case is work-related?

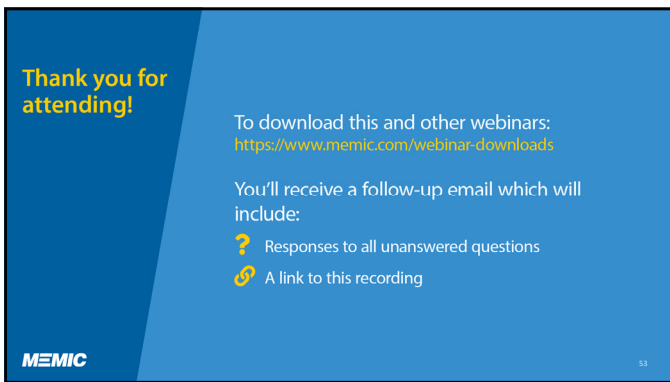
A.
Once an employer becomes aware that an employee has contracted COVID-19, the employer must conduct a "thorough" documented investigation to determine if the illness resulted from exposure to COVID-19 in the workplace.

The employer must "assume" work-relatedness unless documented proof is obtained that proves otherwise.

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