



TOOLBOX

SAFETY TRAINING

Company _____ Location _____ Date _____

Vol 29 - No 2 OSHA 300 LOGS

The OSHA 300 Log is a summary of the recordable occupational injuries and / or illnesses that occur in your company for the previous year. It will also list any fatalities. This form is commonly asked for by insurance companies, safety inspectors and OSHA. Companies with 11 employees or more are required to keep this log. Employers are responsible for maintaining and retaining copies of this form for 5 years.

What is the purpose of the OSHA 300 log? Think of this form as a company report card for injuries / accidents / fatalities. This form may advise you of your own safety awareness that you have contributed to your company. This is one of those report cards that is excellent if it contains zeros.

What other purpose(s) will this form serve? The right hand portion of the OSHA 300 log (pictured above) includes information on the type of injury or illness, and the extent and outcome of the incident. This information alerts employees to possible hazards of their position or job. Hopefully this will increase awareness for safety. It will also give information about number of lost work days and restricted work days for both illness and injuries.

The left side of the form gives general information about individuals involved in the injuries and illnesses. In cases where the injuries are of a personal nature or by request of the individuals, names and details may be omitted by stating "privacy case" in column A. A copy with the actual information shall be kept under lock, available to state and federal agencies as authorized by law.

If the OSHA 300 log is reviewed and compared to previous years, employers can tell where more training is necessary for the employees.

THIS OSHA 300 LOG IS AN IMPORTANT DOCUMENT THAT INFORMS BOTH YOU AND YOUR EMPLOYER OF THE COMPANY'S SAFETY PROGRAM. ZERO INJURY, ACCIDENTS AND FATALITIES SHOULD BE EVERONES GOAL.

The image displays three OSHA forms. The top form is OSHA's Form 301, 'Injury and Illness Incident Report', which includes sections for 'Information about the employee' and 'Information about the case'. Below it is OSHA's Form 300A, 'Summary of Work-Related Injuries and Illnesses', which provides a yearly overview with fields for 'Establishment Information' and 'Number of Cases'. The bottom form is OSHA's Form 300, 'Log of Work-Related Injuries and Illnesses', which is a detailed log with columns for identifying the person, describing the case, and classifying the case. It includes a table for recording lost work days and restricted work days.



TOOLBOX

SAFETY TRAINING

Company _____ Location _____ Date _____

Vol 29 - No 2 OSHA 300 LOGS

The OSHA 300 Log is a summary of the recordable occupational injuries and / or illnesses that occur in your company for the previous year. It will also list any fatalities. This form is commonly asked for by insurance companies, safety inspectors and OSHA. Companies with 11 employees or more are required to keep this log. Employers are responsible for maintaining and retaining copies of this form for 5 years.

What is the purpose of the OSHA 300 log? Think of this form as a company report card for injuries / accidents / fatalities. This form may advise you of your own safety awareness that you have contributed to your company. This is one of those report cards that is excellent if it contains zeros.

What other purpose(s) will this form serve? The right hand portion of the OSHA 300 log (pictured above) includes information on the type of injury or illness, and the extent and outcome of the incident. This information alerts employees to possible hazards of their position or job. Hopefully this will increase awareness for safety. It will also give information about number of lost work days and restricted work days for both illness and injuries.

The left side of the form gives general information about individuals involved in the injuries and illnesses. In cases where the injuries are of a personal nature or by request of the individuals, names and details may be omitted by stating "privacy case" in column A. A copy with the actual information shall be kept under lock, available to state and federal agencies as authorized by law.

If the OSHA 300 log is reviewed and compared to previous years, employers can tell where more training is necessary for the employees.

THIS OSHA 300 LOG IS AN IMPORTANT DOCUMENT THAT INFORMS BOTH YOU AND YOUR EMPLOYER OF THE COMPANY'S SAFETY PROGRAM. ZERO INJURY, ACCIDENTS AND FATALITIES SHOULD BE EVERYONES GOAL.

The image displays three OSHA forms. The top form is OSHA's Form 301, 'Injury and Illness Incident Report', which includes sections for 'Information about the employee' and 'Information about the case'. The middle form is OSHA's Form 300A, 'Summary of Work-Related Injuries and Illnesses', which provides a summary of cases for the year. The bottom form is OSHA's Form 300, 'Log of Work-Related Injuries and Illnesses', which is a detailed log with columns for identifying the person, describing the case, and classifying the case. The log includes a table for recording lost work days and restricted work days.