

# Safety Meeting Topic #30

## OSHA 300 Log

### Recording Criteria

Employers with 10 or more employees **must** record any work-related injury or illness resulting in one of the following:

- Death.
- Restricted work or transfer to another job.
- Days away from work.
- Medical treatment beyond first aid.

Incidents are recorded into an OSHA 300 log and kept on file at the home office. This log must be posted in a visible place within the home office for the prior year. Some examples of what is defined as recordable or non-recordable are:

### Recordable:

1. Loss of consciousness (regardless of medical/first aid treatment).
2. Restriction of work or motion (regardless of medical/first aid treatment).
3. Transfer to another job (regardless of medical/first aid treatment).
4. Termination of employment (regardless of medical/first aid treatment).
5. Antiseptics applied on second or subsequent visit to a doctor or nurse.
6. Burns of second and third degree.
7. Butterfly sutures.
8. Compresses, hot or cold, on second or subsequent visit to a doctor or nurse.
9. Cutting away dead skin (surgical debridement).
10. Diathermy Treatment.
11. Foreign bodies, removal if embedded in eye.
12. Foreign bodies, if removal from wound requires a physician because of embedment, size or shape of object(s) or location of wound.
13. Infection, treatment for.
14. Use of prescription medications.
15. Soaking, hot or cold, on second or subsequent visit.
16. Sutures (stitches).
17. Whirlpool treatment.
18. X-ray which is positive.

### Non-Recordable

1. Antiseptics, application of, on first visit to a doctor or nurse.
2. Bandaging on any visit to a doctor or nurse.
3. Burns of the first degree.
4. Compresses, hot or cold, on first visit to a doctor or nurse only.
5. Elastic bandage, use of, on first visit to a doctor or nurse only.

6. Foreign bodies, not embedded, irrigation of eye for removal.
7. Non-prescription medications, use of.
8. Observation of injury on second or subsequent visit.
9. Ointments applied to abrasions to prevent drying or cracking.
10. Tetanus shots, initial or boosters alone.
11. Hospitalization for observation (no treatment other than first aid).
12. X-Ray which is negative.

Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies.

**Exceptions to work relatedness:**

- At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
- The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.
- The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.
- The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related.  
**Note:** If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.
- The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
- The injury or illness is solely the result of personal grooming, self-medication for a non-work-related condition, or is intentionally self-inflicted.
- The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
- The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).
- The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.

## **Employee Privacy Protection**

Employers are required to establish a procedure for employees to report injuries and illnesses. Employers are prohibited from discriminating against employees who do report. The standard protects employee privacy by:

- Prohibiting employers from entering an individual's name on Form 300 for certain types of injuries/illnesses (e.g., sexual assaults, HIV infections, mental illnesses, etc.);
- Providing employers the right not to describe the nature of sensitive injuries where the employee's identity would be known;
- Giving employee representatives access only to the portion of Form 301 which contains no personal identifiers; and
- Requiring employers to remove employees' names before providing the data to persons not provided access rights under the rule.

For more detailed information regarding company policies and procedures, refer to the Hayward Electric Injury & Illness Prevention Program manual, Chapter 26, Employee Records, Accident Investigation and Reporting.

Name \_\_\_\_\_ Date \_\_\_\_\_

**SAFETY MEETING # 30 - GUIDELINES FOR RECORDABILITY ON OSHA 300 LOG  
TRAINING QUIZ**

1. In addition to OSHA requirements, Hayward Electric considers \_\_\_\_\_ as recordable injuries .
  - A. Missed safety meetings
  - B. Injuries
  - C. "3 Strikes" (Caught not wearing hard hat and safety glasses 3 times in one year)
  - D. All of the above
  
2. Hospitalization for observation only is a recordable injury.
  - A. True
  - B. False
  
3. Getting a whirlpool treatment is not a recordable injury.
  - A. True
  - B. False
  
4. A recordable injury is \_\_\_\_\_.
  - A. Bandaging on any visit to a doctor or nurse.
  - B. Use of non-prescription medicines
  - C. Diathermy treatment
  - D. Tetanus shots
  
5. A non-recordable injury is \_\_\_\_\_.
  - A. Soaking on a second visit to the doctor or nurse
  - B. Antiseptics applied on a second visit to the doctor or nurse
  - C. Irrigating eye for removal of foreign body
  - D. Treatment for infection
  
6. A negative x-ray is a recordable injury.
  - A. True
  - B. False
  
7. A prescription medicine is a recordable injury.
  - A. True
  - B. False
  
8. If you cut yourself on the job a non-recordable way of getting treatment is \_\_\_\_\_.
  - A. A bandage on the job site
  - B. Butterfly sutures
  - C. A bandage at the doctor
  - D. A or C only
  
9. A first degree burn is non-recordable.
  - A. True
  - B. False

10. A second or third degree burn is non-recordable.
  - A. True
  - B. False
  
11. A second visit to the doctor requiring bandaging is a recordable injury.
  - A. True
  - B. False
  
12. Putting a bandage on a cut on the job site is Considered first aid and non recordable.
  - A. True
  - B. False
  
13. You can tell your doctor that you want non-recordable treatment if medically possible.
  - A. True
  - B. False
  
14. Another non-recordable injury treatment is \_\_\_\_\_.
  - A. Cutting away dead skin
  - B. Butterfly sutures
  - C. Elastic bandage on the first visit to the doctor or nurse only
  - D. Restriction of work or motion
  
15. You should always report even minor injuries to the office.
  - A. True
  - B. False