

REPORTING INJURIES AND ILLNESSES CHECKLIST

- ☐ Keep all records of all first aid treatment or advice given to employees who are injured or become ill on the job.
- ☐ Maintain a log and summary of recordable occupational injuries and illnesses. (OSHA Form No. 300 or equivalent)

Note: The OSHA No. 300 is a log and summary form available from OSHA for recording occupational injuries and illnesses. OSHA accepts equivalent forms as long as the forms include all the required information and are readable and comprehensible.

- ☐ Make sure all recordable injuries or illnesses are reported on the log and summary within 6 working days after the employer finds out about the case, **or** make sure the requirements for the alternative site recording are met.
- ☐ If the employer keeps the log and summary at an alternative site or in a computer, make sure to maintain a hard copy of the information at the establishment that is current to within 45 days and which can, at anytime, be updated to within 6 days after a reportable case has occurred.
- ☐ Maintain all of the injury and illness records described above for 5 years.
- ☐ Make sure to report every fatality or the in-patient hospitalization of three or more employees resulting from a work-related incident reported within 8 hours to the nearest OSHA Area Office in person or by using the OSHA toll-free central telephone number.
- ☐ Make sure all work-related needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or potentially infected material are recorded in the OSHA 300 log.