



How to Complete the OSHA Form 300

The Log of Work-Related Injuries and Illnesses (Form 300) is required by the Occupational Safety and Health Administration (OSHA) to classify work-related injuries and illnesses and to record the extent and severity of each case. Most employers are required to complete the [OSHA 300 Log](#) and post the log in their workplace from February 1 until April 30 of each year.

Step 1: Determine Work-Relatedness

When an accident occurs, the employer has 7 days to determine whether or not the accident must be recorded on the OSHA 300 Log. An injury or illness is considered work-related and must be recorded on the log unless an [exception](#) applies. Some exceptions include:

- At the time of the injury or illness, the employee was at work as a member of the general public and not as an employee. For example, if an employee returns to work after the end of their shift to pick up an item they forgot to take home, and was injured during this visit.
- The injury or illness surfaces while at work, but results solely from a non-work related event or exposure. For example, an employee suffers a heart attack while at work, but has a history of heart disease.
- The injury or illness results solely from voluntary participation in a wellness program. For example, an employee injures themselves while working out in the company gym.
- The injury or illness is the result of eating or drinking or preparing food or drink for personal consumption. For example, an employee chokes while eating a sandwich for lunch.
- The injury is the result of an employee doing personal tasks outside of work hours. For example, the employee slips on ice walking to their car after work.

Step 2: Determine the Work Environment

A 300 Log is required for each physical worksite location that is expected to be in operation for at least one year. As outlined in 29 CFR 1904.5(b)(1), the work environment includes the worksite and other locations where one or more employees are working or present as a condition of their employment including the equipment or materials used by the employee during the course of their work.

Step 3: Required Recordings

The following injuries and illnesses must be recorded:

1. Death.
2. Loss of Consciousness.
3. Days Away from Work.
4. Restricted Work Activity or Job Transfer.
5. Medical Treatment Beyond First Aid.
6. Any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone or a punctured eardrum.

In addition to the above cases, you must record the following conditions when work-related:

1. Any needle-stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.
2. Any case requiring an employee to be medically removed under the requirements of an OSHA health standard.
3. Tuberculosis infection as evidenced by a positive skin test or diagnosis by a licensed health care professional after exposure to a known case of active TB.
4. An employee's hearing test result that the employee has experienced a standard threshold shift in hearing in one or both ears.

The [OSHA Regulations 29 CFR 1904.7](#) contains an in-depth overview of recordable injuries and illnesses. Additional information on determining medical treatment and first aid can be located at [29 CFR 1904.7\(b\)\(5\)](#).

Step 4: Cases Involving Restricted Work or Days Away from Work

Restricted work activity occurs when a health care professional or an employer recommends keeping an employee from doing his or her routine functions in order to allow the employee to fully recover from their injuries. Restricted work activities may also result in job transfers. Days away from work are to be calculated by counting the number of calendar days the employee was on restricted duty or was away from work due to a work-related injury or illness. Begin counting days from the day after the incident. You may stop counting days of restricted work activity or days away from work once the total of either or a combination of both reaches 180 days.

Step 5: How to Fill Out OSHA Log 300

Each case must be assigned a case number on the OSHA log. Identify the employee, the employee's job title and the date of the injury or onset of the illness. Specifically describe the case, along with the parts of the body affected and the object/substance that was directly injured or made the employee ill. Classify the case by choosing only one of the categories. The most serious outcome will need to be recorded; revise the log if the injury or illness progresses and/or the outcome is more serious than you originally recorded. Cross out, erase, or white-out the original entry. Enter the number of days the employee was on restricted work (or job transfer) and/or the number of days away from work. The case will need to be noted as an injury or an illness as well. Please keep in mind that the form will contain information related to an employee's health and must be kept confidential to the extent possible while using the information for occupational safety and health purposes. OSHA has developed a booklet that includes the forms needed for maintaining occupational injury and illness records along with step-by-step [instructions](#).

Step 6: Recordkeeping Requirements

The OSHA 300 Log and the OSHA 300A Summary must be kept for **5 years** following the year that the log and summary pertain to. Employers are not required to send the completed forms to OSHA unless specifically asked to do so. Employers must post the summary only from February

1 of the year following the year covered by the form and keep it posted until April 30 of that year. Detailed recordkeeping criteria are listed in [29 CFR 1904.29](#).