



NPCA

Precast ... The Concrete Solution

Managing an OSHA 300 Log and Summary Report

The Occupational Safety and Health Administration (OSHA) requires federal government agencies to adopt worker safety and health recordkeeping and reporting requirements that are essentially identical to the private sector.

These requirements improve recordkeeping which enhances the ability of federal agencies and employees to prevent occupational injuries and illnesses. Producing more useful data will better enable the agencies to identify patterns of injuries and illnesses and focus on the most effective intervention.



Current OSHA Requirement

OSHA 29CFR1904 requires each organization to maintain (minimum of five years) a log of injuries/illnesses and to post a summary report every year (between February 1st and April 30th).



OSHA 300 Step-by-Step (cont'd)

- (K) Away from Work: Enter the number of days the injured or ill employee was away from work. Do not count the day on which the injury or illness occurred in this number. Begin counting from the day after the incident occurs.
- (L) On the Job Transfers or Restrictions: Enter the number of days the injured or ill employee was on job transfer or limited duty.
- (M) Other recordable Cases: Check the "Injury" or choose one type of illness:
 - (1) Injuries
 - (2) Skin Disorders
 - (3) Respiratory Condition
 - (4) Poisoning
 - (5) All other illnesses



OSHA 300A Summary Report

- (G) Total number of deaths: Transfer totals from 300 Log
- (H) Total number of cases with days away from work: Transfer totals from 300 Log.
- (I) Total number of cases with job transfer or restrictions: Transfer totals from 300 Log.
- (J) Total number of recordable cases: Transfer totals from 300 Log.
- (K) Total number of days of job transfer or restriction: Transfer totals from 300 Log.
- (L) Total number of days away from work: Transfer totals from 300 Log.
- (M) Total number of:
 - (1) Injuries
 - (2) Skin Disorders
 - (3) Respiratory illnesses
 - (4) Poisoning
 - (5) All other illnessesTransfer totals from 300 Log.



OSHA 300A (cont'd)

Establishment Information

Name: NOAA, Line Office, Organization
Street: Your local street address
City: Self-explanatory
State: Self-explanatory
Zip Code: Self-explanatory

Industry Description: What type of work do you accomplish.
Standard Industrial Classification Code (SIC): Contact a NOAA RSM for the SIC code appropriate for your type of operations.

Employment Information

Annual average number of employees: Total of employees who work at your site.
Total hours worked by all employees last year: Full time and part time hours included.



OSHA 300A (cont'd)

Signature: Signature of person filling out the form (safety rep, admin assistant, etc...)

Certification Signature: Signature of designated responsible authority (Site Manager, MIC, Director, etc...)



What's Next?

Now that you've completed your 300 Log and 300A Summary Report you need to:

- Post your 300A Summary Report on your safety board no later than February 1st through April 30th of the year following the year covered by the form.
- File your 300 Log and retain logs for a minimum of five (5) years on site.
- Start a new log for the coming year and repeat this process at the end of the year.





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