

**California-OSHA Recording Forms
What, When and How to File It**

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Work related injuries and illnesses occur often in veterinary hospitals and clinics. Most employers are required to maintain the Cal-OSHA 300 and 300A logs to record work injuries and illness. In addition to the recording and annual posting of the logs, a Cal-OSHA (Division of Occupational Safety and Health, or DOSH) Inspector will ask to see the logs at the beginning of any visit he or she makes to your clinic.

Form 300 – Must be Maintained and Not Posted

The 300 log is a recording of work-related injuries and illness. When a recordable injury or illness is reported to an employer, it must be documented on this form. The form must be kept current, meaning sections are to be updated as recordable injuries and illness occur (within seven calendar days of receiving information about an injury or illness), changes in employee status of limited duty, transfer of an employee or days away from work occur.

A recordable injury or illness is defined as “death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness.” Other recordable injuries and illness include all needle sticks or sharps injuries, any case requiring an employee to be medically removed under the requirements of Cal-OSHA health standard, tuberculosis infection, occupational hearing loss in one or both ears.

If at calendar year end and there have been no injuries or illnesses during the previous year, zeros should be recorded.

Form 300A – Must be Posted from February 1 to April 30

The 300A log is the Annual Summary of Work-Related Injuries and Illnesses. This form must be posted in a prominent place for the examination of all employees from February 1 – April 30 for the previous calendar year. (Examples of prominent places to post the form are a lunch room or information posting area; this should be done in every workplace if your facility has multiple locations.) If there have been no injuries or illnesses during the previous calendar year, zeros should be recorded and posted.

Must I use these specific logs?

No. You may use a format other than that provided by Cal-OSHA, but the information in the form must be the same.

When the information on these forms is shared with employees, the personal information (such as names) does not have to be posted. The instructions on the forms, regarding the posting is helpful. If you have a privacy concern case, you enter “privacy case” in the space normally used for the employee’s name. You must keep a separate, confidential list of the case numbers and employee names for your privacy concern cases so you can update the cases and provide the information to the government if asked to do so.

What is done with the logs after April 30?

After April 30th, you can file the OSHA 300 and 300A log away for the previous calendar year. They must be maintained for five (5) years following the year to which it pertains. Thus, the 2008 logs can be discarded in 2014.

If Cal-OSHA (DOSH) comes to visit, usually because of a complaint, high experience modifier or identified as a part of the high hazard listing for employers in the state, these forms will normally

be examined. It is important they are complete and available. Unless specifically requested, they do not need to be sent to Cal-OSHA (DOSH).

Reporting Injuries or Illnesses to Cal-OSHA (DOSH)

Don't forget to report certain types of injuries and illnesses to the local Cal-OSHA (DOSH) office within eight hours, even if you learn about the injury or illness at night, on the weekend or during holidays. These injuries include:

1. Fatalities
2. Serious illness or injuries:
 - a. Requiring inpatient hospitalization for more than 24 hours for other than medical observation
 - b. Loss of body part
 - c. Serious degree of permanent disfigurement
3. Multiple employees injured or who become ill, in a single incident.

Failing to report to Cal-OSHA (DOSH) within eight hours can result in a \$5,000 penalty on top of any other penalties assessed after a post-accident workplace investigation.

Reference Material

The forms and instructions for completing the Cal-OSHA 300 and 300A logs are available on line at cvma.net, under Government Center – Regulatory and Cal/OSHA – Cal/OSHA Resources.

Cal-OSHA Consultation services are also available to every employer in the State of California, free of charge. The local Cal-OSHA (DOSH) Consultation office can be found in the yellow pages of the telephone book under State of California.

This provides general information that may apply to many business operations; therefore, it is not a comprehensive treatise on the subject, or a "turnkey" plan to be implemented. Consult with your staff and /or specialists to determine how best this information may guide you to specific plans for your operations. Additionally, this bulletin does not substitute for legal advice, which should come from your own counsel. All recommendations described in this bulletin are generic and not specific to your unique business operation.