



MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Scott D. Jackson

Dec. 5 CONN-OSHA Recordkeeping Workshop Reviews Work-related Injuries/Illness Forms

WETHERSFIELD, November 21, 2017 – The Connecticut Department of Labor’s Division of Occupational Safety and Health (CONN-OSHA) will host a workshop to review OSHA Standard 29 CFR 1904 – the Recording and Reporting of Occupational Injuries and Illnesses – from 9 a.m. to noon on December 5 at the agency’s Wethersfield office, 200 Folly Brook Blvd.

Presented by CONN-OSHA Occupational Safety Training Specialist Catherine Zinsser, the workshop will review recordkeeping requirements and guidelines to help employers accurately complete the following:

- Form 300: Log of Work-Related Injuries and Illnesses
- Form 300A: Summary of Work-Related Injuries and Illnesses
- Form 301: Injury and Illness Incident Report

“When federal inspectors visit an establishment, typically they begin with a review of the OSHA recordkeeping log,” Zinsser explains. “Unfortunately, in many cases the critical forms are not properly completed. OSHA recordkeeping rules can be confusing, but this workshop and training assistance can help make the process more user-friendly.”

In addition, as required by OSHA’s new rules, certain employers in high risk industries are required to electronically submit 2016 injury and illness data from the OSHA Form 300A by December 1. Zinsser will detail how this new rule applies to establishments currently covered by the recordkeeping regulation, and the reporting schedule for those with 250 or more employees, and those with 20-249 employees.

Admission is free but pre-registration is required. Please contact Zinsser at Catherine.zinsser@ct.gov to register or for additional information. Attendees can park in designated visitor spaces and are asked to check in at the security desk upon arrival.

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