

# HIGHLIGHTS OF OSHA RECORDKEEPING

## Introduction

The Occupational Safety and Health Administration's (OSHA) rules addressing the recording and reporting of occupational injuries and illnesses affect approximately 1.4 million establishments. Each year, the Bureau of Labor Statistics conducts the *Survey of Occupational Injuries and Illnesses*, collecting and reporting data on OSHA recordable cases.

Recording a work-related injury or illness does not mean the employer or employee was at fault, an OSHA rule has been violated, or that the employee is eligible for workers' compensation or other benefits. OSHA injury and illness recordkeeping and Workers' Compensation are independent of each other. An injury or illness may not be a Workers' Compensation case, but it may still be an OSHA recordable case.

## OSHA Recordkeeping Forms

Three forms are needed for recording work-related injuries and illness. Downloadable Excel and PDF versions of the forms are available at [www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping). A hard copy of the forms, in legal-sized booklet format, is available from our office. Please call 860.263.6941 to request a copy. The forms include:

**Form 300: Log of Work-Related Injuries and Illnesses**

For each case, record the name, job title, date of injury/illness, description, number of lost days, and injury or illness type.

**Form 300A: Summary of Work-Related Injuries and Illnesses**

Summarizes the number of cases, lost workdays, average employment, and hours worked for the year. This information is used to calculate your incidence rates. At the end of the calendar year, this form must be completed and posted at the worksite from February 1st through April 30th.

**Form 301: Injury and Illness Incident Report**

Records more details on each case, including date of birth, date of hire, gender, time employee began work, time of event, and a detailed description of the event. You may use Connecticut's Workers' Compensation First Report of Injury or other equivalent form instead of the Form 301.

## OSHA Recordkeeping Requirements

- ◆ Record work-related injuries and illnesses that result in one of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or diagnosis of a significant injury/illness
- ◆ Once you learn a recordable case has occurred, you have 7 calendar days to enter the case on the OSHA Forms.
- ◆ If a medical opinion is obtained, the employer must follow the medical opinion for recordkeeping purposes.
- ◆ **The OSHA Form 300A must be completed and posted at the worksite from February 1st through April 30th.**
- ◆ Retain forms for the past 5 years, updating the OSHA Form 300 as needed. You do not need to update the OSHA Form 301 or 300A.

- ◆ Multiple establishments may maintain their records at one location but must be able to separate the information for each specific site. Only multiple establishments within close proximity of one another may keep one inclusive set of records.
- ◆ When a company changes ownership, the previous owner *must* transfer records to the new owner. The new owner must keep the old records for five years, but does not need to update them.

### Privacy Concerns

- ◆ If you wish to share your OSHA records with unauthorized persons, you must first remove the employees' names from the records. Authorized persons include representatives from OSHA, Workers' Compensation, Public Health, law enforcement agencies, insurance auditors, or consultants.
- ◆ Privacy concern cases require the removal of an employee's name and identifying information from OSHA Forms. Instead of the person's name, list "privacy concern". You must keep a separate, confidential list identifying the case number and employee name. Privacy concern cases are:
  - ◇ Injury or illness to an intimate body part
  - ◇ Injury or illness resulting from a sexual assault
  - ◇ Mental illness
  - ◇ HIV infection, hepatitis, tuberculosis
  - ◇ Needlestick and sharps injuries that are contaminated with another person's blood or other potentially infectious material
  - ◇ Employee requests to keep name off of an *illness* case

### Availability of OSHA Records

- ◆ The OSHA Summary Form 300A must be completed and posted at the worksite from February 1st through April 30th.
- ◆ Upon request, government representatives must be provided copies of OSHA records within 4 business hours.
- ◆ When requested by an employee, (including former employees and personal or authorized representatives), copies of the OSHA Form 300 must be available by the end of next business day. A copy of his or her individual OSHA Form 301 must also be available by the end of the next business day.
- ◆ For authorized representatives, copies of all the OSHA 301 Forms at that establishment must be provided within 7 calendar days. Remove personally identifying information and provide only the "information about the case" section of the form.
- ◆ If you wish to share your OSHA records with unauthorized persons, you must first remove the employees' names from the records. Authorized persons include representatives from OSHA, Workers' Compensation, Public Health, law enforcement agencies, insurance auditors, or consultants.

## Recording Criteria Decision Tree

To determine if an OSHA recordable case has occurred, answer these four questions:

### 1. Has an injury or illness occurred?

Yes → Continue to question 2.

No → An injury or illness has *not* occurred. Do not record this as a case on your OSHA log.

### 2. Is the injury or illness work-related?

Work-relatedness is *presumed* for injuries and illnesses occurring in the work environment. Assume the injury or illness has met the work-related criteria unless it is specifically addressed in the exceptions listed below.

Yes → Continue to question 3.

No → A recordable injury has *not* occurred. Do not record this as a case on your OSHA log.

### 3. Is the injury or illness a new case?

If an employee has *recovered completely* from a previous injury or illness, and an event or exposure in the work environment causes the symptoms to re-appear, the injury or illness is a new case.

Yes → Continue to question 4.

No → Do not record a new case. If necessary, update the previously recorded injury or illness entry.

### 4. Does the injury or illness meet the general recording criteria? Remember to check for rules that apply to special cases.

Yes → A recordable injury **has** occurred. Record this as a case on your OSHA log.

No → A recordable injury **has not** occurred. Do not record this as a case on your OSHA log.

**General recording criteria.** A case is recordable if it involves one or more of the following:

- ◆ All fatalities occurring in the United States and her territories
- ◆ Occupational injuries and illnesses that resulted in
  - ◇ days away from work, restricted work or job transfer
  - ◇ medical treatment (*see page nine*)
  - ◇ loss of consciousness
- ◆ Others serious or significant cases diagnosed by a physician or licensed health care professional (PLHCP)
- ◆ Occupational injuries and illnesses that meet special recording criteria
  - ◇ needlestick and sharps injuries
  - ◇ medical removal under OSHA standards
  - ◇ occupational hearing loss

**Exceptions.** The case is not considered work-related if it falls into one of these categories:

- ◆ Present as a member of the general public.
- ◆ Symptoms arise in workplace but are solely due to non-work related event or exposure.
- ◆ Voluntary participation in a wellness program.
- ◆ Eating, drinking, or preparing food or drink for personal consumption.
- ◆ Personal tasks outside assigned working hours.
- ◆ Personal grooming, self-medication for non-work-related conditions, or intentionally self-inflicted injuries.
- ◆ Motor vehicle accident occurring in a parking lot or access road during a normal commute to or from work.
- ◆ Common cold or flu.
- ◆ Mental illness, unless employee voluntarily provides a medical opinion from a PLHCP that affirms the mental illness is work-related.

## Recording Criteria

### 1. Has an injury or illness occurred?

- ◆ Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses such as, but not limited to, a skin disease, respiratory disorder, or poisoning.
- ◆ Consult the decision tree above, or call CONN-OSHA Statistics at 860.263.6941, to determine if a case is recordable.  
*Example 1:* Bob hits his left thumb with a hammer, crushing the fingernail. An injury has occurred.  
*Example 2:* An office building is evacuated due to a large fire. A responding EMT determines that none of the employees are injured or require medical attention. An injury or illness has *not* occurred.

### 2. Is the injury or illness work-related?

#### Work-Relatedness

- ◆ Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment.
- ◆ The work event or exposure need only be one of the discernable causes; it need not be the sole or predominant cause.  
*Example 1:* An employee is walking down the hallway and trips, spraining his ankle. The injury is work-related.  
*Example 2:* Sandy strains her ankle playing football at home. The next day, she is lifting 20-pound boxes at work and significantly aggravates her injury. She stays home the next day to let her ankle heal. The injury is work-related.

#### Work Environment

- ◆ The work environment is defined as the establishment and other locations where one or more employees are working or present as a condition of employment.
- ◆ It includes physical locations and the equipment or materials used by employees during the course of their work  
*Example 1:* A delivery driver strains her back while delivering goods to a customer's establishment. This injury occurred in the work environment and is work-related.  
*Example 2:* An employee slips and falls on the employer's sidewalk. This injury occurred in the work environment and is work-related.

### 3. Is the injury or illness a new case?

- ◆ When an employee has an injury or illness and has not previously experienced a recordable injury or illness of the same type and affecting the same body part, a new case has occurred.
- ◆ If an employee has *recovered completely* from an injury/illness, and an event or exposure in the work environment causes the signs and symptoms to re-appear, the injury/illness is a new case.  
*Example 1:* Eugene strains his back while lifting boxes at work and stays home for two weeks. His doctor determines that he has fully recovered and he returns to work. Three days later he strains his back while moving a desk. This is a new case.

*Example 2:* After being hit by a forklift at work, Charlotte experiences back pain. After receiving prescription medication and physical therapy, her pain subsides. One month later, and without further incident, her back pain returns and her doctor recommends more physical therapy. This is *not* a new case.

#### 4. Does the injury or illness meet the general recording criteria?

##### General Recording Criteria

- ◆ Record work-related injuries and illnesses that result in one of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or diagnosis of a significant injury/illness.
- ◆ Certain hearing loss cases must be recorded. Specific guidelines regarding hearing loss cases may be found online @ [www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping)
- ◆ Record any serious or significant work-related disorder that is diagnosed by a physician or other licensed health care provider or identified by a positive medical test. These include work-related cases involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum.
- ◆ Record needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious materials. Potentially infectious materials include human bodily fluids, tissues and organs, and materials infected with the HIV or hepatitis B virus.
- ◆ Record the required removal of an employee for medical surveillance due to an OSHA standard
- ◆ Do not record a case if treatment is limited to First Aid *and* there is no lost time. See the section on *Column J: Other Recordable Cases* for more details.

##### Exceptions

Even though they may occur in the work environment, the following types of cases are not considered work-related. Do not record a case if it falls into one of these categories:

- ◆ Present as a member of the general public.  
*Example:* A grocery store employee is shopping on his day off. He slips on a wet floor and twists his ankle. The injury is *not* recordable.
- ◆ Symptoms arise in workplace but are solely due to non-work related event or exposure.  
*Example:* Joe trips over the family dog at home. His back begins hurting the next day at work and a doctor recommends physical therapy. The injury is *not* recordable.
- ◆ Voluntary participation in a wellness program.  
*Example:* Petunia volunteers to get a flu shot at work. Scared at the sight of the needle, she faints. The illness is *not* recordable.
- ◆ Eating, drinking, or preparing food or drink for personal consumption  
*Example 1:* Cindy is heating her lunch in a microwave and spills the heated lunch onto her arm, receiving second-degree burns. The injury is *not* recordable.  
*Example 2:* A waiter spills a customer's coffee on himself, receiving second-degree burns. This injury is a recordable case.
- ◆ Personal tasks outside assigned working hours

*Example 1:* Joe stays late at work to make copies of a "lost dog" flyer. He cuts himself with the paper cutter and the cut requires stitches. The injury is *not* recordable.

*Example 2:* Daniel, a bartender, is working after hours to prepare for the next day. While changing a keg, he drops it on his hand and breaks two fingers. This injury is a recordable case.

- ◆ Personal grooming, self-medication for non-work-related conditions, or intentionally self-inflicted injuries.

*Example 1:* Charlotte receives an electric burn from the defective cord of a blow-dryer in the ladies' room. The injury is *not* recordable.

*Example 2:* Jackie is at work when she learns that the Yankees lost the World Series *again*. In anger, she punches the wall and breaks her hand. Since she did not intend to break her hand, the injury is a recordable case.

- ◆ Motor vehicle accident occurring in a parking lot or access road during a normal commute to or from work.

*Example 1:* On her way into work, Valerie is injured when her car is rear-ended by her boss in the company parking lot. The injury is *not* recordable.

*Example 2:* Jeff goes out on a sales call. Speeding back to work, he loses control of his vehicle in the parking lot and it flips over. His arm is broken in the accident. The injury is a recordable case.

- ◆ Common cold or flu

*Example 1:* Jackie is out of work for a week with a cold. She maliciously blames her co-worker Erin for giving her the cold. The illness is *not* recordable.

*Example 2:* Marge works in a day care and catches chicken pox from one of the children. The illness is a recordable case.

- ◆ Mental illness, unless employee voluntarily provides a medical opinion from a physician or licensed health care professional that affirms the mental illness is work-related.

*Example:* A train conductor provides documentation to his supervisor that he is seeking counseling after a person commits suicide by jumping in front of his train. The illness is a recordable case.

### Healthcare Recommendations

- ◆ You are not required to obtain the recommendation of a physician or licensed health care professional (PLHCP). However, if a recommendation is available, you must record the case accordingly. This is true even if the employee does not follow the recommendation.

*Example 1:* George is injured at work and is told not to lift anything over 30 lbs for five days, but he immediately resumes his full job duties. The injury is a recordable case with 5 days of restriction.

*Example 2:* Carl falls at work. After administering First Aid, the plant nurse instructs him to return to work, but he stays at home for 2 days. The injury is *not* recordable.

- ◆ If a PLHCP changes the recommendation, record the most recent decision.

*Example:* June pulls a muscle at work and her physician recommends she stay home for five days. The day before she is scheduled to return, she reports that her back is still hurting and her doctor recommended taking an additional three days off. The case is recorded with 8 days away from work.

## Completing the OSHA 300 Log

### What's Next?

Once you have decided that a case is recordable, you must record it on your OSHA 300 Log within seven days. New OSHA 300 Forms were established on January 1, 2004. The new forms switched the headings for columns K & L and added a Hearing Loss category. If you need a new form, please contact our office or visit [www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping) to download a form.

For each case, you must determine if it involved days away from work, days of job transfer or restriction, or no lost time. You must also record the number of days away from work, the number of days of job transfer or restriction, and whether it was an injury or an illness.

For every case recorded on your log, you must also complete OSHA Form 301: Injury and Illness Incident Report. You must provide all the requested information. An equivalent form, such as the Connecticut Workers' Compensation First Report of Injury, may be substituted.

### Columns A, B, & C: Identify the Person

- ◆ Each case should have a unique case number or code in Column A, followed by the employee's name in Column B and job title in Column C.
- ◆ For privacy case, write "privacy concern" instead of the employee's name and leave the job title blank if it identifies the person.

*Example:* Susan, the only secretary working at XYZ Company, is sexually assaulted in the parking lot. Instead of her name, "privacy concern" is written in Column B. If other employees read "secretary" under the job title, they would immediately know the injured person is Susan. In order to protect her privacy, *Column C: Job Title* is left blank.

### Columns D, E, & F: Describe the Case

- ◆ Column D: enter the date of injury or onset of illness. If the actual date is unknown, use the date the injury or illness is diagnosed or the day the employee informs you of the injury or illness.
- ◆ Column E: enter a description of where the event occurred: office stairwell; parking lot; I-95; customer's site in Norwalk; etc.
- ◆ Column F: describe the injury or illness. Please include the injury or illness, part of body affected, and the direct cause of the injury or illness. Descriptions such as "hurt arm" or "traffic accident" are not sufficient. Examples of good descriptions are:
  - ◇ Carpal tunnel in wrists due to data entry
  - ◇ Sprained lower back while lifting 40 lb box
  - ◇ Passenger rear-ended by truck – broken wrist
  - ◇ Driver rear-ended by truck – lacerations to forehead
  - ◇ Fell from ladder to concrete floor – sprained ankle

### Column G: Death

Each year, over five thousand U.S. workers lose their lives to work related injuries. All employers, regardless of size or industry, are required to report these deaths. Reporting and recording deaths are separate actions – a reportable death may not be a recordable case. Consult the decision tree to determine if a death should be recorded on your OSHA log.

◆ **Reporting**

- ◇ Within 8 hours, you must report any work-related fatality to OSHA. This includes fatal heart attacks and incidents involving 3 or more in-patient hospitalizations.
- ◇ Report to your local OSHA office. If after business hours, call 1-800-321-OSHA (1-800-321-6742).
- ◇ You are not required to report:
  - highway or public street motor vehicle accidents unless they are in a construction work zone.
  - commercial airplane, train, subway, or bus accidents.

◆ **Recording**

- ◇ If appropriate, record the case on your OSHA 300 Log with a check in *Column G: Deaths*. Do not record any days away from work related to the death.
- ◇ Transportation fatalities occurring outside of an employee's normal commute are recordable, even if you have not reported them.

◆ **Reporting & Recording Examples**

*Example 1:* Violetta suffers a fatal heart attack while typing at work. This death needs to be reported to OSHA within 8 hours. However, since the heart attack is solely due to non-work related event or exposure, it is *not* recordable on your OSHA log.

*Example 2:* John is driving to a sales call when he is involved in a motor vehicle accident. You do not need to report this case to OSHA, but you do need to record it on your OSHA log.

*Example 3:* Paul, a convenience store clerk, is shot and killed during a robbery. This case must be reported to OSHA and recorded on your OSHA log.

*Example 4:* Jeff, a fisherman, nearly drowns in a boating accident. He remains in a coma for two years before life support is withdrawn. This case must be reported to OSHA and recorded on your OSHA log.

**Column H: Days Away from Work**

When an injury or illness involves one or more days away from work, you must record the case on your OSHA 300 Log with a check in *Column H: Cases with Days Away from Work*. For more information on counting days, see the section on Columns K & L.

- ◆ An injury or illness involves one or more days away from work. Do not include the day of the injury or onset of illness.

*Example:* Erin breaks her leg at work and a doctor recommends she stay home for two weeks to allow it to heal. This injury is a recordable case with 14 days away from work.
- ◆ If a job restriction or transfer is recommended, but the employer cannot offer restricted work or a job transfer, the case will be counted as a days away from work case.

*Example:* A doctor recommends three days of light duty for Gina. There is no light work available, so the employer tells her to stay home instead. This is a recordable case with 3 days away from work.
- ◆ If a case has both days away and job transfer/restriction days, **record the case once and only once in *Column H: Cases with Days Away from Work***. Leave *Column I: Cases with Job Transfer or Restriction* blank. This is true even when the job transfer/restriction days exceed the number of days away from work.

*Example:* Rob falls from an extension ladder to a concrete patio and breaks his arm. He is out of work for 2 days and on restricted duty for 10 days. Check *Column H: Cases with Days Away from Work*, record 2 days in Column K and 10 days in Column L. Leave Column I blank.

### Column I: Job Transfer or Restriction

If the case does not have *any* days away from work, but has days of job transfer or restriction, record the case in *Column I: Cases with Job Transfer or Restriction*. If a case has even one day away from work, it is recorded in *Column H: Cases with Days Away from Work*. For more information on counting days, see the section on Columns K & L.

#### Job Restriction

- ◆ An injury or illness prevents an employee from performing one or more routine functions of his or her job. A routine function is defined as a task performed at least once per week.  
*Example 1:* Every Friday, Cindy moves 15-40 lb delivery boxes. A work-related injury prohibits her from lifting over 20 lbs. for five days. The injury is a recordable case with 5 days of restriction.  
*Example 2:* The doctor tells Aaron not to lift anything over 40 lbs. His normal workweek does not require any lifting over 15 lbs. The restriction is *not* recordable.
- ◆ An employee is kept from working a full workday.  
*Example:* Todd is injured at work and is told to work only four-hour shifts for 2 days. The injury is a recordable case with 2 days of restriction.

#### Job Transfer

- ◆ An injured or ill employee is temporarily or permanently transferred to a position with different job duties.  
*Example:* A landscaper has three fingers amputated in a work-related accident. She is transferred to an office job for six months. The injury is a recordable case with 180 days of job transfer.
- ◆ An employee performs his or her routine job duties for part of the day and is assigned to another job for the rest of the day.  
*Example:* A carpenter injures his hand at work. For three days he is reassigned to a desk job for the morning hours but works as a carpenter in the afternoon. The injury is a recordable case with 3 days of job transfer.

#### Job Restriction & Transfer

- ◆ If a physician or licensed health care professional recommends either of the above, record the number of days the physician recommends, even if the employee does not follow the recommendation.  
*Example:* George is injured at work and is told not to lift anything over 30 lbs for five days. However, he immediately resumes his full job duties. The injury is a recordable case with 5 days of restriction.
- ◆ If the employer assigns a work restriction or transfer to prevent an injury or illness from occurring, do not record it as a case.  
*Example 1:* A supervisor notices that a delivery truck is unsafe and instructs the driver to conduct inventory in the warehouse until repairs are complete. Since there is no injury or illness, the transfer is *not* recordable.  
*Example 2:* Enrique sprains his ankle at work but it is not serious enough to require medical attention or time away from work. His supervisor instructs him not to lift packages over 15 pounds for three days. The injury is a recordable case with 3 days of restriction.

### Column J: Other Recordable Cases

- ◆ **Recordable.** A case is OSHA recordable if it involves medical treatment beyond First Aid or diagnosis of a significant injury or illness. If the employee did not have days away from work (Column H), job transfer or restriction (Column I), the case is recorded in *Column J: Other Recordable Cases*. You must also record the appropriate category under *Column M: Injury and Illness Types*. Examples of these cases include:
  - ◇ Medical treatment that does not fall under First Aid as listed below.
    - » Prescription medication. The use of non-prescription medication at prescription strength as recommended by a physician or Licensed Health Care Professional (PLHCP) is considered prescription medication.
    - » Immunizations (except tetanus) such as hepatitis B or rabies vaccines
    - » Wound-closing devices such as surgical glue, sutures, staples, etc.
    - » Any device with rigid stays or other systems designed to immobilize parts of the body.
    - » Therapeutic massages such as physical therapy or chiropractic treatment.
    - » Removal of foreign material that is embedded in the eye.
  - ◇ Significant Diagnosed Injury or Illness: Any serious or significant work-related disorder that is diagnosed by a PLHCP or identified by a positive medical test. These include work-related cases involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum.
  - ◇ Needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious materials. Potentially infectious materials include human bodily fluids, tissues and organs, and materials infected with the HIV or hepatitis B virus.
  - ◇ An OSHA standard requires medical removal of an employee for medical surveillance
  - ◇ Loss of consciousness from a work-related injury or illness is recordable. Loss of consciousness due *solely* to personal health conditions (diabetes, epilepsy, narcolepsy, etc.) is not recordable.
- ◆ **Not Recordable.** If a case is limited to First Aid treatment AND there is no lost time - days away from work (Column H) or job transfer or job restriction (Column I) - do not include the case on your OSHA 300 Log. The case is not OSHA recordable, even if the First Aid treatment is administered at a health clinic, emergency room, hospital, or other medical treatment facility. First Aid treatment is defined as:
  - ◇ Visits to a PLHCP solely for observation or counseling.
  - ◇ Diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications solely for diagnostic purposes (e.g., eye drops to dilate pupils).
  - ◇ Using non-prescription medications at non-prescription strength (per box instructions).
  - ◇ Administering tetanus immunizations.
  - ◇ Cleaning, flushing or soaking wounds on the surface of the skin.
  - ◇ Using wound coverings such as bandages, Band-Aids, gauze pads, butterfly bandages, Steri-Strips, and other similar coverings (wound closing devices listed above are considered medical treatment).
  - ◇ Using any non-rigid means of support such as elastic bandages, wraps, non-rigid back belts, etc.
  - ◇ Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
  - ◇ Drilling of fingernail or toenail to relieve pressure, or draining fluid from a blister.
  - ◇ Removing splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs or other simple means.
  - ◇ Removing foreign bodies from the eye using only irrigation or a cotton swab.
  - ◇ Using eye patches or finger guards.

- ◇ Non-therapeutic massages (spa treatment).
  - ◇ Using hot or cold therapy.
  - ◇ Drinking fluids for relief of heat disorder.
- ◆ **Examples.** Remember that an injury must be limited to First Aid treatment AND have no associated time away from work in order to be non-recordable. If a case is limited to First Aid treatment but requires time away from work, the case is recordable.
- Example 1:* Susan slips and falls on an ice patch in the parking lot. Her right leg is heavily bruised and she stays at home the next day to recover. She does not receive medical treatment. The case is recordable in *Column H: Days Away from Work*.
- Example 2:* Carl trips at work, hurting his ankle. He goes to the emergency room for an X-ray, which shows the ankle is not broken, and returns to work the next day. This injury is *not* recordable.
- Example 3:* Peter cuts his finger at work, receives stitches at the walk-in clinic, and immediately returns to work. The case is recordable in *Column J: Other Recordable Cases*.

#### **Columns K & L: Number of Days**

- ◆ Start counting with the day after the injury and count calendar days. Count all the days the person is unable to work, or work with restrictions/transfer, even if the person is not scheduled to work on those days. Remember, your DART rate is affected by the number of cases, not the number of lost days.

*Example 1:* An employee's workweek is Monday through Friday. The employee is injured on Thursday morning and goes home for the rest of the day. She stays home on Friday and Monday, but returns to full duty Tuesday morning. This case involves lost time and should be recorded in *Column H: Cases with Days Away from Work*. Also record 4 days (Friday, Saturday, Sunday, and Monday) in *Column K: Number of Days Away From Work*.

*Example 2:* On Monday morning, an employee punches in at 8:05 a.m. and is injured at 8:15 a.m. He goes home for the rest of the day but returns on Tuesday to work a complete shift without restrictions/transfer. This case does not involve lost time. If the injury required treatment beyond first aid, you would record it in *Column J: Other Recordable Cases*.
- ◆ If a case has days away from work that continue into the next year, record the case and all lost time on the OSHA Log *for the year the injury or illness occurred*.

*Example:* An employee is injured on December 24, 2005, and remains out of work for 30 days. The case and the 30 days away from work would be recorded on the 2005 log. Do not include the case or days lost on the 2006 log.
- ◆ If an individual case has a large amount of lost time, you may stop counting at 180 days.

*Example:* An employee is injured and stays home for 150 days, followed by 120 days of job transfer. You may record 150 days in *Column K: Number of Days Away From Work* and 30 days in *Column L: Number of Days of Transfer or Restriction* for a total of 180 days.
- ◆ If a person leaves your company for reasons unrelated to the injury or illness, stop counting the number of days.

*Example 1:* A clerk typist falls in the parking lot and breaks her leg. The doctor recommends she stay home for two weeks. After one week, she accepts a job at another establishment. Record 7 days in *Column K: Number of Days Away From Work*.

*Example 2:* A carpenter's leg is amputated after suffering a work-related accident. His doctor states that he will be out of work for 120 days, followed by 50 days of job restriction. Due to the injury, the carpenter decides to pursue another career. Record the case in *Column H: Cases with Days Away from Work*. Record 120 days in *Column K: Number of Days Away From Work* and 50 days in *Column L: Number of Days of Transfer or Restriction*.

### **Column M: Injury and Illness Type**

For every recordable case, there should be a check mark in an injury or illness category (Columns M1–M6 on the OSHA 300 Log). The total number of cases (G+H+I+J) must equal the total for Column M (1+2+3+4+5+6). Examples in each category are provided below.

- ◆ Injuries
  - M1 Injuries: Amputations, animal and insect bites, broken bones, burns, concussions, electrocutions, heat stroke, hernias, lacerations, muscle strains and sprains, etc.
- ◆ Illnesses
  - ◇ M2 Skin Disorders: dermatitis, rosacea, psoriasis, etc.
  - ◇ M3 Respiratory Conditions: sinusitis, influenza, emphysema, asthma, tuberculosis, etc.
  - ◇ M4 Poisonings: carbon monoxide, lead, or cadmium poisoning, medical removal due to an OSHA standard, etc.
  - ◇ M5 Hearing Loss: Specific guidelines may be found online @ [www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping)
  - ◇ M6 All Other Illnesses: Repetitive motion illnesses such as carpal tunnel syndrome or tendonitis, mental illness, varicose veins, chicken pox, etc.

### **DART (Days Away, Restricted, or Transferred) Rate**

- ◆ Indicates how many days away, restriction, or transfer cases occur per 100 full-time workers. For example, a DART rate of 4.0 indicates that for every 100 full-time employees, 4 of them will have an injury or illness requiring days away from work, restricted, or transferred.
- ◆ Calculated using the information on the OSHA Form 300A:  
(Column H + Column I) x 200,000 ÷ Total Hours Worked = DART Rate
- ◆ Used by Federal OSHA to identify companies with DART rates above the national average. In 2007, the national DART Rate for private industry was 2.1.

### **TRC (Total Recordable Case) Rate**

- ◆ Indicates how many OSHA recordable cases occur per 100 full-time workers. For example, a TRC rate of 5.0 indicates that for every 100 full-time employees, 5 of them will have an injury or illness that is recorded on the OSHA Form 300.
- ◆ Calculated using the information on the OSHA Form 300A:  
(Column G + Column H + Column I+ Column J) x 200,000 ÷ Total Hours Worked = TRC Rate
- ◆ In 2007, the national TRC Rate for private industry was 4.2.

### Contact OSHA

- ◆ Private Sector – Federal OSHA
  - Hartford Area Office - 860.240.3152
  - Bridgeport Area Office - 203.579.5581
  - After Hours – 1.800.321.OSHA (1.800.321.6742)
  - Online @ [www.osha.gov](http://www.osha.gov)
- ◆ Public Sector – State OSHA
  - CONN-OSHA - 860.263.6900
  - Fatality Report – 1.866.241.4060
  - Online @ [www.ct.gov/dol](http://www.ct.gov/dol)
- ◆ Private & Public Sector
  - Consultation visits may be requested by calling CONN-OSHA at 860.263.6900 or completing the online form at [www.ct.gov/dol](http://www.ct.gov/dol)
  - Recordkeeping questions may be directed to CONN-OSHA Statistics at 860.263.6941

### NOTICE

This handout is a general overview of OSHA recordkeeping. It does not address all the rules and regulations of OSHA recordkeeping, which are periodically updated. *You are responsible for upholding all OSHA regulations regarding the reporting and recording of occupational injuries and illnesses.* If you should have any questions regarding these regulations, call your local OSHA office. A complete copy of OSHA Regulations PART 1904 -- Recording and Reporting Occupational Injuries and Illnesses may be viewed online at [http://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1904](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1904)