

BULLETIN

Risk Control

ACWA/Joint Powers Insurance Authority, 5620 Birdcage Street, Suite 200, Citrus Heights, CA 95610-7632, (800) 231-5742

by R. Scott Wood

February 2008

OSHA LOG 300 REPORTING REQUIREMENTS

The Occupational Safety and Health Act (OSHA) of 1970, requires the Secretary of Labor to produce regulations that require employers to keep records of occupational deaths, injuries, and illnesses. The records are used for several purposes. OSHA uses the records to direct its programs and measure its own performance. Inspectors use occupational statistics during inspections to direct their efforts to the hazards that are hurting workers. Employers and employees use the records to implement safety and health programs at individual workplaces.

Injury and illness records are critical indicators both for employers and for OSHA. They tell us how we are doing in our efforts to keep workers safe by pinpointing weaknesses (e.g., breakdowns in machinery, inadequate personal protective equipment, failures in communication, or insufficient training). When a worker gets sick or hurt, something has gone wrong, and employers need to look at these cases to see if they can take action to prevent future problems.

There is also great value in reviewing the records as a whole, to identify patterns and trends. What is happening in specific departments and across the facility? How does your injury and illness experience stack up against others in your industry? Is it clear that your employees understand the need to wear protective equipment and follow safety rules? Asking these questions and taking action in response to the answers, can prevent future injuries and illnesses.

Whenever OSHA visits a workplace, injury and illness records are the first thing the inspectors want to see. These records provide a starting point to identify where problems may lie. Of course, if a company has been tracking its experience and addressing these issues, what may be found is that the site has corrected hazards and resolved concerns.



Each year about 80,000 sites in high-hazard industries are asked to send injury and illness data directly to OSHA. This gives OSHA an opportunity to track data directly, and identify individual sites that need to improve. Records are important beyond individual establishments, and we need to know how the entire U.S. workforce is doing. We need to find out where the problems are so we can work to address them. The Bureau of Labor Statistics surveys about 200,000 employers of all sizes and in all industries, to develop the national estimate of workplace injuries

and illnesses, issued every December.

When it comes to OSHA recordkeeping, an employer needs to ask "am I covered?" Every employer regardless of size or industry must orally report any incident that involves the death of a worker, and/or the hospitalization of three or more workers. You must call your local Cal/OSHA Enforcement Unit office within eight hours of the incident. A listing of Cal/OSHA Enforcement Unit offices can be found online at:

<http://www.dir.ca.gov/dosh/DistrictOffices.htm>

If you have ten or fewer workers, you normally do not need to keep injury and illness records. Remember to include temporary employees under your direct supervision in that count.

The injuries and illnesses you record must be new cases that are work-related. That includes pre-existing conditions that are significantly aggravated by workplace events or exposures. Work-related injuries and illnesses that need to be recorded are those that result in:

- Death;
- Days away from work;
- Restricted work or transfer to another job;
- Medical treatment beyond first aid;
- Loss of consciousness; and
- Significant injury or illness diagnosed by a physician or other licensed healthcare professional.

There is a list of exceptions, problems not considered work-related, that employers do not have to record. These include cases involving eating and drinking food and beverages, common colds and flu, blood donations, and exercise programs. In addition, mental illness will not be recorded unless the employee voluntarily provides the employer with an opinion from an appropriate licensed healthcare professional, stating that the employee's mental illness is work-related. While some injuries to employees doing work at home or while traveling on business are counted, injuries or illnesses are not considered work-related if they occur while the employee is on a personal detour from a reasonably direct route of travel (e.g., has taken a side trip for personal reasons).

What you do not record are injuries or illnesses treated through first aid (e.g., taking aspirin, getting a tetanus shot, applying a butterfly bandage, draining a blister, wearing a finger guard, etc).

When it comes to counting days away from work or days of restricted work activity just count calendar days. This makes the counts more consistent and makes the actual length of an injury or illness clear.

The 300 log is a listing of all the injuries and illnesses at your site. You can maintain it on a computer or at another location, as long as you can produce a copy at the workplace whenever it is needed. You have seven calendar days to fill in the form once you learn of a case.

The 301 form is the individual record of a work-related injury or illness. You need to fill out a new form for each case within seven calendar days.

Form 300A is the summary of work-related injuries and illnesses. This is posted every year for a three-month period from February 1 to April 30. The summary must be certified by a company executive (i.e., the highest ranking company official working at that site, or his or her supervisor).

With the forms come privacy protections for workers. You will not enter the name of workers for sensitive cases such as injuries or illnesses involving an intimate body part or the reproductive system, sexual assault, HIV or hepatitis infection, tuberculosis, mental illness, or other similar cases. You do need to keep a separate, confidential identity list for these cases. Regardless of the injury or illness, if you share your records with anyone not authorized to see them, you must remove employee names before doing so.

OSHA recordkeeping forms must be kept for five years following the year they cover. During that time you need to update the OSHA 300 form to include newly discovered cases, or to show changes in old cases. You do not have to update the 301 and 300A forms. Be sure to transfer the recordkeeping forms if you sell your business.



Risk Management Staff

Harve LaBounty, Director of Risk Management
Keith Forbes, Senior Risk Management Consultant
John Haaf, Senior Risk Management Consultant
Peter Kuchinsky II, Senior Risk Management Consultant
Lee Patton, Senior Risk Management Consultant
R. Scott Wood, Risk Management Consultant
Terry Lofing, Administrative Assistant II

NEWS from CPSC

U.S. Consumer Product Safety Commission

Office of Information and Public Affairs

Washington, DC 20207

FOR IMMEDIATE RELEASE

January 31, 2008

Release #08-181

Firm's Recall Hotline: (800) 241-0448

CPSC Recall Hotline: (800) 638-2772

CPSC Media Contact: (301) 504-7908

Campbell Hausfeld Recalls Air Compressors Following Fires

WASHINGTON, D.C. - The U.S. Consumer Product Safety Commission, in cooperation with the firm named below, today announced a voluntary recall of the following consumer product. Consumers should stop using recalled products immediately unless otherwise instructed.

Name of Product: Campbell Hausfeld and Husky Air Compressors

Units: About 233,000

Importer: Campbell Hausfeld, of Harrison, Ohio

Hazard: Protective covers on the compressor's motor are not made from proper flame retardant material and can ignite, posing a fire hazard to consumers.

Incidents/Injuries: The firm has received 11 reports of fires. No injuries have been reported.

Description: The recall involves the following Campbell Hausfeld and Husky brand air compressors:

Capacity	Model Numbers	Serial Numbers
8-15 gallon	HL410100, HL421000 HL421500, HL431500	The first four digits of the serial number indicate a date code from July 2005 (0705) through March 2007 (0307)
4 gallon	HL5402	Have a prefix of HY, KB, or HU followed by a date code from November 2006 (1106) through November 2007 (1107)

The model and serial number are located on the back of the tank.

Sold at: Home improvement and hardware stores nationwide from September 2005 through November 2007 for between \$170 and \$200.

Manufactured in: China

Remedy: Consumers should stop using the air compressor immediately and contact Campbell Hausfeld for a

free repair kit.

Consumer Contact: For further information, contact Campbell Hausfeld at (800) 241-0448 between 8 a.m. to 5 p.m. ET Monday through Friday, or visit the firm's Web site at www.chpower.com



[Send the link for this page to a friend!](#) The U.S. Consumer Product Safety Commission is charged with protecting the public from unreasonable risks of serious injury or death from more than 15,000 types of consumer products under the agency's jurisdiction. Deaths, injuries and property damage from consumer product incidents cost the nation more than \$800 billion annually. The CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical hazard. The CPSC's work to ensure the safety of consumer products - such as toys, cribs, power tools, cigarette lighters, and household chemicals - contributed significantly to the decline in the rate of deaths and injuries associated with consumer products over the past 30 years.

To report a dangerous product or a product-related injury, call CPSC's hotline at (800) 638-2772 or CPSC's teletypewriter at (800) 638-8270, or visit CPSC's web site at www.cpsc.gov/talk.html. To join a CPSC email subscription list, please go to <https://www.cpsc.gov/cpsclist.aspx>. Consumers can obtain this release and recall information at CPSC's Web site at www.cpsc.gov.