

# What You Should Know About Recording - Workplace Injuries And Illnesses

*(New Osha 300 Log)*

The 1970 Occupational Safety and Health Act (OSHA) requires certain employers to prepare and maintain records of work-related injuries and illnesses. Dealerships who have 11 or more employees must comply with these regulations. A new OSHA record-keeping rule that went into effect January 1, 2002, changes the way businesses record and report injuries/illnesses in the workplace. As confusing as it may first sound, the new rules actually allow for more flexibility, simplify the recording process and allow increased use of computers in the recording process. For example, if a dealership has multiple locations, records can be stored at the main store, then transferred to the OSHA 300 Summary Log for each store to post during the required posting time. Following is a summary of the requirements and what you need to know.

In the past, any dealership with 11 or more employees was required to maintain an OSHA 200 Log that reported any injury or illness (anything that requires more than just first aid) that occurred at the dealership during the calendar year. Each year, during the month of February, employers were required to post this summary log in a place(s) where employee notices were customarily posted. The logs were then kept on file for five years following the end of the calendar year to which they related. This year, during the month of February (2002), you should have posted your OSHA 200 Log for the 2001 calendar year. Each recordable case was to be entered on the log within six workdays after learning of its occurrence.

Effective January 1, 2002, some changes were implemented. Now, employers with 11 or more employees are to keep a record of workplace injuries and/or illnesses on new forms called the OSHA 300, 300A, and 301.

OSHA's Form 301 Injury and Illness Incident Report - one of the first forms you complete when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents. Within seven calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent.

OSHA Form 300 - used to classify work-related injuries and illnesses and to note the extent and severity of each case. Record information about every work-related death and work-related injury or illness that involves a loss of consciousness, restricted work activity or a job transfer, days away from work or medical treatment beyond first aid.

OSHA Form 300A Summary- shows totals for the year in each category. At the end of the year, post the *Summary* in a visible place so your employees remain aware of the injuries and illnesses occurring in their workplace. This form must be completed even if no work-related injuries or illnesses occurred during the year. Post this *Summary* page from February 1 thru April 30 of the year following the year covered by the form.

By now, most of you have probably received solicitation from companies claiming you need to purchase new posters in order to be in compliance with the new OSHA record-keeping rule. There is no need to purchase anything! A small packet is available that includes information on how to fill out the log, definitions of what is considered an injury or illness, copies of all the forms, and worksheets to help you fill out the summary. If you would like a copy of the OSHA Forms for Recording Work-Related Injuries and Illnesses, they can be accessed from the Internet at [www.osha-slc.gov/recordkeeping/index.html](http://www.osha-slc.gov/recordkeeping/index.html) or simply call the association and we'll send you a copy.