



## Safety Blast

# OSHA Recordables - OSHA Reportable Documentation Requirements

### What is an **OSHA Recordable**?

#### Any Workplace Injury or Illness...

that results in loss of consciousness, days away from work, restricted work, or transfer to another job. Any work-related injury or illness requiring medical treatment beyond first aid, such as diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.

### What is Reportable? - Must Report Within.

- Fatality - 8 hours
  - Loss of consciousness - 24 hours
  - Amputation – 24 hours
  - In-patient Hospitalization – 24 hours
  - Loss of an Eye or sever Eye Injury – 24 hours
- A **heart attack** on the job can also be considered **reportable**



OSHA's Form 300 (Rev. 11/2016)  
**Log of Work-Related Injuries and Illnesses**  
 Year: 2012  
 U.S. Department of Labor  
 Occupational Safety and Health Administration

## Documentation Required by OSHA

Employers must complete an OSHA 300 log for each injury or illness that qualifies. A 300A, summary report, summarizing the 300 logs must be completed annually. This report must be posted in a common area for all employees to see from **Feb. 1 to April 30 each year**. This report is also required to be electronically submitted to OSHA.

### Discussion Points:

- Who is responsible for reporting an incident/accident?
- What is (your organizations) procedure for reporting an incident/accident?
- Why is it important to report any and all injuries through proper channels? Even if it may not be an OSHA recordable or reportable?



For more comprehensive instructions and clarification on Recordkeeping please go to:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.7>

For more comprehensive instruction on electronically submitting your 300A Summary Report please go to:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.41>