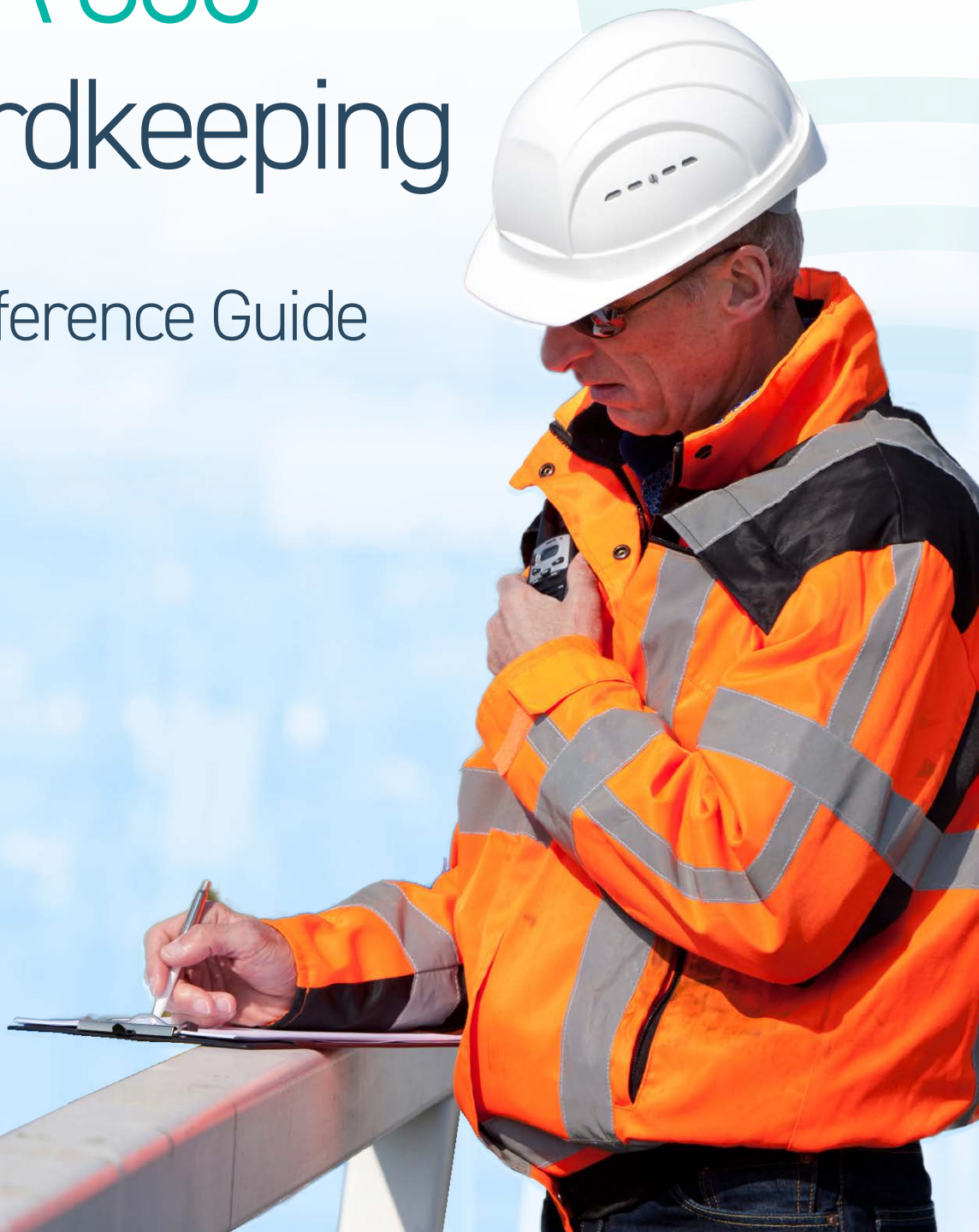




SAFETY SERVICES
COMPANY

OSHA 300 Recordkeeping

Quick Reference Guide



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1. An Overview of OSHA Recordkeeping

The proverbial pulse for safety at a company is its recordkeeping. More specifically, the number of injuries or illnesses occurring at a company provides a measure of how safe it is. Not all injuries or illnesses are the same in the eyes of the Occupational Health and Safety Administration (OSHA), though. Where some incidents are “recordable”, others are not. It’s important to know the difference, so you can provide an accurate estimate of safety in the workplace.

NOTE: Inaccurate, or “over-reporting” of injuries and illnesses can negatively impact your business and could lead to increased costs and missed opportunities.

If you’ve got more than 10 employees, recordkeeping isn’t just an exercise. It’s the law. You must track recordable incidents and report them to OSHA.

This quick reference guide is designed to help you to get it right first time!



2. OSHA 300 Records: What You Need to Know

What to Record

Recordable Incidents

You will only be reporting “recordable” incidents. These include:

- Any work-related fatality
- Any work-related 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
- Any work-related diagnosed, including but not limited to:
 - Case of cancer
 - Chronic irreversible diseases
 - Fractured or cracked bones or teeth
- Any other special recording criteria for work-related cases, including but not limited to those involving:
 - Needlesticks
 - Medical removal
 - Hearing loss

Medical Treatments Beyond First Aid

Use of the following medical treatments must be recorded:

- Immunizations besides those for tetanus
- Sutures, staples, or other such non-surface wound closing materials
- Devices with rigid stays or other systems designed to immobilize parts of the body
- Physical therapy or chiropractic treatment





What Doesn't Need to Be Recorded

First Aid, What That Means

You do not need to report first aid. According to [OSHA](#), the following constitutes first-aid.

- Using a non-prescription medication at nonprescription strength
- Administering tetanus immunizations
- Cleaning, flushing or soaking surface wounds
- Applying wound coverings, including but not limited to:
 - Bandages,
 - Band-Aids™
 - Gauze pads
- Providing hot or cold therapy
- Employing any non-rigid means of support, including but not limited to:
 - Elastic bandages
 - Wraps
 - Non-rigid back belts
- Using temporary immobilization devices (splints, slings, etc.) during transport
- Drilling of a fingernail or toenail to relieve pressure or draining fluid from a blister
- Using eye patches
- Removing foreign bodies from the eye using only irrigation or a cotton swab
- Removing splinters or foreign material from areas other than the eye through simple means
- Using finger guards
- Using massages
- Drinking fluids for relief of heat stress





What Are Case Files

You'll want to maintain case files, central repositories such as folders (digital or print) for all documentation and information relevant to each potential case that requires recordkeeping. The case files can include:

- Incident investigation forms
- Notes
- Photos
- Claims information (e.g., workers compensation)
- Statements
- Medical paperwork
- Any other documentation relevant to the incident



Some Tips for Creating Case Files

- Keep blanks of OSHA 300 forms on hand, especially the OSHA Form 301, the Injury and Illness Report form
- Fill in what you know at the time of the incident and store these with other case files
- Within a week, identify if the incident is any of the following:
 - Recordable
 - Work-related
 - A new case
 - A recurrence of an existing one

Forms: What's Included, and How to Submit

What Are the Forms

You will have up to three forms to fill out:

- Log of Work-Related Injuries and Illnesses (OSHA's Form 300)
- Summary of Work-Related Injuries and Illnesses (OSHA's Form 300A)
- Injury and Illness Report (OSHA's 301, filed as close to the time of the incident as possible)

Where to Get the Forms

The forms, complete with directions, can be downloaded directly from the [OSHA Website](#). The website also provides more detail on many facets of the incident. Including:

- Restricted work
- How to count the number of days of restricted work or days away from work
- Privacy concerns with the use of names
- Classifying injuries and illnesses
- Other detailed information



Details Included in Form 300

- Use the name of the employee if there are no privacy concerns
- The job title of the employee
- When and where it occurred
- A brief description is required
- Classify the seriousness of the case by recording the most serious outcome associated with the case:
 - Column G, death
 - Column H, days away from work
 - Column I, job transfer or restriction
 - Column J, other recordable cases
 - Column K, days away from work or was on job transfer or restricted work activity
 - Column L, days on job transfer or restriction
 - Column M, identify whether the case is an injury or an illness

Details Included in the Form 300A

- Number of cases and associated:
 - Total number of deaths
 - Total number of cases with days away from work
 - Total number of cases with job transfer or restrictions
 - Total number of other recordable cases
- Number of days and associated:
 - Total number of days away from work
 - Total number of days of job transfer or restrictions
- Injury and illness types such as:
 - Skin disorders
 - Respiratory conditions
 - Poisonings
 - Hearing Loss
 - All other illnesses
- Establishment Information:
 - Establishment name
 - Address
 - Industry description
 - North American Industrial Classification (NAICS)
- Employment Information:
 - Annual average number of employees
 - Total hours worked by all employees last year





Details Included in the Form 301

- Information about the employee, e.g.:
 - Full name
 - Address
 - Date of birth
 - Date hired
 - Gender
- Information about the physician or other health care professional, e.g.:
 - Name
 - Facility, if any
 - Whether the employee was treated in an emergency room
 - If the employee was hospitalized over night
- Information about the case
 - Case number
 - Date of injury or illness
 - Time of shift start
 - Time of event
 - Descriptions of the event based on provided questions



How to Determine the Size of Your Organization

The size of your organization is specifically the peak size of your organization during the recordkeeping year. If your organization was between 20 and 250, or 250 or more, at any point during the year, then you must meet requirements targeting those sizes.

Where to Submit Forms

Companies of a specific size or category must submit their form 300A to OSHA electronically using the injury tracking application:

<https://www.osha.gov/injuryreporting/index.html#clickhere>.

Those companies include those that meet one of the following criteria:

- 250+ employees, if they do not work in any of the partially exempt industries listed in this OSHA table:
<https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>
- Between 20 and 250 employees that do work in any of the industries identified in 1904.41 Appendix A:
<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.41AppA>
- A written notice from OSHA specifically requesting OSHA 300A data

Which Forms to Post

Although you can post all forms, you need only post form 300A. Post it in a conspicuous location where all can see it. Keep it posted from February 1 to April 30 of the corresponding year.

Who Should Sign the Form(s)

Have the highest-ranking company executive (owner, CEO, etc.) sign the summary form, OSHA 300A.



How to Calculate TRIR and DART Rates

While not legally required, total recordable incidents rate (TRIR) and/or the DART (Days Away Restricted or Transferred) rate can give valuable insight into workplace safety and facilitate proactivity.

Formula to Calculate Recordable Rate

The formula for calculating the “recordable” rate is below:

$$\frac{\text{Total recordables}(200,000)}{\text{Total Hours Worked for All Employees}} = \text{TRIR}$$

Formula to Calculate DART Rate

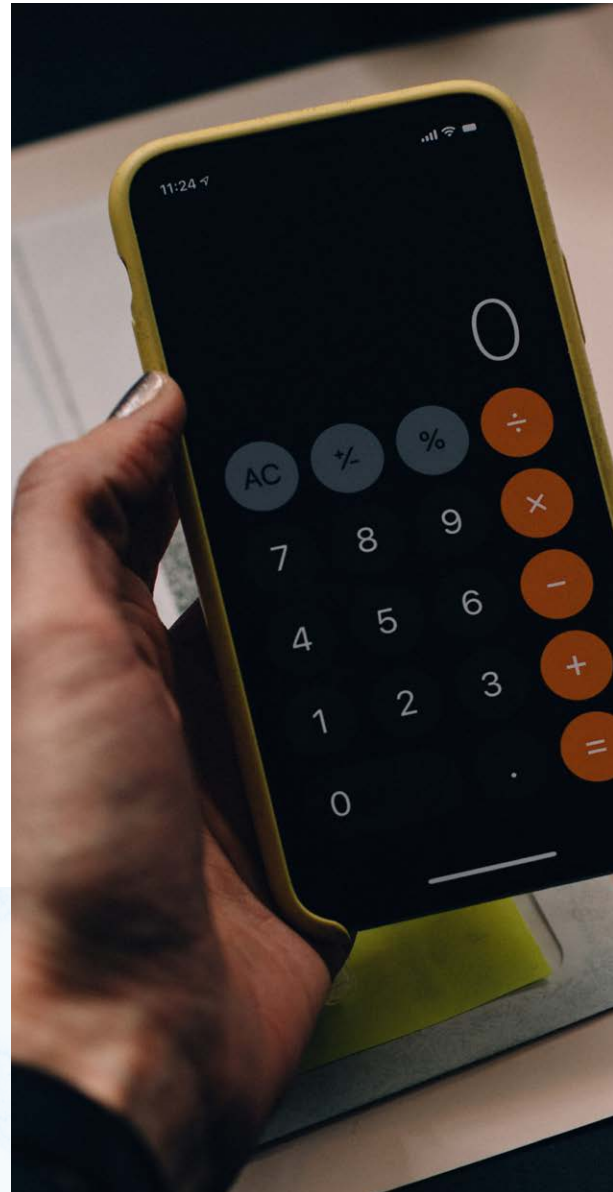
Use the data from the OSHA 300 to complete the following formula:

$$\frac{(\text{Column H} + \text{Column I}) * 200,000}{\text{Total Hours Worked for All Employees}} = \text{Dart Rate}$$

Note: The addition of columns H and I represents the total number of recordables that resulted in days away, restricted, or transferred.

Why Use 200,000 for the Recordable Rate?

This is a baseline, constant number calculated by multiplying 100 (the number of employees) by 40 (hours worked per week) by 50 (weeks worked per year).





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