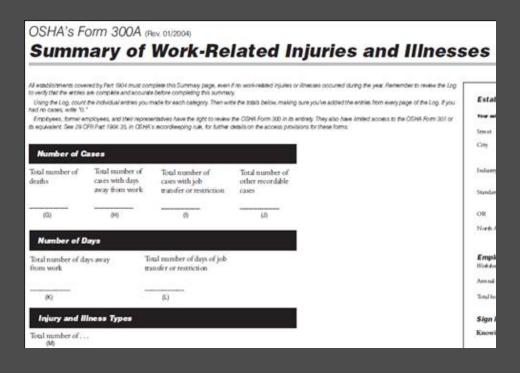
How to complete OSHA 300 & 300A



Use OSHA's Form 300 to create the 300A Sections are self explanatory – check only those that apply.

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OSHA's Form 300 (Rev. 01/2004)						a manner that protects the confidentiality of						Yea	1		1			
Log of Work-Related Injuries and Illnesses You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment to first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnes that meet any of the specific recording criteria listed in 29 CFR 1904 to through 1904 to. Feel free to u							employees to the extent possible while the information is being used for occupational safety and health purposes.				U.S. Department of Labor Occupational Safety and Health Administration							
								Establishme	ent name			State		groved	OMB	o. 1248-6	MTE	
Iden	tify the person			Describe the car	50	Class	fy the case	0										
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g. Velder)	(D) Date of injury or onset of its investigation (mo.FGay)	(E) Where the event cocurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:			Enter the r days the ir worker wa	Check the "injury" column or choose one type of illness:								
						Death	Dags away from work	Remained at work. Job transfer Other record-		Avag From Vork	On job transfer or restriction		Skin Disorder	spiratory metrion	ksoning	aring Loss	2 other Bress	
								Prestriction	able cases	(days)	(days)	ž.	100	20	6	ž	4	
	Mark Bagin	Velder	5/25	basement	fell from ladder	[9]	(H)	-0-	(d)	(K)	(1)	7	(2)	[3]	101	(5)	[6]	
0	Shana Alexander	Foundry man	7112	pouring dock	poisoning from lead fumes		,			12					,			
97	V		1000		(10.50					1000					-		7 1	

Important information



- OSHA 300 forms must be posted from February 1 to April 30, for preceding year's incidents.
- Company must keep forms for a minimum of 5 years.
- Only post a copy of this form to prevent disposal

What do you record?

Injuries and illnesses that result in:

- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment <u>beyond</u> first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a physician or other licensed healthcare professional. [§1904.7]

What don't you record?

Injuries or illnesses treated through first aid. (Such as taking aspirin, getting a tetanus shot, applying a butterfly bandage, draining a blister, wearing a finger guard, etc.)

For recordkeeping purposes, first aid cases are not recordable. The rule provides an absolute list of what is first aid. If a treatment is NOT on the list, it MUST be considered medical treatment. [§1904.7(b)(5)(ii)]

More exclusions

We've also got a new list of exceptions – problems not considered work-related. The rule makes it clear that employers don't have to record cases involving:

- Eating and drinking food and beverages
- Common colds and flu
- Blood donations
- 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. But some injuries to employees doing work at home or while traveling on business are counted. [§1904.5]

REGION 4

Regional Office 61 Forsyth Street, SW, Room 6T50 Atlanta, Georgia 30303 (678) 237-0400 (678) 237-0447 FAX

- For cases involving a fatality, enter a checkmark in column G on the OSHA Form 300. Note in column M whether the case involved an injury or an illness.
- Also remember that you must call your local OSHA office and verbally report the fatality within 8 hours of learning of its occurrence. (For a listing of OSHA offices, see the map linked from the About OSHA page on osha.gov.)
- Addresses for this are on the following pages

Alabama Area Offices

Birmingham Area Office

Medical Forum Building 950 22nd Street North, Room 1050 Birmingham, AL 35203 (205) 731-1534 (205) 731-0504 FAX

Mobile Area Office

1141 Montlimar Drive, Suite 1006 Mobile Alabama 36609 (251) 441-6131 (251) 441-6396 FAX

Georgia Area Offices

Atlanta East Area Office

LaVista Perimeter Office Park 2183 N. Lake Parkway, Building 7 Suite 110 Tucker, Georgia 30084-4154 (770) 493-6644 (770) 493-7725 FAX

Atlanta West Area Office

2400 Herodian Way, Suite 250 Smyrna, Georgia 30080-2968 (678) 903-7301 (770) 984-8855 FAX

Savannah Area Office

450 Mall Boulevard, Suite J Savannah, Georgia 31406 (912) 652-4393 (912) 652-4329 FAX

OSHA 300 & 300A Forms

To obtain the OSHA 300 & 300A forms, cut and paste the link below into your internet browser. Then print the pages to be completed.

http://osha.gov/recordkeeping/new-osha300form1-1-04.pdf

