



Don't Forget to Complete and Post Your OSHA 300 Logs!

Now that the holiday season is over, it's time to start preparing your 300 Logs, as required by the Occupational Safety and Health Administration. The OSHA recordkeeping standard, 29 CFR 1904, states that employers must have their 300A form completed, signed, and posted from February 1, 2014 to April 30, 2014.

Employers should ensure that injuries which meet the following criteria have been included on the 300 log form:

- Death
- Loss of consciousness
- Days away from work
- Restricted work activity or job transfer, or medical treatment beyond first aid.
- Any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material
- Any case requiring an employee to be medically removed under the requirements of an OSHA health standard
- Tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.
- An employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.

If the employer has an incident which meets one of the above listed criteria, it is important that they identify if the incident has resulted in restricted work activity, or days away from work. Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred. Days away from work include any calendar day, after the date of injury, which the employee is unable to work. If your incident meets either the restricted work activity definition, or days away from work, be sure to record the correct number of days in the appropriate column.

If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember to only record the most serious outcome for each case.

For additional compliance assistance, visit <http://osha.gov> or contact RiskControl360° by email at info@riskcontrol360.com or by phone at 1-877-360-3608.