

## **WEEKLY SAFETY TIP – 1/17/11 – GET YOUR OSHA 300 LOGS HERE!**

Yes, it's that time of year again. Time to pull out the OSHA 300, 301 and 300A logs and get them up and posted. The purpose of these logs is to provide to OSHA information on work related injuries and illnesses. For those of you in State Plan States, like SCM, which is in California, you need to provide this information to your state OSHA. For those who are not in State Plan States, you send the form to the Federal OSHA. (If you are not sure, here's a link to the list of State Plan States: <http://www.osha.gov/dcsp/osp/index.html>.)

How do you fill out the forms? What goes on them? Just because someone got sick or hurt while working doesn't mean it has to be recorded. 29 CFR 1904 contains the recordkeeping requirements for Fed OSHA. It is also contained in OSHA's Recordkeeping Handbook. Here's a link to that Handbook: <http://www.osha.gov/recordkeeping/handbook/index.html>.

29 CFR 1904.4 – 1904.7 contain most of the recording criteria. There is a decision tree in 29 CFR 1904.4 that helps to understand whether the illness or injury is recordable. Here is a link to that portion of the Recordkeeping Regulation:  
[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9635](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9635)

At the end of each year, you are to summarize the recordable injuries and illnesses from that year. You record the summary on your 300A log. This log is required to be posted in a conspicuous place where employee notices are usually posted. It is to go up on that posting place by February 1<sup>st</sup>, and stay there until April 30<sup>th</sup>, to give your employees a chance to see it. Then you take it down and file it – retaining the logs for at least 5 years. So on February 1, 2011, you will post the Summary on your 300A log for the injuries and illnesses that occurred during 2010.

Incidents are posted on the 301 log. Recordable injuries and illnesses go on the 300 log.

These OSHA log instructions are similar for those of us in California, however we do have additional instructions for sharps and needlestick injuries. You can view a chart stating the differences between Federal and California OSHA recordkeeping requirements through this link: [http://www.dir.ca.gov/dosh/dosh\\_publications/cal\\_fed.html](http://www.dir.ca.gov/dosh/dosh_publications/cal_fed.html).

For your convenience, we have free downloadable Federal and California forms available on the industry news page of our website. You can download the forms through this link: [http://www.scm-safety.com/industry\\_news.html](http://www.scm-safety.com/industry_news.html)

By the way, today is SCM's 20<sup>th</sup> anniversary. We were officially incorporated on January 17, 1991! Please wish us well on our facebook page, linked below through the facebook button. And linked here:  
<http://www.facebook.com/pages/edit/?id=141010972618652&sk=basic#!/pages/Safety-Compliance-Management-SCM/141010972618652>