

## WEEKLY SAFETY TIP – 1/25/10 – FAQs ABOUT OSHA 300 LOGS

The OSHA 300/300A/301 logs are due to be completed by the end of this week. The OSHA 300A log is to be posted in a place where all employees and their representatives (and any visiting OSHA inspector) can see it as of next Monday, February 1 through April 30. The good news is that this year, there are no changes to the logs or the recording procedures. However, there are some points that are rather confusing. Here's a short list of questions we hear frequently about the logs.

I am self-employed, and don't have employees. Do I need these logs? No. According to OSHA, the self-employed are not covered by OSHA, so do not need to complete the logs. To see the regulation, 29 CFR 1904.31 (b)(1), linked here.

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=12775](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12775)

I have temporary employees working for me. If one gets injured who records the injury, our company, or the temp agency? That depends. If you directly supervise the temporary employees, then you record any on-the-job injuries or illnesses. (29 CFR 1904.31 (b)(2)).

What constitutes a "recordable injury or illness"? OSHA is very specific about what needs to be recorded. The list is anything at work that results in: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or a significant injury or illness diagnosed by a physician or licensed health care professional. To see the list, follow this link to 29 CFR 1904.7.

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9638](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9638).

I have an employee who took days off work due to an on-the-job injury. Do I count the day he got injured for the 300 log? No. You start to count the days your employee was off on the day following the injury. (29 CFR 1904.7 (b)(3)(i)).

An employee who was injured on the job was released to return to work by a physician, but did not return and stayed home an extra week. Do I count the extra week for the time off work? No. You end counting the days off when the employee was released by the physician. (29 CFR 1904.7 (b)(3)(iii)).

An employee cut their finger during work hours, requiring a bandage, but did not require stitches or any lost time from work. Should that injury be recorded? No. A bandage is considered first aid. If the wound was severe enough to require stitches, then it might have been considered "medical treatment beyond first aid". (29 CFR 1904.7(b)(5)(ii)(A)).

Our business is located in California. Are the rules for OSHA 300 logs any different than for other states? Yes, somewhat. For example, the California recordkeeping requirements (8 CCR, Section 14300) require employers in the Motion Picture Industry (SIC code 781) to keep Injury and Illness logs. Employers in SIC code 781 are not required to record occupational injuries or illnesses under Federal OSHA. To see more differences between

Federal OSHA requirements and California requirements, follow this link to a chart on the California OSHA website: <http://www.californiaosha.info/>. This brings up a good point. If your state has its' own OSHA, your requirements might be a little different than the Federal requirements. If you are not sure, follow this link to view the State Plan States, that have their own OSHA: <http://www.osha.gov/dcsp/osp/index.html>.

Need a Federal OSHA 300/300A or 301 log? Follow this link:  
<http://www.osha.gov/recordkeeping/RKforms.html>

Need a California OSHA 300/300A or 301 log? Follow this link:  
<http://www.californiaosha.info/>

Or, download your forms from SCM. Both California and Federal forms are available on our site at [http://www.scm-safety.com/industry\\_news.html](http://www.scm-safety.com/industry_news.html).