

OSHA Abbreviated Reporting Guide

What's inside ...

In this document, you'll find everything you need to complete OSHA's Log and the Summary of Work-Related Injuries and Illnesses for the next several years. On the following pages, you'll find:

- **An Overview: recording work-related injuries and illnesses** — General instructions for filling out the forms and definitions of terms you should use when you classify your cases as injuries or illnesses.
- **Log of Work-Related Injuries and Illnesses** — Notice that the *Log* is separate from the *Summary*.
- **Summary of Work-Related Injuries and Illnesses** — Note that you post the *Summary* only, not the *Log*.

Take a few minutes to review this material. If you have any questions, visit us on line at www.orosha.org, or call your local OR-OSHA office. We'll be happy to help you.

How can we help you?

- If you have a question about how to fill out the Log:
- Recordkeeping hotline (503) 947-7030
- Call OR-OSHA (800) 922-2689 or (503) 378-3272
- En Español: (800) 843-8086

What do you need to do?

1. Within seven calendar days after you receive information about a case, decide if the case is recordable under the OSHA recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing one.
3. Establish whether the case was work-related.
4. Determine if the case is recordable.
5. Fill out the injury and illness incident report (DCBS 801).

How do you use the Log?

1. Record the employee involved unless it is a privacy-concern case as described.
2. Record when and where the case occurred.
3. Describe the case as specifically as you can.
4. Classify the severity of the case by recording the most serious outcome among Columns D (Death, the most serious) through J (Other Recordable Injury, which is the least serious). **(Mark only one column)**
5. Identify whether the case is an injury or illness. If the case is an injury, check the injury category. If the case is an illness, check the appropriate illness category.

An Overview: recording work-related injuries and illnesses

The Log of Work-Related Injuries and Illnesses (OSHA Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the Log to record specific details about what happened and how it happened. The Summary — a separate form (OSHA Form 300A) — shows the totals for the year in each category. At the end of the year, post the Summary or an equivalent form in a visible location so that your employees are aware of the injuries and illnesses occurring in their workplace. (Posting required from February 1 through April 30)

Employers must keep a Log for each establishment or site. If you have more than one establishment, you must keep a separate Log and Summary for each physical location that is expected to be in operation for one year or longer.

Note that your employees have the right to review your injury and illness records. For more information, see OAR 437-001-0700(20) Employee Involvement.

Cases listed on the Log of Work-Related Injuries and Illnesses are not necessarily eligible for workers' compensation or other insurance benefits. Listing a case on the Log does not mean that the employer or worker was at fault or that an OSHA standard was violated.

When is an injury or illness work-related?

An injury or illness is work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. See OAR 437-001-0700(6) for the exceptions. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment.

Which work-related injuries and illnesses should you record?

Record work-related injuries and illnesses that result in the following:

- death
- loss of consciousness
- days away from work
- restricted work activity or job transfer
- medical treatment beyond first aid
- any significant work-related injury or illness that is diagnosed by a physician or other licensed health-care professional
- any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum. See OAR 437-001-0700(8).

You must also record the following conditions when they are worked-related:

- 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
- any standard threshold shift (STS) in hearing (i.e., cases involving an average hearing loss of 25 db until 1/03 then 10 db or more in either ear)
- 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

What is medical treatment?

Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are not recordable:

- visits to a doctor or health-care professional solely for observation or counseling
- diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes
- any procedure that can be labeled first aid (see table 6, OAR437-001-0700(8))

What is first aid?

If the incident required only the following types of treatment, consider it first aid.

Do not record the following:

- using non-prescription medications at non-prescription strength
- administering tetanus immunizations
- cleaning, flushing, or soaking wounds on the skin surface

- using wound coverings, such as bandages, adhesive strips, gauze pads, butterfly bandages, etc.
- using hot or cold therapy
- using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards)
- drilling a fingernail or toenail to relieve pressure or draining fluids from blisters
- using eye patches
- using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye
- using irrigation, tweezers, cotton swabs, or other simple means to remove splinters or foreign material from areas other than the eye
- using finger guards
- using massages
- drinking fluids to relieve heat stress

How do you decide if the case involved restricted 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, employees from doing the routine functions of their jobs or from working the full workday that they would have been scheduled to work before the injury or illness occurred.

How do you count the number of days of restricted work activity or the number of days away from work?

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number.

Begin counting days from the day after the incident occurs. If a single injury or illness involved 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 their combination reaches 180 days.

Under what circumstances should you not enter the employee's name on the OSHA Form 300?

You must consider the following types of injuries or illnesses to be privacy cases, not to be entered on the OSHA Form 300 Log:

- an injury or illness to an intimate body part or to the reproductive system
- an injury or illness resulting from a sexual assault
- a mental illness
- a case of HIV infection, hepatitis, or tuberculosis
- a needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (See OAR-437-001-0700(9) for definition)
- other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log. Musculoskeletal disorders (MSDs) are not considered privacy cases

Enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy cases so that you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe that information describing the privacy-concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the OSHA 300 and page 1 of the DCBS 801 supplemental form. You

must enter enough information to identify the cause of the incident and the general severity of the injury or illness, but you do not need to include details of an intimate or private nature.

What if the outcome changes after you record the case?

If the outcome or extent of the injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or use correction fluid over the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

Classifying injuries

An injury is any wound or damage to the body resulting from an event in the work environment.

Examples: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall, or other, similar accidents.

Classifying illnesses

Musculoskeletal disorders (MSD illnesses)

A musculoskeletal disorder (MSD) is a disorder of the muscles, nerves, tendons, ligaments, joints, cartilage, or spinal discs. MSDs Do not include disorders caused by a slip, trip, motor vehicle accident, fall, or similar accidents. Record these injuries in column (5) on the OSHA Form 300.

Examples of MSDs: Carpel tunnel syndrome, epicondylitis, rotator cuff syndrome, tendonitis, De Quervains' disease, Raynaud's phenomenon, trigger finger, carpet layers knee, tarsal tunnel syndrome, herniated spinal disc, sciatica, and low back pain.

Skin diseases or disorders

Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.

Examples: Contact dermatitis, eczema, or rash caused by primary irritants, and sensitizers or poisonous plants; oil acne; friction blisters, chrome ulcers, inflammation of the skin.

Respiratory conditions

Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gasses, vapors, or fumes at work.

Examples: Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmer's lung, beryllium disease, tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconioses.

Poisoning

Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

Noise-induced hearing loss

Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 db (25 db until 1/03) or more in either ear at 2,000; 3,000; and 4,000 hertz.

All other illnesses

All other occupational illnesses.

Examples: Heatstroke, sunstroke, heat exhaustion, heat stress, and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of ionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

When must you post the Summary?

You must post the Summary only — not the Log — by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year.

How long must you keep the Log and Summary on file?

You must keep the Log and Summary for five years following the year to which they pertain.

Do you have to send these forms to OR-OSHA at the end of the year?

No. You do not have to submit the completed forms unless specifically asked to do so.

Optional: Calculating injury and illness incidence rates

What is an incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury and illness experience over time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Incidence rates can help you identify problems in your workplace or progress made toward preventing work-related injuries and illnesses.

How do you calculate incidence rate?

You can quickly and easily compute an occupational-injury-and-illness incidence rate for all recordable cases or for cases that involved days away from work or days of restriction for your firm. Follow instructions in paragraph (a) below for the total recordable cases, those in paragraph (b) for cases that involved days away from work, and days of work restriction.

(a) To find out the total number of recordable injuries and illnesses that occurred during the year — count the number of line entries on your OSHA Form 300, or refer to the OSHA Form 300A and sum the entries for columns (G), (H), (I), and (J).

(b) to find out the number of injuries and illnesses that involved days away from work and restricted work — count the number of line entries on your OSHA Form 300 that received a check mark in column (H) and (I), or refer to the entry in column (H) and (I) on the OSHA Form 300A.

(c) The number of hours all employees actually worked during the year — refer to OSHA Form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

Total number of injuries and illnesses ÷ number of hours worked by all employees x 200,000 hours = total recordable case rate.

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work and restricted work using the following formula:

The number of injuries and illness that involved days away from work and restricted work ÷ number of hours worked by all employees x 200,000 hours = incidence rate for cases involving days away from work.

You can use the same formula to calculate incidence rates for any combination of variables such as cases involving just restricted work activity (column (I) on OSHA Form 300A), etc. Just substitute the appropriate total for these cases, from OSHA Form 300A, into the formula in place of the total number of injuries and illnesses.

Worksheet:

Total number of recordable injuries and illness in your establishment _____

Divide by hours worked by all of your employees _____

Total _____

Multiply x 200,000 = total recordable cases incidence rate _____

Total number of recordable injuries and illness with days away from work or restricted work _____

Divide by hours worked by all of your employees _____

Total _____

Multiply x 200,000 = total cases involving days away from work incidence rate _____

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence-rate data by various classifications (e.g., by industry, by employer size, etc.). You can get the data at [U.S. Bureau of Labor Statistics](#) or by calling a BLS regional office, or by visiting [Oregon OSHA Reports and Statistical Research Information](#) to look at OSHA reports.

How to fill out the Log

The Log of Work Related Injuries and Illnesses is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the log to record details about what happened and how it happened.

If your company has more than one establishment or site, you must keep separate records for each physical location that is expected to remain in operation for one year or longer.

The Summary — a separate form— shows the work-related injury and illness totals for the year in each category. At the end of the year, total each column and transfer the totals from the Log to the Summary. Complete the establishment information then post the Summary in a visible location so that your employees are aware of injuries and illnesses occurring in their workplace.

Remember:

You don't post the Log.

You post only the Summary at the end of the year.

Tips:

- Be as specific as possible. You can use two lines if you need more room.
- Revise the log if the injury or illness progresses and the outcome is more serious than you originally recorded for the case. Cross out, erase, edit, or use correction fluid on the original entry.
- Be sure to choose one of the categories under "Classify the case."
- Note whether the case involves an injury or an illness. (see areas 1 - 5)