



## Recordkeeping criteria and clarifications

### Which injuries and illnesses must be recorded?

1. Work-related; and
2. A new case, meaning
  - a. No previous injury or illness of the same type that affects the same part of the body
  - b. The employee recovered completely, all signs and symptoms disappeared, from the previous injury and an event or exposure in the work environment caused the signs and symptoms to reappear; and
3. Meets one or more of the general recording criteria (see Table 1) or meets the application of specific cases (see Table 2).

<b>TABLE 1 General Recording Criteria</b>
<b>Death</b>
<b>Loss of consciousness</b>
One or more <b>days away from work</b>
One or more days of <b>job transfer</b> or <b>restricted work</b>
<b>Medical treatment</b> beyond first aid was administered
<b>Any significant injury or illness diagnosed by a physician or other licensed health care professional</b>

<b>TABLE 2 Application of Specific Cases</b>
<b>Needlestick injuries</b> and <b>cuts from sharp objects</b> contaminated with another person's blood or other potentially infection material
A <b>medical removal</b> if another OR OSHA standard requires the medical removal of an employee. <i>However, if a case involves voluntary medical removal before reaching the medical removal levels required by OR OSHA, it is <b>not</b> recordable</i>
<b>Occupational hearing loss</b> as determined by audiometric testing
<b>Tuberculosis</b> , provided that the employee has had an occupational exposure to someone with a known case of tuberculosis. <i>However, you can erase or line out an entry if you can prove that the worker lives in a household with a person diagnosed with active TB; the Public Health Department identifies the worker as a contact of an individual with a case of active TB Unrelated to the workplace; or, a medical investigation shows that the employee's infection was cause by exposure to TB away from work or proves that the case was not related to the workplace TB exposure.</i>

## OSHA 300 Recordkeeping

### Which injuries and illness are not recorded?

1. Do not record an aggravation of a previous injury unless the injury or illness is a significantly aggravation of the previous injury. Significantly aggravated means that the event or exposure resulted in any of the following:
  - a) Death
  - b) Loss of consciousness
  - c) One or more days away from work, days of restricted work or job transfer (that would not have occurred but for the event or exposure)
  - d) Medical treatment in a case where:
    - i) No medical treatment was needed for the injury or illness before the workplace event or exposure, or
    - ii) A change in medical treatment was necessitated by the workplace event or exposure
2. An injury or illness that involves an exception as listed in Table 3.

<b>TABLE 3</b>
<b>Do not record an injury or illness if:</b>
At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee ( <b>off-duty</b> )
The injury or illness involves signs or symptoms that surface at work but <b>result solely from a nonwork-related event or exposure that occurs outside the work environment</b>
The injury or illness is solely the result of an employee <b>eating, drinking, or preparing food or drink for personal consumption</b> (whether bought on the employer's premises or brought in). <i>However, a case is recordable if the employee becomes ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer.</i>
The injury or illness is solely the result of an employee <b>doing personal tasks</b> (unrelated to the employee's employment), at the establishment outside of the employee's assigned work hours.
The injury or illness is solely the result of <b>personal grooming, self-medication for a nonwork-related condition</b> or is <b>intentionally self-inflicted</b> .
The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is <b>commuting to or from work</b>
The illness is the <b>common cold or flu</b> . <i>However, contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are work-related if the employee is infected at work is recordable.</i>
The illness is a <b>mental illness</b> . <i>However a mental illness is recordable if the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc) stating that the employee has a work-related mental illness.</i>