

OSHA Forms 300, 300A, and 301

Highlights	Policy Statement
Reporting/Recording Work-Related Injuries or Illnesses on OSHA Form 300	Our facility will record OSHA recordable injuries and illnesses on an OSHA Form 300 within seven (7) calendar days of receiving information about the occupational injury/illness.
Use of OSHA Form 301	Policy Interpretation and Implementation
Recordable Injuries or Illnesses	1. Within seven (7) working days from the time an injury is reported to management (e.g., employee supervisor, department supervisor, etc.), an accident/incident report will be submitted to the Safety Officer to determine if such injury is recordable (work-related) under the OSHA program requirements.
Posting the OSHA Form 300A	2. The OSHA Form 301 (Injury and Illness Incident Report) or a facility-approved form may be used to record work-related injuries or illnesses.
Maintaining OSHA Forms 300, 300A, and 301	3. An injury or illness is considered work-related (recordable) if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Work-related is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace.
Inquiries	4. On February 1st of each year, OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) will be posted on the employee bulletin board. This report will remain on the bulletin board until April 30th of that year. Such report will be posted even if no work-related injuries or illnesses occurred.
	5. OSHA Forms 300, 300A and 301 will be kept on file in the business office for a period of five (5) years.
	6. Inquiries concerning the recording of work-related occupational injuries and illnesses should be referred to the Program Coordinator or his/her designee.