



# OSHA 300 Recordkeeping

## Who is Required to Keep Records?

Employers with more than 10 employees and whose locations are not classified as a partially exempt industry are required to keep OSHA records.

However, employers are not required to keep OSHA injury and illness records if their location is classified as a partially exempt industry based on their North American Industry Classification System (NAICS) code, unless they are asked in writing to do so by OSHA, the Bureau of Labor Statistics (BLS), or a state agency operating under the authority of OSHA or the BLS.

## What is Recordable?

Any work-related injury or illness resulting in any of the following:

- Death
- Days away from work
- Restricted work or transfer to another job
- Loss of consciousness
- Medical treatment beyond first aid
- Diagnosis of a significant injury or illnesses by a physician or other licensed health care professional (even if it does not result in any of the above recordables)

## Want to Know More?

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[AFGroup.com/Resource-Library](https://www.afgroup.com/Resource-Library)

## Understanding OSHA Reporting Forms

### **Form 300 – Log of Work-Related Injuries and Illnesses**

This is a form for employers to record all reportable injuries and illnesses that occur in the workplace, where and when they occur, the nature of the case, the name and job title of the employee injured or made sick, and the number of days away from work or on restricted or light duty, if any.

### **Form 300A – Summary of Work-Related Injuries and Illnesses**

This form shows the totals for the year in each category. At the end of the year, this summary should be posted in a visible location so that your employees are aware of the injuries and illnesses occurring in their workplace. This must be posted from Feb. 1 through April 30 for the recordable injuries from the prior year. Additionally, employers must electronically submit this form by March 2 if they have:

- 20-249 employees classified in specific industries with historically high rates of occupational injuries and illnesses
- 250 or more employees and are currently required to keep OSHA injury and illness records

### **Form 301 – Injury and Illness Incident Report**

This is used to record information on how each injury or illness case occurred.

## What Do Employees Need to Know?

- How to report injuries and illnesses
- The circumstances under which injury and illness records can be accessed
- The location where the OSHA Form 300A Summary is posted each year
- A description and explanation of the OSHA forms
- A description of the requirements for record location, retention and maintenance
- What is and is not an OSHA recordable injury

## Employee Privacy Protection Rules

- Employers are prohibited from entering an individual's name for certain types of injuries/illnesses (sexual assaults, HIV infections, mental illnesses, etc.).
- Employers have the option to not describe the nature of sensitive injuries where the employee's identity would be known.
- Employee representatives should only be allowed access to the portion of the OSHA Form 301 which contains no personal identifiers.
- Employers are required to remove employees' names before providing data to persons that do not have access rights under the rule.

Visit [OSHA.gov/recordkeeping](https://www.osha.gov/recordkeeping) for the latest compliance requirements and information.