



OSHA 300 LOG SUMMARY

YOU MUST POST THIS SUMMARY IN A VISIBLE LOCATION FROM FEB. 1 — APRIL 30.

- Record all work-related injuries and illnesses that result in death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid.
- Lost time days are measured as calendar days rather than scheduled workdays; lost time days include weekends, holidays, sick days and plant shutdowns. Do not include the day the injury or illness occurred.
- The maximum number of lost time days that can be tallied on any one individual incident is 180. Employers are no longer required to tally days beyond 180 per individual incident.
- A company officer or executive is required to certify the legitimacy of the log by signing it at the end of the calendar year.
- All incidents meeting the recordability criteria are to be recorded within seven calendar days from the date of the incident.
- If a physician or healthcare professional recommends an employee return to work, but the employee does not, the employer must then end the count of lost workdays on the date of the recommendation.
- Employers are required to save the OSHA 300 log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms for five years following the year to which they pertain.
- Employers are required to record all needle-sticks and “sharps injuries” that result from sharps that are potentially contaminated with another person’s blood or potentially infectious material. These should be recorded on a privacy case log.
- Employers are required to record any tuberculosis positive skin tests when there is a known workplace exposure to active tuberculosis.

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