

Recordable/Reportable Workplace Injuries and Illnesses

Handout

Frequently Asked Questions About the Occupational Safety and Health Administration's (OSHA) Injury

How does OSHA define work-related injuries and illnesses?

- Work-related injuries, illnesses, and fatalities are those in which an event or exposure in the work environment either caused or contributed to the condition.
- If an event or exposure in the work environment significantly aggravated a preexisting injury or illness, this is also considered work-related.

What forms must be used to record work-related injuries and illnesses?

- **OSHA Form 300.** Work-related injuries and illnesses that meet OSHA's recordkeeping requirements must be recorded on the OSHA Form 300 (Log of Work-Related Injuries and Illnesses).
- **OSHA Form 301.** Your employer must complete an OSHA Form 301 (Injury and Illness Incident Report) for each injury or illness recorded on the OSHA 300 log.
- **OSHA Form 300A.** Your employer must also summarize the information from the OSHA Form 300 on the OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) at the end of each year and post the 300A summary for you and your coworkers to see no later than February 1 and keep it posted until April 30.

What information must be recorded on the OSHA injury and illness log?

A work-related injury or illness must be recorded if it results in one of the following:

- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Diagnosis of a significant injury or illness by a physician or other licensed healthcare professional