

## Required Reports

The injury and illness reporting log (OSHA 300) requires all employers with eight or more employees in a calendar year to record all recordable occupational injuries and illnesses and post a summary the following year. The report of injuries and illnesses from a calendar year are posted from February 1–April 30 of the following year.

Injuries that require doctor or clinic visits, pesticide injury or illness, etc., are considered “recordable” injuries and must therefore be reported on the OSHA 300 form. The form consists of a three-page recordkeeping portion—one for recording injuries, one for a summary, and one for posting on the employee bulletin board during February, March, or April (as mentioned above). The remaining pages of the form are explanatory statements, worksheet examples, and directions.

In the past, OSHA has issued fines for lack of recordkeeping regarding the OSHA 300 form, but instances of citation and penalties are rare in Washington. Washington employers, for the most part, are very good at complying with the OSHA injury and illness log reporting. Since the reporting is both a state and federal requirement, two jurisdictional entities have oversight—L&I/DOSH and the U.S. Department of Labor/OSHA. DOSH has stated that it will place special emphasis on employer compliance with OSHA 300 recordkeeping requirements during the next year.

The OSHA reporting log can be a source of frustration unless you maintain it during the year by recording injuries on the log as soon as a report is filed with L&I on a worker claim and/or when it is reported by the employee. You have seven days following the injury to record the injury. When used in this manner, the log becomes a valuable tool to show trends of workplace injuries (similar injuries from one work station as an example) and demonstrates the need to review the workplace for modifications to remove hazards to workers.