



Pannier Corporation

Health and Safety Handbook

Marking System Group



Injury/Illness Recordkeeping (US)

<small>Original Date:</small>	<small>Section:</small>	<small>Revision date:</small>	<small>Page:</small>
2/8/2011	15	5/20/2013	1 of 2

Recording Work-Related Injuries and Illness

The log of Work-Related Injuries and Illnesses (OSHA Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, the log is used to record specific details about what happened and how it happened. The summary (OSHA Form 300A) shows the totals for each year in each category. At the end of the year the summary is posted in a visible location so that employees are aware of the injuries and illnesses occurring in the workplace.

Work Related Injuries or Illnesses

An injury or illness is considered work-related 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 exposure occurring in the workplace, unless an exception specifically applies. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment.

Recordable Work Related Injuries or Illnesses

Record those 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

Other recordable injuries and illnesses that must be recorded are those that are significant (those diagnosed by a physician or other licensed health care professional), cases involving cancer, chronic irreversible disease, a fractured or cracked bone or a punctured eardrum. Additional criteria that must be recorded are:

- Any needlestick Injury or cut from a sharp object that is contaminated with another persons blood or other potentially infectious material
- Any case requiring an employee to be medically removed under the requirements of an OSHA health standard
- Tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis
- An employee's hearing test that shows a Standard Threshold Shift in one or both ears

OSHA 300 Log

Each recordable injury or illness will be entered on the OSHA 300 Log and 301 Incident Report within 7 days of receiving information that a recordable injury or illness has occurred.

The OSHA 300 Log will be certified by a company executive after he/she has examined the log and reasonably believes that the information has been recorded correctly and the annual summary is complete.

Posting

The annual summary (OSHA300A Report) will be posted in a conspicuous place where notices are normally posted. The Annual Summary will not be altered, defaced or covered over by other material.

The annual summary must be posted by February 1st of the year following the year covered by the records and the posting kept in place until April 30th.



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Original Date:	Section:	Revision date:	Page:
2/8/2011	15	5/20/2013	2 of 2

Record Retention

The OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms will be retained for five (5) years following the end of the calendar year that these records cover.