

OAR 437 Division 1

Recording and posting vork-related incidents

# Website:

www.orosha.org

Salem Central Office 350 Winter St. NE, Rm. 430 Salem, OR 97301-3882

Phone: 503-378-3272 Toll-free: 800-922-2689 Fax: 503-947-7461





## **Recording work-related incidents**

If your organization had **more than 10 employees** at any time during the last calendar year and is not in a designated\* retail, service, finance, insurance, or real estate industry, you must keep the following injury and illness records.

- Worker's and Employer's Report of Occupational Injury or Disease (DCBS Form 801).
- Log of Work-Related Injuries and Illnesses (OSHA Form 300).
- Summary of Work-Related Injuries and Illnesses (OSHA Form 300A).

\* Look for a complete list of the designated industries that are not required to keep injury and illness records in Table – 1 Partially exempt industries, in Oregon OSHA's **Recordkeeping and Reporting Rule** (OAR 437-001-0700).

If your organization never had more than 10 employees at any time during the last calendar year you do not need to keep the **OSHA 300** or **300A** forms, but you must keep DCBS Form 801 for five years.

Retail, service, finance, insurance, or real estate industries or organizations do not need to keep the OSHA 300 or 300A forms, but you must keep DCBS Form 801 for five years.

Hospitals and ambulatory surgical centers must keep a log of health care assaults that complies with Oregon OSHA's Recordkeeping for Health Care Assaults Rule (OAR 437-001-0706).

# Posting the OSHA 300A

If you must maintain an **OSHA 300 Log**, fill out the **OSHA 300A** Summary of Work-Related Injuries and Illnesses, or an equivalent form, to create an annual summary of injuries and illnesses recorded on the **OSHA 300 Log**, at the end of each calendar year.

The highest ranking manager at the location where the log was compiled must review and certify (sign and date) that the document entries are true, accurate, and complete to the best of their knowledge. If there is no management at the compiling location, the review and certification must be done by the manager with jurisdiction over that location.

You must post a copy of each establishment's annual summary 300A in a conspicuous place no later than



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February 1 of the year following the year covered by the records and keep it posted until April 30.

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(4) Poisonings (5) Hearing loss (5) All other Elements

# Recording and posting work-related incidents continued

The summary must be posted at the location where the injury or illness occurred. In cases where the employees are mobile, the summary may be posted at a headquarters where employees regularly report to work.

## Paperwork retention and updating

OSHA 300s, OSHA 300As, and 801 forms must be retained and updated as necessary for five years following the end of the calendar year that they cover.

If the establishment no longer exists, you must still have a separate **OSHA 300A** summary and it must be maintained for the requisite five years along with the **OSHA 300 Log** for that establishment.

#### Rules:

Recordkeeping and Reporting: OAR 437-001-0700

Rules for all Workplaces: OAR 437-001-0760

Recordkeeping for Health Care Assaults: OAR 437-001-0706

#### **Program directives:**

Inspection Criteria: Temporary Employment and Leasing Agencies (A-246)

#### Links to forms, rules, and program directives:

OSHA 300 and 300A forms www.orosha.org/pdf/pubs/3353.pdf

Recordkeeping and Reporting: OAR 437-001-0700 www.orosha.org/pdf/rules/division 1/437-001-0700-0742.pdf

Rules for all Workplaces: OAR 437-001-0760 www.orosha.org/pdf/rules/division\_1/437-001-0760.pdf

Recordkeeping for Health Care Assaults: OAR 437-001-0706 www.orosha.org/pdf/rules/division\_1/437-001-0706.pdf

Inspection Criteria: *Temporary Employment and Leasing Agencies* (A-246) www.orosha.org/pdf/pds/pd-246.pdf

OAR 437 Division 1

OR-OSHA (1/13) FS-24-A

Oregon

**O**SHA

The Standards and Technical Resources Section of Oregon OSHA produced this fact sheet to highlight our programs, policies, or rules. The information is from the field staff, research by the technical resources staff, and published materials. We urge readers to also consult the rules as this fact sheet information is not as detailed.