Welcome to the Agency’s tutorial on completing OSHA recordkeeping forms.
This brief presentation reviews OSHA recordkeeping requirements at a high level, with an emphasis on how to fill out the forms provided in OSHA’s recordkeeping forms package. The tutorial covers what types of operations come under the recordkeeping rule and thus are required to complete the forms, what types of injury and illness incidents must be recorded, and what information is to be included in each of the three OSHA forms, respectively.
Many but not all employers must complete the OSHA injury and illness recordkeeping forms on an ongoing basis. Employers with 10 or fewer employees throughout the previous calendar year do not need to complete these forms. In other words, if there are more than 10 employees at any time during that calendar year, the employer may come under the requirement. When counting employees, you must include full-time, part-time, temporary, and seasonal workers. This exemption is based on the employment of the entire company rather than the establishment. For example, if a company has two establishments, one with five employees and one with seven employees, the company must fill out the forms for each establishment because the company employment is greater than 10.

In addition to the small employer exemption, there is an exemption for establishments classified in certain industries. For example, the forms do not need to be completed for restaurants, banks, and medical offices. A complete list of exempt industries can be found by using the “Partially Exempt Industries” link.

Establishments normally exempt from keeping the OSHA forms must complete the forms if they are informed in writing that they need to do so by the Bureau of Labor Statistics or OSHA. Also, exempt establishments must report to OSHA within eight hours of any work-related fatality. Work-related amputations, inpatient hospitalizations, and the loss of an eye must be reported to OSHA within 24 hours of learning of the incident. These events can be reported by phone to the local OSHA Area Office, by calling the OSHA 800 number (1-800-321-6742), or by using the reporting application on OSHA’s public website.

Links:

Partially Exempt Industries: [https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html](https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html)

OSHA Offices by State: [https://www.osha.gov/contactus/bystate](https://www.osha.gov/contactus/bystate)

Online reporting form: [https://www.osha.gov/pls/ser/serform.html](https://www.osha.gov/pls/ser/serform.html)
There are three forms you—the employer—must complete. OSHA forms 300 and 301 are maintained on an ongoing basis. Recordable injuries and illnesses must be entered on these forms as they occur throughout the year. The OSHA Form 300A is completed after the end of the year, summarizing the number of recordable cases that occurred. Employers may use equivalent forms in place of these forms as long as the equivalent forms contain all of the same data elements and are as easy to read as the OSHA forms.

Link:

OSHA Injury & Illness Recordkeeping Forms—300, 300A, 301
https://www.osha.gov/recordkeeping/forms
Any work-related injury or illness that meets certain severity criteria must be entered on the forms within seven calendar days of learning about its occurrence. We’ll talk about each of these bullet items on the next few slides.
OSHA defines an injury or illness as an abnormal condition or disorder. Injuries and illnesses include cases such as cuts, fractures, sprains, skin diseases, or respiratory conditions. For OSHA recordkeeping purposes, an injury or illness can also consist of only subjective symptoms such as aches or pain.

Exposures that do not result in signs or symptoms are not considered injuries or illnesses and should therefore not be recorded on the OSHA forms. For example, if an employee is exposed to chlorine and does not exhibit any signs or symptoms due to the exposure, the case would not be recorded on the log, even if it involved prophylactic—that is, preventative—medical treatment.
Cases that are caused, contributed to, or significantly aggravated by events or exposures in the work environment are considered work-related for OSHA recordkeeping purposes.

Work-relatedness is presumed for injuries and illnesses occurring in the workplace or in locations where the employee is located as a condition of employment. It’s important to remember that if work makes any contribution to the injury or illness, it is considered work-related for OSHA recordkeeping purposes.

There are certain activities that occur in the work environment that OSHA does not consider work-related. For example, injuries resulting directly from eating, drinking, or preparing one’s own food at the workplace are not considered work-related. For a complete list of these activities, refer to section 1904.5(b)(2) using the regulatory text link below.

**Link:**

Section 1904.5(b)(2):
https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.5#1904.5(b)(2)
Work-related injuries and illnesses that result in death, loss of consciousness, days away from work, restricted work activity, transfer to another job, or medical treatment beyond first aid must be recorded on the OSHA forms. We’ll talk about these criteria on the next few slides.
For cases involving a fatality, enter a check mark in column G on the OSHA Form 300.
Note in column M whether the case involved an injury or an illness. Also, remember that you must report the fatality to OSHA within eight hours of learning of its occurrence. The event can be reported by phone to the local OSHA Area Office, by using the OSHA 800 number (1-800-321-6742), or by using the reporting application on OSHA’s public website.

Links:

OSHA Offices by State:  [https://www.osha.gov/contactus/bystate](https://www.osha.gov/contactus/bystate)

Online reporting form:  [https://www.osha.gov/pls/ser/serform.html](https://www.osha.gov/pls/ser/serform.html)
For cases that involve one or more days away from work, you must place a check mark in column H on the OSHA Form 300.

Enter the number of calendar days the employee was away from work in column K.
Then note in column M whether the case involves an injury or an illness. When counting days, be sure to count the days the employee would not have been able to work, regardless of whether they were scheduled to work. This would include weekends and holidays. Do not count the day of the injury. If the day count reaches 180 calendar days, you may stop counting subsequent days and enter “180” in column K.
For cases that involve restricted work activity or job transfer, you must place a check mark in column I on the OSHA Form 300 and enter the number of calendar days the employee was restricted in column L. You count the days in the same manner as you would when counting days away from work. Then note in column M whether the case involves an injury or an illness.

An employee is considered restricted if they are unable to work a full shift or are unable to perform all the work activities they would be expected to do at least once during a week.
If a case involves both days away from work and days of restricted work activity, place a check mark in column H, leave column I blank, and enter the correct day counts in both columns K and L. For example, if an employee had three days away from work and two days of restricted work activity, place a check mark in column H and enter a three in column K and a two in column L. Again, note in column M whether the case involves an injury or an illness.
For cases that involve medical treatment beyond first aid, you must place a check mark on the OSHA Form 300 in column J, which is for “other recordable cases.” Then note in column M whether the case involves an injury or an illness.

For OSHA recordkeeping purposes, medical treatment is any treatment for an injury or illness except diagnostic procedures, observation and counseling, and first aid. First aid consists of 14 specific treatments listed in section 1904.7(b)(5) of the regulatory text. It includes items such as non-prescription medication, wound coverings, and hot and cold treatment. You can access the complete list using the regulatory text link below or by looking in the “Overview” section of the recordkeeping forms package, available on OSHA’s Recordkeeping web page.

Link:

Section 1904.7(b)(5):
https://www.osha.gov/laws-reggs/regulations/standardnumber/1904/1904.7#1904.7(b)(5)
### Additional qualifying criteria:

- Significant diagnosed injury or illness
- Needlestick and sharps injuries – section [1904.8](https://www.osha.gov/laws-regส/regulations/standardnumber/1904/1904.8)
- Medical removal – section [1904.9](https://www.osha.gov/laws-regส/regulations/standardnumber/1904/1904.9)
- Tuberculosis – section [1904.11](https://www.osha.gov/laws-regส/regulations/standardnumber/1904/1904.11)

Work-related cases of cancer, chronic irreversible disease, fractured or cracked bones or teeth, or a punctured eardrum must be entered on the OSHA forms. These are considered significant injuries and illnesses.

The recordkeeping rule also contains special criteria for recording occupational hearing loss, tuberculosis, injuries from needlesticks and sharps potentially contaminated with bloodborne pathogens, and cases involving medical removal required by other OSHA standards. For the specific requirements, refer to sections 1904.8 through 1904.11 using the regulatory text links below.

**Links:**

Section 1904.8: [https://www.osha.gov/laws-regส/regulations/standardnumber/1904/1904.8](https://www.osha.gov/laws-regส/regulations/standardnumber/1904/1904.8)

Section 1904.9: [https://www.osha.gov/laws-regส/regulations/standardnumber/1904/1904.9](https://www.osha.gov/laws-regส/regulations/standardnumber/1904/1904.9)


You must fill out an Injury and Illness Incident Report for every recordable work-related injury or illness. Together with the Log of Work-Related Injuries and Illnesses and the accompanying summary, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within seven calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers’ compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.
All establishments covered by Part 1904 must complete the Summary of Work-Related Injuries and Illnesses, even if no injuries or illnesses occurred during the year. Remember to review the log to verify that the entries are complete and accurate before completing this summary. Using the Form 300, count the individual entries you made for each category. Then write the totals on the left side of the Form 300A, making sure you've added the entries from every page of the log. If you had no cases, write in a zero.
On the right side of the Form 300A, fill in the establishment information. Also, in this section of the form, a company official must certify that the entries on the summary are true, accurate, and complete. The certifying official must be the owner of the company, an officer of the corporation, the highest-ranking company official at the establishment, or that person’s supervisor.

You must post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted. You must post it no later than February 1 of the year following the year covered by the records and keep the posting in place for three months until April 30.
You must keep these forms on file for five years following the year to which they pertain. You must also update the Form 300 with any changes that may occur to the recorded cases during that period. Do not send completed copies of the forms to OSHA. You must make the forms available to employees, former employees, their representatives, and to OSHA officials upon request. Note, however, that both the Log 300 and Form 301 incident reports will include information relating to employee health and thus can only be used in a manner that protects confidentiality to the extent possible while promoting occupational safety and health. For details concerning the access provisions, refer to sections 1904.35 and 1904.40 using the regulatory text links below.

**Links:**

Section 1904.35:

Section 10904.40:
Many but not all establishments must electronically report data from their completed Form 300A to OSHA. The data must be reported by March 2 of each year. Establishments with 20 to 249 employees classified in certain industries must report these data. A complete list of covered industries for this establishment size class is found by using the “certain industries” link below.

In addition, establishments with 250 or more employees required to keep OSHA injury and illness records must also report these data. In other words, not all establishments are subject to this reporting requirement. Establishments with a peak employment of 19 or fewer during the previous calendar year do not need to report, regardless of the establishment's industry. Establishments with 20 or more employees do not need to report their data if they are not in a covered industry.

The electronic reporting requirements are based on the size and industry of the establishment, not the firm as a whole. A firm may be composed of one or more establishments. To determine if you need to provide OSHA with the required data for an establishment, you need to determine the industry and peak employment of the establishment. For example, if a company has two manufacturing establishments, one with 17 employees and one with 25 employees, the company only needs to report the Form 300A data for the establishment with 25 employees. While manufacturing is a covered industry, establishments with fewer than 20 employees are not required to report their Form 300A data.

OSHA provides a secure website, the Injury Tracking Application, or ITA, where employers create an account and enter and submit their data. Information about the reporting requirements and access to the ITA can be found at the ITA launch page using the link below.

**Links:**

Certain industries: [https://www.osha.gov/recordkeeping/NAICScodesforelectronicsubmission.html](https://www.osha.gov/recordkeeping/NAICScodesforelectronicsubmission.html)

Injury Tracking Application: [https://www.osha.gov/injuryreporting](https://www.osha.gov/injuryreporting)
In conclusion, this presentation reviewed OSHA’s injury and illness recordkeeping requirements at a very high level. The Recordkeeping page, however, includes links to reference documents that address the specific requirements of the recordkeeping rule and answer many reoccurring questions, as well as providing a link to the recordkeeping forms package itself. To learn the details of what you need to do to comply with the recordkeeping rule, you can review the regulatory text, Frequently Asked Questions, or FAQs, and the Letters of Interpretation linked from the Recordkeeping page.

If you have specific questions that you cannot find direct guidance for in these documents, you may try the recordkeeping Q&A search application using the link below. Also, feel free to call your local OSHA office or submit your question to OSHA using the “Contact Us” link below.

Thanks for helping to make the nation’s workplaces safer.

**Links:**

Recordkeeping web page: [https://www.osha.gov/recordkeeping](https://www.osha.gov/recordkeeping)

Q&A search application: [https://www.osha.gov/recordkeeping/faq-search](https://www.osha.gov/recordkeeping/faq-search)

Contact Us: [https://www.osha.gov/contactus](https://www.osha.gov/contactus)