

CHAPTER 11

OSHA Injury/Illness Recording and Reporting

GENERAL

The Aviation Department shall comply with OSHA regulations for recording and reporting occupational injuries and illnesses as prescribed in 29 CFR 1904.

According to 29CFR 1904.29(a), OSHA 300, 300A, and 301 forms, or equivalent forms must be used for recordable injuries and illnesses. The OSHA 300 form is called the Log of Work-Related Injuries and Illnesses, the 300A is the Summary of Work-Related Injuries and Illnesses, and the OSHA 301 form is called the Injury and Illness Incident Report.

The following website will provide access to the official OSHA Forms (300, 300A & 301) with full instructions for completion and FAQs: <http://www.osha.gov/recordkeeping/new-osh300form1-1-04.pdf>

RESPONSIBILITY

The [*Position Title*] shall maintain appropriate and current logs and follow OSHA required posting procedures. The posting of the OSHA 300A Summary of Work-Related Injuries and Illnesses is the responsibility of the [*Position Title*]. The [*Position Title*] shall forward a copy of the previous year OSHA 300 log to the Safety Manager by February 1 of each year.

DETERMINING OSHA RECORDABILITY

In accordance with 29CFR 1904.7a, a work related injury or illness must be considered to meet the general recording criteria, and therefore to be recordable, if it results in any of the following:

- Death.
- Days away from work.
- Restricted work or transfer to another job>
- Medical treatment beyond first aid.
- Loss of consciousness.

A case must also be considered to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

Each recordable case shall be entered on the log within seven workdays of notification of a qualifying incident.

REPORTING FATALITIES OR HOSPITALIZATIONS

29CFR 1904.39a Requires:

- Within eight hours after the death of any employee from a work-related incident or
- The in-patient hospitalization of three or more employees as a result of a work-related incident,

The fatality or multiple hospitalizations must be reported by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor that is nearest to the site of the incident. The OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742), may also be used to report the incident.

RETENTION OF OSHA RECORDS

The OSHA 300 Log of Work-Related Injuries and Illnesses and the OSHA 300A Summary of Work-Related Injuries and Illnesses must be retained on file for five calendar years and must be available for inspection.

Safety Best Practices Manual

POSTING REQUIREMENTS

A copy of the OSHA 300A Summary of Work-Related Injuries and Illnesses for the previous completed year must be conspicuously posted in the facility no later than February 1 and must remain in place until April 30. This form must be completed and posted, regardless of whether or not there were any occurrences of recordable incidents or accidents.