



BIE SAFETY ADVISOR

OSHA Injury/Illness Recordkeeping

OSHA's Recordkeeping Standard covers over 750,000 employers and 1.5 million establishments, helping to make sure work environments are safe for its employees. To ensure this, OSHA requires covered employers to record and report work-related injuries and illnesses.

Forms to be Maintained: 300, 300A, and 301

There are three forms that need to be maintained. The OSHA Form 300, a log of work-related injuries and illnesses. The OSHA Form 301, the injury and illnesses incident report, which employers must complete for each individual recordable injury or illness. And the OSHA Form 300A, a summary of work-related injuries and illnesses.

Here is some additional information about each of the forms:

- **Form 300—Log of Work-Related Injuries and Illnesses**
 - Logs the date that the incident occurred
 - Records the name, job title and location of the incident
 - Documents the injury or illness, and causal object
 - Classifies the injury or illness based on the most serious
- **Form 301—Injuries and Illnesses Incident Report**
 - Captures the detailed information about the incident
 - Provides employer with important information needed to prevent similar incidents from happening
- **Form 300A—Summary of Work-Related Injuries and Illnesses**
 - Contains a numerical summary of incidents
 - Must be signed by a company executive and posted annually in a location that is clearly visible to employees from **February 1 to April 30** each year

Employers must fill out separate forms for each establishment or jobsite, unless an establishment or jobsite has been open for less than one year, in which case they can account for the occupational injuries and illnesses on combined forms.

Electronic Submittal

An establishment that is a part of a company covered by the Recordkeeping Standard and has **250 or more employees**, or **20 or more employees** if it is in a high-risk industry must also electronically transmit the OSHA **Form 300A-Summary of Work-Related Injuries and Illnesses** to OSHA via the Injury Tracking Application (ITA) by **March 2**. The Construction industry falls into this category.

Effective **January 1, 2024**, the rule has been expanded to include the following submission requirements:

- Establishments with **100 or more** employees in certain high-hazard industries must electronically submit information from their **Form 300-Log of Work-Related Injuries and Illnesses**, and **Form 301-Injury and Illness Incident Report** to OSHA once a year. These submissions are in addition to submission of **Form 300A-Summary of Work-Related Injuries and Illnesses**.
- To improve data quality, establishments are required to include their legal company name when making electronic submissions to OSHA from their injury and illness records.

OSHA Reporting

All employers covered by the Occupational Safety and Health (OSH) Act **must report** occupational fatalities to OSHA within **8 hours** and must report any incidents involving a hospitalization, amputation, or loss of eye within **24 hours**.

To Make a Report

Call the nearest OSHA Office

Call the OSHA 24-hour hotline at:

1-800-321-6742 (OSHA). Report Online at:

<https://www.osha.gov/pls/ser/serform.html>



Monthly Toolbox Talk

Traveling for the Holidays? Be Prepared

While many will choose to stay home this year, if you do travel, be sure your vehicle is in good running condition, get plenty of rest and be prepared for any emergency. Traveling by car during the holidays has the highest fatality rate of any major form of transportation based on fatalities per passenger mile. In 2023, it is estimated 408 people died during the [New Year's Day](#) holiday period, 507 during the [Thanksgiving Day](#) holiday period, and for the [Christmas Day](#) holiday period, it is estimated 345 lost their lives, according to [Injury Facts](#). Alcohol impairment is involved in about a third of the fatalities.

Stay safe on the roads over the holidays — and every day:

- [Prepare your car for winter](#) and keep an [emergency kit](#) with you.
- Get a good night's sleep before departing and avoid [drowsy driving](#).
- Leave early, planning ahead for heavy traffic.
- Make sure every person in the vehicle is properly buckled up no matter how long or short the distance traveled.
- Put that cell phone away; [many distractions occur while driving](#), but cell phones are the main culprit.
- Practice defensive driving.
- Designate a sober driver to ensure guests make it home safely after a holiday party; [alcohol](#) or over the counter, prescription and illegal drugs can cause impairment.

Decorate Safely

Decorating is one of the best ways to get in a holiday mood, but emergency rooms see thousands of injuries involving holiday decorating every season.

When decorating follow these tips from the [U.S. Consumer Product Safety Commission](#):

- Keep potentially poisonous plants – mistletoe, holly berries, Jerusalem cherry and amaryllis – away from children.
- If using an artificial tree, check that it is labeled “fire resistant”.
- If using a live tree, cut off about 2 inches of the trunk to expose fresh wood for better water absorption, remember to water it and remove it from your home when it is dry.
- Place your tree at least 3 feet away from fireplaces, radiators, and other heat sources, making certain not to block doorways.
- Avoid placing breakable ornaments or ones with small, detachable parts on lower tree branches where small children can reach them.
- Only use indoor lights indoors and outdoor lights outdoors, and [choose the right ladder](#) for the task when hanging lights.
- Replace light sets that have broken or cracked sockets, frayed or bare wires, or loose connections.
- Follow the package directions on the number of light sets that can be plugged into one socket.
- Never nail, tack, or stress wiring when hanging lights and keep plugs off the ground away from puddles and snow.
- Turn off all lights and decorations when you go to bed or leave the house.

