

Cal/OSHA 300 Log Requirements

Lorenzo Zwaal
Loss Prevention Engineer
State Compensation Insurance Fund

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Cal/OSHA 300 Log Requirements

- What is this?
- Why is this information kept?



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Learning Objectives

By the end of this course, you will be able to...

- Define a recordable injury and/or illness
- Complete a compliant and effective Form 300
- Complete a compliant and effective Form 300A
- Complete a compliant and effective Form 301

*This presentation will not go into the details of the [Injury Tracking Application \(ITA\)](#)




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OSHA 300 Log Requirements

There are 3 key forms in the recordkeeping “family” ([CCR T8, Section 14300.29](#))

- Cal/OSHA Form 300 – AKA the Log 300
- Cal/OSHA Form 300A – AKA the Annual Summary
- Cal/OSHA Form 301 – AKA the Injury and Illness Incident Report
- They are all found here: https://www.dir.ca.gov/T8/14300_29.html




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Cal/OSHA 300 Log Requirements

Recording Criteria ([CCR T8, Section 14300.4](#))

To be recordable, the injury, illness, or fatality must meet three criteria:

1. Work-related; and
2. New case; and
3. Meets one or more of the general recording criteria of * 8 CCR Section [14300.7](#) or the application to specific cases of 8 CCR Section [14300.8](#) through Section [14300.12](#)

Make determination if recordable within 7 calendar days.



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Cal/OSHA Recordkeeping

What to record (CCR T8, Section [14300.7](#)) continued

- Restricted work activity or job transfer
- Medical treatment beyond first-aid
- Needle sticks and cuts from sharp objects contaminated with another person's blood/other potentially infectious materials (OPIM)
- Tuberculosis (TB) after positive skin test/diagnosis – after exposure to active TB case
- Hearing loss in one or both ears



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Cal/OSHA 300 Log Requirements

What to record (CCR T8, Section [14300.7](#))

- Significant work-related injuries/illnesses diagnosed by a doctor
- Work-related cases involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum
- Death
- Loss of consciousness
- Days away from work



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Cal/OSHA Recordkeeping

Medical Treatment vs. Not Medical Treatment (CCR T8, Section 14300.7)

- Medical treatment: patient management/care for the purpose of combating disease or disorder
- NOT medical treatment and NOT recordable
 - Doctor visits solely for observation or counseling
 - Diagnostic procedures, including administering prescription meds that are used solely for diagnostic purposes
 - First-aid treatment



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First-Aid cont'd (CCR T8, Section 14300.7)



The following are generally considered “first-aid” (e.g., one-time treatment and subsequent observation of minor injuries) and need not be recorded if the work-related injury does not involve loss of consciousness, restriction of work or motion, or transfer to another job:

- Using non-prescription medications at nonprescription strength
- Administering tetanus immunizations
- Cleaning, flushing, or soaking wounds on the skin surface
- Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.



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Cal/OSHA Recordkeeping

These injury/illness types are privacy concern cases (CCR T8, Section 14300.29)

- HIV infection, hepatitis, or tuberculosis
- Intimate body part or reproductive system
- Mental illness
- Needle stick or cut from sharp object contaminated with blood/OPIM
- Resulting from a sexual assault
- Other illnesses, if employee independently and voluntarily requests that his/her name not be entered on the log
- *For employee privacy you may enter in an identifier for the employee such as an employee number



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First-Aid cont'd (CCR T8, Section 14300.7)

- Using temporary immobilization devices while transporting an accident victim; (splints, slings, neck collars, or back boards)
- Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters
- Using eye patches
- Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye
- Using finger guards
- Using massages and
- Drinking fluids to relieve heat stress.

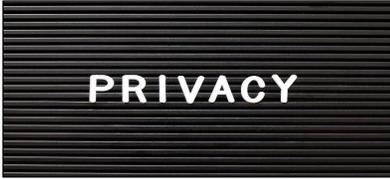



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Cal/OSHA Recordkeeping

Privacy concern cases (CCR T8, 14300.29)

- DO NOT enter employee name on Log 300!
- Enter “privacy case” instead of employee name
- Keep a separate, confidential list of these cases




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Cal/OSHA Recordkeeping

Injury and Illness Definitions (CCR T8, Section 14300.46)

- An injury or illness is an abnormal condition or disorder
- **Injury:** Includes cases such as, but not limited to, a cut, fracture, sprain, or amputation
- **Illness:** Includes both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning



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Cal/OSHA Recordkeeping Exceptions

Remember the “Rule of 10”!

- 10 or less employees at all times during last calendar year then no need to keep Cal/OSHA injury and illness records
- More than 10 employees at any time during last calendar year then Cal/OSHA injury and illness records must be kept
- Certain industry groups (about 80 of them!) do not need to keep Cal/OSHA injury and illness records
 - https://www.dir.ca.gov/T8/14300_2.html




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Cal/OSHA Recordkeeping

- Complete the page totals on the 300 and then transfer the totals to the Form 300A.
 - A company executive must certify the Form 300A data.
- When and where to post the Form 300A.
- DO NOT POST THE LOG 300 FORM!
- **Multiple establishments:** Keep a separate Form 300 for each establishment expected to be in operation for one year or longer.



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What Forms Must Be Completed?



- OSHA Form 300** – Log of Work-Related Injuries and Illnesses
- OSHA Form 301** – Injury and Illness Incident Report (5020 Report)
- OSHA Form 300A** – Summary of Work-Related Injuries and Illnesses



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OSHA Form 300A: Summary of Work-Related Injuries and Illnesses

Establishment information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (e.g., Manufacturer of motor truck trailers) _____

Standard Industrial Classification (SIC), if known (e.g., 3715) _____

OR

North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.



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Difference: Cal/OSHA and Fed/OSHA Recordkeeping



Federal	California
<p>*Does not have a reporting requirement contained within the recordkeeping regulation.</p> <p>*The California reporting requirement for serious occupational injury, illness or death, are contained within Title 8, Section 342 with no 30-day time frame limit from incident to death.</p>	<p>*Has a reporting requirement, for fatalities and multiple hospitalizations as a result of a work-related incident, contained within in the recordkeeping regulation.</p> <p>*The reporting requirements are in section 1904.39 of the recordkeeping regulation.</p>

Major Differences between Cal/OSHA and Fed/OSHA Regulations
https://www.dir.ca.gov/dosh/dosh_publications/cal_fed.html#osha-comparison



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Keep the Forms on File

- File and update for five years
- Do not send copies to OSHA unless asked
- Allow access to the records



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Cal/OSHA Recordkeeping – California Regulations

Who must electronically submit 300A data to OSHA (CCR T8, Section 14300.41)

- Establishments who had 20-249 employees at any time during the previous calendar year
- Establishments who had 250 or more employees at any time during the previous calendar year
- Submit data once a year, by March 2, for previous calendar year
 - i.e., March of every calendar year



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OSHA Recordkeeping – Federal Regulations

Who must electronically submit 300A/300/301 data to OSHA (29 CFR, Section 1904.41) using the Injury Tracking Application (ITA)

- Establishments who had 250 or more employees at any time during the previous calendar year
- Establishments who had 20-249 employees at any time during the previous calendar year
- **Establishments with 100 or more employees, in designated high-hazard industries (Appendix B to subpart E)**
- Submit data once a year, by March 2, for previous calendar year
 - i.e., March of every calendar year

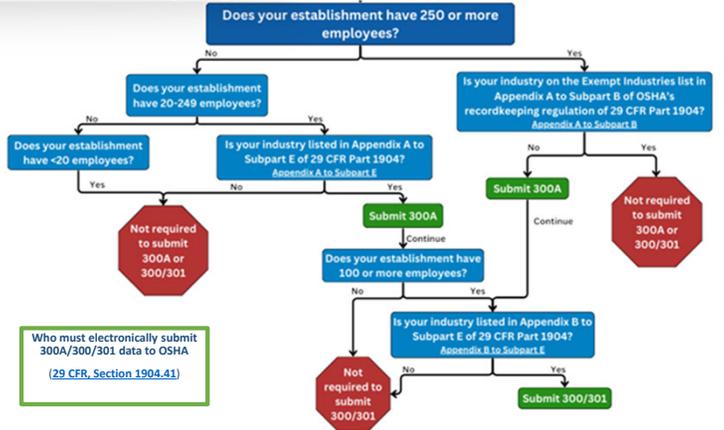


How to Determine if Required to File?

- Who must electronically submit to OSHA (29 CFR, Section 1904.41) Injury Tracking Application (ITA)
- Visit [ITA Coverage Application](#) to determine if required to electronically submit data from:
 - 300A
 - 300
 - 301



Recordkeeping – Federal Regulations



Cal/OSHA Recordkeeping

• Partial exemptions for reporting: https://www.dir.ca.gov/T8/14300_2.html



• Establishment with 20- 249 employees: https://www.dir.ca.gov/T8/14300_48_AppendixH.html



Resources



Cal/OSHA's 'Brief Guide to Recordkeeping Requirements'
https://www.dir.ca.gov/dosh/dosh_publications/RecKeepOverview.pdf

Injury Tracking Application (ITA) OSHA Submission:
https://www.osha.gov/sites/default/files/ita_user_guide.pdf

<https://www.osha.gov/injuryreporting/faqs>

<https://www.youtube.com/watch?v=kAOe7bHs9x4> (45 minute video)



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Thank you for attending

Questions?




Post-webinar Survey



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Resources



OSHA Injury Tracking Application

29 CFR Part 1904 Appendices:

- **Appendix A to Subpart B:** Non-Mandatory Appendix A to Subpart B, Partially Exempt Industries.
- **Appendix A to Subpart E:** Designated Industries for 1904.41(a)(1)(i) Annual Electronic Submission Information from OSHA Form 300A, Summary of Work-Related Injuries and Illnesses by Establishments with 20-249 Employees in Designated Industries.
- **Appendix B to Subpart E:** Designated Industries for 1904.41(a)(2) Annual Electronic Submission of Information from OSHA Form 300 Log of Work-Related Injuries and Illnesses and OSHA Form 301 Injury and Illness Incident Report by Establishments with 100 or More Employees in Designated Industries.

ITA Coverage Application: Helps ITA users determine if the establishment is required to electronically submit 300A and 300/301 data through the ITA.



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