

MBAA Safety Toolbox Talk



OSHA Recordkeeping

Microsoft Excel non-commercial use - OSHA Form 300 Example [Compatibility Mode]

Your Company's 2016 Updated as of 6-18-2016
OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year **2016**
 U.S. Department of Labor
 Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment name **Your Company**
 City **Utica** State **NY**

(A) Case No.	(B) Employee's Name	(C) Job Title (e.g. Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:					Enter the number of days the injured or ill worker was:						Check the "injury" column or choose one type of illness:					
						Death	Days away from work	Remained at work	Away From Work (days)	On job transfer or restriction (days)	Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses						
(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(Y)	(Z)			
1		Assembler	Jan 9th	Locker room	Tripped over a loose section of the rug jamming her right hand/arm/shoulder				X	0	0	X										
2		Assembler	Jan 13th	Connecting in 057	Her left hand/wrist/fingers up to her shoulder started going numb		X			166	14									X		
9		Sales Manager	July 23rd	Lake Pleasant, CA	While sitting on a Jet-Ski another person on a Jet-ski ran into her, fracturing her leg in three places and damaging her knee		X			19	33	X										
12		Distribution Clerk	Dec 22nd	Fell in the side parking lot	He slipped on ice in the parking lot & fell on his right side coming to work				X	0	0	X										
Page totals						0	2	0	2	185	47	3	0	0	0	0	0	0	1			

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information if it does not affect them personally or if the collection of information is not required by a statute.

OSHA Form 300 OSHA Form 300A OSHA Form 301

WHAT ARE THE RULES:

- If you have 10 or more employees you must keep injury & illness records.
- OSHA's 300 Log has to be updated within 7 days—for you the information is handy.
- "First aid treatment" is a specific list—if not on this list it was medical treatment.
- Lost Work Days (LWD) are when an employee is taken out of work for a day
- Restricted Work Days (RWD) is when an employee cannot do one required thing.
- Other Injuries are when an injury occurs but there are no LWDs or RWDs.
- Annually you must fill out an OSHA 300A and post it from Feb. 1 until May 1.
- In keeping track of each injury's/illness' daily counts you stop counting after 180 calendar days (**Every day counts**).
- OSHA has an Excel spreadsheet to download that automatically updates the OSHA 300A—**Download it every year because it can/has been changed!**
- You must report ANY death at work within 8 hours. Report within 24 hours an amputation (a significant chunk of skin or

any bone), the loss of an eye (It comes out of the socket), or the hospitalization of a worker.

ONE OTHER IMPORTANT THING:

Electronically submitting 2018's OSHA 300A information by 3-1:

- Your 2018 OSHA 300A (Has to be printed, signed and posted by Feb 1) must be electronically sent to OSHA—go to their "ITA Launch Page" to find out more.
- Note—OSHA is in the process of possibly rescinding this requirement. On July 30, 2018, a "Notice of Proposed Rulemaking" (NPRM) was issued to accomplish this.

COMMON RECORDING MISTAKES:

- 1) Misclassifying a cause of injury:
 - a. "Injury" means "I did this and therefore I hurt"
 - b. "All Other Injuries" means "I'm not sure when/what happened"
- 2) Not paying strict attention to the doctor's notes—a restriction is a restriction unless the employee NEVER had to do it in the first place. (No lifting over 20 lbs. The employee would only lift a maximum of 10 lbs. Not someone else does it).

- 3) Not counting accurately. 5 LWD, then 15 RWD, then 10 LWD, and lastly 5 RWD = 15 LWD & 20 RWD on the OSHA 300.
- 4) Not filling in zeros when there is nothing to record—with zeros it is clear you put it there.
- 5) Not keeping the past years' OSHA Recordkeeping forms up to date—OSHA will look at the last 5 years.
- 6) Not completing the OSHA 300A. It is the year-ending form that must be posted February 1 and taken down May 1.
- 7) The 300A is a dated form that you never change once it's signed. (You do continue updating the OSHA 300 until there is nothing more to update.)

LEARN MORE BY CHECKING OUT:

<https://www.osha.gov/recordkeeping/index.html>
 See the "OSHA 300 Sample Form" on mbaa.com—Pay attention to the Yellow highlights and the Red Corner comments.

FOR MORE INFORMATION ON BREWERY SAFETY, PLEASE VISIT THE MBAA BREWERY SAFETY WEBSITE AT:
<http://www.mbaa.com/brewresources/brewsafety>