

Cal/OSHA Forms for Recording Work-Related Injuries and Illnesses

Cal/OSHA Recordkeeping Website:

[www.dir.ca.gov/dosh/etools/
recordkeeping/index.html](http://www.dir.ca.gov/dosh/etools/recordkeeping/index.html)

What's Inside...

In this package, you'll find information that will help you complete Cal/OSHA's *Log* and *Summary of Work-Related Injuries and Illnesses* for the next several years. On the following pages, you'll find:

- ▼ **An Overview: Recording Work-Related Injuries and Illnesses** — General instructions for filling out the forms in this package and definitions of terms you should use when you classify your cases as injuries or illnesses.
- ▼ **How to Fill Out the Log** — An example to guide you in filling out the *Log* properly.
- ▼ **Log of Work-Related Injuries and Illnesses** — Several pages of the *Log* (but you may make as many copies of the *Log* as you need.) Notice that the *Log* is separate from the *Summary*.
- ▼ **Annual Summary of Work-Related Injuries and Illnesses** — Removable *Annual Summary* pages for easy posting from February 1 through April 30. Note that you post the *Annual Summary* only, not the *Log*.
- ▼ **Worksheet to Help You Fill Out the Summary** — a worksheet for figuring the average number of employees who worked for your establishment and the total number of hours worked.
- ▼ **Cal/OSHA's 301: Injury and Illness Incident Report** -- Several copies of the Cal/OSHA 301 to provide details about the incident. You may make as many copies as you need or use an equivalent form.

Take a few minutes to review this package. If you have any questions, refer to the last page of this overview for internet and telephone assistance



- ▼ diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and
- ▼ any procedure that can be labeled first aid. (See below for more information about first aid.)

What is first aid?

If the incident required only the following types of treatment, consider it first aid. Do NOT record the case if it involves only:

- ▼ using non-prescription medications at non-prescription strength;
- ▼ administering tetanus immunizations;
- ▼ cleaning, flushing, or soaking wounds on the skin surface;
- ▼ using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages;
- ▼ using hot or cold therapy;
- ▼ using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- ▼ 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;
- ▼ drinking fluids to relieve heat stress

How do you decide if the case involved restricted work?

Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

How do you count the number of days of restricted work activity or the number of days away from work?

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day after the incident occurs. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

Under what circumstances should you NOT enter the employee's name on the Cal/OSHA Form 300?

You must consider the following types of injuries or illnesses to be privacy concern cases:

- ▼ an injury or illness to an intimate body part or to the reproductive system,
 - ▼ an injury or illness resulting from a sexual assault,
 - ▼ a mental illness,
 - ▼ a case of HIV infection, hepatitis, or tuberculosis,
 - ▼ a needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see CCR Title 8 14300.8 for definition), and
 - ▼ other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.
- You must not enter the employee's name on the Cal/OSHA 300 Log for these cases. Instead, enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy concern cases so that you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the Cal/OSHA 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of

the injury or illness, but you do not need to include details of an intimate or private nature.

What if the outcome changes after you record the case?

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

Classifying injuries

An injury is any wound or damage to the body resulting from an event in the work environment.

Examples: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, clipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall or other similar accidents.

Optional

Calculating Injury and Illness Incidence Rates



What is an incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury and illness experience over time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work for your firm quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, and for both rates the instructions in paragraph (c).

(a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on your Cal/OSHA Form 300, or refer to the Cal/OSHA Form 300A and sum the entries for columns (G), (H), (I), and (J).

(b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your Cal/OSHA Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the Cal/OSHA Form 300A.

(c) The number of hours all employees actually worked during the year. Refer to Cal/OSHA Form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

Total number of injuries and illnesses ÷ Number of hours worked by all employees X 200,000 hours = Total recordable case rate

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

(Number of injuries in column H + Number of entries in column I) ÷ Number of hours worked by all employees X 200,000 hours = DART incidence rate

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A, cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at www.bls.gov or by calling a BLS Regional Office.

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Worksheet

Total number of recordable injuries and illnesses in your establishment

÷

X 200,000 =

Total recordable cases incidence rate

Hours worked by all your employees

÷

X 200,000 =

DART incidence rate

Total number of recordable injuries and illnesses with a checkmark in column H or column I

÷

X 200,000 =

Hours worked by all your employees

Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in CCR Title 8 Section 14300.8 through 14300.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (Cal/OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local Cal/OSHA office for help.

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. See CCR Title 8 14300.29(b)(6)-(10)

Year 20
CAL/OSHA
Department of Industrial Relations
Division of Occupational Safety and Health

Identify the person Describe the case Classify the case

Table with columns (A) Case no., (B) Employee's name, (C) Job title, (D) Date of injury or onset of illness, (E) Where the event occurred, (F) Describe injury or illness, (G) Death, (H) Days away from work, (I) Job transfer or restriction, (J) Other record-able cases, (K) Away from work, (L) On job transfer or restriction, (M) Injury types: (1) Injury, (2) Skin disorder, (3) Respiratory condition, (4) Poisoning, (5) Hearing loss, (6) All other illnesses.

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



Worksheet to Help You Fill Out the Annual Summary

Department of Industrial Relations

At the end of the year, Cal/OSHA requires you to enter the average number of employees and the total hours worked by your employees on the Annual Summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the Annual Summary at the end of the year.

How to figure the average number of employees who worked for your establishment during the year:

- 1 Add the total number of employees your establishment paid in all pay periods during the year. Include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.
The number of employees paid in all pay periods = 1 _____
- 2 Count the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.
The number of pay periods during the year = 2 _____
- 3 Divide the number of employees by the number of pay periods.
1 _____ = 3 _____
- 4 Round the answer to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.

For example, Acme Construction figured its average employment this way:

For pay period...	Acme paid this number of employees...		
1	10	Number of employees paid = 830	1
2	0		
3	15	Number of pay periods = 26	2
4	30	830 = 31.92	3
5	40	26	
24	20	31.92 rounds to 32	4
25	15	32 is the annual average number of employees	
26	+10		
	830		

How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

Optional Worksheet

_____ Find the number of full-time employees in your establishment for the year.

X _____ Multiply by the number of work hours for a full-time employee in a year.

_____ This is the number of full-time hours worked.

+ _____ Add the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal)

_____ Round the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year*.

If You Need Help...

- ◆ Visit us online at www.dir.ca.gov/DOSH/dosh1.html or
- ◆ Send us e-mail at infocoms@dir.ca.gov or
- ◆ Call your local DOSH Consultation Office and ask for record keeping information.
 - Fresno-Central Valley – 1901 North Gateway Blvd., Suite 102, Fresno CA 93727
(559) 454-1295
 - Oakland-San Francisco Bay Area – 1515 Clay Street, Suite 1103, Oakland CA 94612
(510) 622-2891
 - Sacramento-Northern California – 2424 Arden Way, Suite 410, Sacramento CA 95825
(916) 263-0704
 - San Bernardino-Inland Empire – 464 West 4th Street, Suite 339, San Bernardino CA 92401
(909) 383-4567
 - San Diego-Imperial & San Diego counties – 7575 Metropolitan Drive, Suite 204,
San Diego CA 92108
(619) 767-2060
 - San Fernando Valley-Santa Barbara & NW Los Angeles county – 6150 Van Nuys Blvd.,
Suite 307, Van Nuys CA 91401
(818) 901-5754
 - Santa Fe Springs- Los Angeles Metro Area & Orange Co. – 1 Centerpointe Drive,
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State of California

Division of Occupational Safety & Health