

Company Name: _____ Dept: _____ Location: _____ Date: _____

#201

CAL/OSHA LOG 300, FORM 300A AND 301... AREN'T THEY ALL THE SAME? NO!!

California Code of Regulations, Title 8, section **14300** mandates that all employers record work-related fatalities, injuries and illnesses. Some employers have a partial industry classification exemption, but the construction industry does not, therefore you are required to keep a log of any work-related injury or illness. Doing so, however, does not mean that the employer or employee was at fault, or that any Cal/OSHA regulations have been violated, nor does it imply eligibility for worker's compensation or other benefits associated with being injured on the job.

All establishments are required to post, in a visible location, a copy of the **Annual Summary of Work-Related Injuries and Illnesses**, otherwise known as **Cal/OSHA Form 300A**. This form must be displayed from February 1st through April 30th so that employees know about the injuries and illnesses that occurred in the previous calendar year. As an employer, you will need to post the **Cal/OSHA Form 300A**, which is an annual summary of what's been filled out in the course of the previous year on the **Cal/OSHA Forms 300 and Form 301**.

Work related deaths, injuries and illnesses that result in loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid as well as those specified by section **14300.8 through 14300.12** must be logged as they occur. By using the **Log of Work-Related Injuries and Illnesses**, otherwise known as the **Cal/OSHA Form 300**, employers can classify the work-related injuries or illnesses and describe their nature and severity. This form contains information relating to the health of the employee and must be used in a manner that protects the confidentiality of the employee to the extent possible while the information is being used for occupational and health purposes **14300.29 (b)(6)-(10)**.

Should a recordable work-related injury or illness occur, the employer must also fill out a **Cal/OSHA Form 301, Injury and Illness Incident Report** within 7 calendar days after being notified of such event. This form contains more specific information about the affected employee, the medical care given, and details about how the injury or illness took place. Finally, at the end of the year, the total number of recordable incidents must be transferred from the **Log to Form 300A**. If there were no recordable incidents, employers must simply write a "0" in the appropriate space. You must save the Cal/OSHA Form 300, the privacy case list (if one exists), the Cal/OSHA Form 300A, and the Cal/OSHA Form 301 Incident Reports for five (5) years following the end of the calendar year that these records cover. **14300.33(a)**

For questions or information on obtaining forms, please call Courage Safety at 949-498-2688.

Meeting Conducted By:

Meeting Attended By:

Print Name

Signature

Document Filing Reference

Notes & Suggestions

Filing Instructions: Copies of this "Tailgate Talk" should be filed in employer's safety training records and cross-referenced in each employee safety-training file. This is intended as a guide only- all rights reserved.