

Multiple business establishments

WAC 296-27-02101

IF	THEN
The establishment is expected to be in operation for a year or more	Keep separate OSHA 300 logs for each establishment.
The establishment is short term – expected to be in business for less than a year	You may keep one Log that covers all short term establishments for individual company divisions or geographic regions.
Employees who <u>work at different locations</u> (i.e., construction)	You must link each employee to ONE of your establishments and record their injury/illness on the OSHA 300 Log for that establishment.
Employees <u>don't work at any of your establishments</u> (i.e., telecommute)	
An employee <u>of one of your establishments</u> is injured or becomes ill <u>while visiting or working at another of your establishments</u>	You must record the injury or illness on the OSHA 300 Log of the establishment at which the injury or illness occurred.
If the employee is <u>not at one of your establishments</u> and becomes injured or ill (i.e., away on business)	You must record the case on the OSHA 300 Log at the establishment at which the employee normally works.
You keep records for an establishment at your headquarters or other central location Scenario: You have 3 establishments. One is located in Washington, the 2nd is in Ohio, and the 3rd, which is also headquarters, is located in Maine. For many reasons including the fact that they are not in close proximity, the employer would have to keep separate occupational injury and illness records for each of those establishments. However, the employer could keep the separate Logs at the Maine (headquarters) location as long as the employer is able to meet the adjacent requirements for transmitting, producing, and sending.	You must be able to: ▪ <u>Transmit</u> information about the injuries and illnesses from the establishment to the central location within 7 calendar days of receiving information that a recordable injury or illness has occurred; and ▪ <u>Produce and send</u> the records from the central location to the establishment - By the next business day for employees, former employees or employee reps: - Within 4 business hours for government reps.

Establishment. A single physical location where business (i.e., services or industrial operations) is conducted.

- Where employees don't work at a single physical location (i.e., construction; transportation; communications, electric, gas and sanitary services; and similar operations), the establishment is represented by a main or branch office, terminal, station, etc., that either supervises or assigns the work.

	Number of Locations	Number of Establishments	Elements of definition; WAC 296-27-051	Example
Okay, so I have to keep a separate OSHA Log for each establishment, but how do I determine how many logs I need to keep if I have more than one location or more than one business establishment?	One	One	Normally, one business location has only one establishment.	Employer only has one business location where he owns a cabinet shop. • Employer must keep one OSHA 300 Log
	One	Two or more	Two or more separate businesses that share a single location would be classified as separate establishments only when: - Each establishments represents a distinctly separate business that is engaged in a different economic activity; - No one industry description (NAICS) applies to the joint activities of the establishments; and - Separate reports are routinely prepared for each establishment on the number of employees, their wages and salaries, sales or receipts, and other business information.	IF an employer operates a construction company at the same location as his lumber yard, THEN the employer would consider each business to be a separate establishment. • Employer must keep two Logs – one for each establishment.
	Two or more	One	One business establishment spread over multiple locations would be classified as one establishment only when: - Locations are operated as a single business under common management, <u>and</u> are in close <u>proximity</u> to each other; AND - Only one set of business records for the locations, such as records on the number of employees, their wages and salaries, sales or receipts, and other kinds of business information.	One manufacturing establishment might include the main plant, a warehouse a few blocks away, and an administration building across the street. • Employer must keep one OSHA 300 Log

Notes:

- Number of establishments = Number of OSHA recordkeeping forms
- If you have multiple business establishments in multiple states that conduct the same business operations, you would need to keep separate OSHA 300 logs & OSHA 300 A- Summaries for each of these establishments.