

HOW TO FILL OUT THE OSHA LOG

Within 7 days of injury, determine if the incident is recordable and record.
Update later if you do not have all necessary information.

CHECK ONE BOX under general recording criteria, the most severe.

You have four to choose from PICK ONE

- G DEATH
- H DAYS AWAY FROM WORK
- I JOB TRANSFER OR RESTRICTION-(LIGHT DUTY)
- J OTHER RECORDABLE CASES/MEDICAL TREATMENT BEYOND FIRSTAID

If you have picked days away from work record number of days

You may also have light duty days with each entry

K Enter how many days away from work

L Enter how many light duty days

K and L totals will vary depending upon each injury

TOTAL DAYS COMBINED MAY STOP AT 180

DAYS/THIS IS UP TO THE EMPLOYER

You start counting the day after the injury continuously on the calendar. Holidays, weekends, days off do not matter count all days

CHECK ONE BOX UNDER SECTION M THAT APPLIES TO INJURY OR ILLNESS

- 1 INJURY
- 2 SKIN DISORDER
- 3 RESPIRATORY CONDITION
- 4 POISONING
- 5 HEARING LOSS
- 6 ALL OTHER ILLNESSES

THE TOTAL ENTRIES IN GENERAL SECTION G THROUGH J

- G Death
- H Days away from work most severe
- I Light Duty
- J Other recordable cases-Medical treatment beyond firstaid

MUST ALWAYS EQUAL

THE TOTAL ENTRIES IN SECTION M

At the end of the year total the columns on the Log and transfer to the summary.

On the summary enter your company name and have it signed by the highest company executive.

Post February 1 through April 30

Keep all records on file for 5 years

WEBSITES TO HELP YOU DETERMINE IF INJURY IS RECORDABLE

<http://www.dol.gov/elaws/OSHARecordkeeping.htm>