

### **Q&A from OSHA Recordkeeping Webinar**

**NOTE: One word in a question could change the answer. Since we were not able to clarify questions, they were answered to the best of our ability.**

**If you need further clarification, please contact:**

Amy Davidson, Safety Director  
(206) 812-3826 or  
[amy.davidson@approachms.com](mailto:amy.davidson@approachms.com)

Julio Salas, Safety Director  
(206) 801-3084 or  
[julio.salas@approachms.com](mailto:julio.salas@approachms.com)

**Have a question, if an employee was days away from work and then returned to work with restrictions, we can select more than one box.**

NO- if you mark more than one box in Columns G through J it will result in 2 injuries on your column totals at the end of the year.

Column H - One check in this box only as it reflects the most severe outcome of this injury.

Column K Enter days away/KOS.

Column L Enter days on restricted work.

Column M-1 One check in this box due to an injury.

Stop recording when either Column K or L reach 180 days or both columns combined total 180 days.

**If any employee had an accident in december or november and they are still on light duty or away from work, do we just add what its totals from 2023 year?**

Mark the injury on the 2023 log. The easiest way would be as follows: Prior to posting the summary on February 1st through April 30th; update the 2023 log with accumulated days for this injury. Stop recording when either Column K or L reach 180 days or both columns combined total 180 days or IW returns to JOI.

Retain forms for 5 years, updating the OSHA Form 300 as needed.

You do not need to update the OSHA Form 301 or 300A.

**Are there a certain number of hours missed to be missed work? If they only missed a few hours of the day is that included as missed?**

NO-If missed work is on date of injury.

NO-If the IW has returned to their job of injury (JOI) and is performing all routine functions of the position for the full workday. Follow up appointments would not be counted as a full missed day in Column K or partial missed day in Column L.

YES-If the IW is not working a full day at their job of injury, has been transferred, or is on restricted duty. This would be counted as a day in Column K or Column L, whatever is more severe.

Remember calendar days do not count toward your rate calculation, only number of injuries.

#### **Are we still reporting COVID workplace exposures?**

Covid cases are still required to be reported. But only in certain situations (client has done an investigation and knows that the Covid case was indeed contracted at work.) This is usually only at hospitals and retirement homes and stuff like that.

**I logged into the OSHA injury reporting website, and it says "Not required to file 300/301. Should I still file even though it says not required?"**

**Construction**

**Residential construction**

**Thanks!**

The OSHA Injury Tracking Application (ITA) has not been updated, the IT people at OSHA are working on the application. Please check back in the middle of February and the system should let you enter your data. If the system is not operational before March 2, 2024; you have until December 31, 2024, to enter your data, no fault to employers as the system is not running.

#### **These are the OSHA rules on Injury Tracking Application (ITA)**

All establishments with more than 100 employees in industries covered by the new recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301.

Establishments with less than 100 employees in industries listed in Appendix B must electronically submit information from OSHA Form 300A only.

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartEAppB>

*If your NAICS is on Appendix A list and your establishment employed 250 employees during the previous calendar year and are NOT EXEMPT or if your establishment employed 20-249 employees in any one location, you must continue to submit your 300A summary.*

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.41AppA>

Once you have entered your data, the system will automatically generate your rates.

#### **ESTABLISHMENT**

The electronic reporting requirements are based on the size of the establishment, not the company size. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A company may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an establishment, you need to determine the establishment's peak employment during the last

calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.



Multiple Business  
Establishments.pdf

**What if an employee is missing 2-3 hours for a couple of days to attend appointments? Would we record that time in the OSHA 300 report?**

NO-If missed work is on date of injury.

NO-If the IW has returned to their job of injury (JOI) by a LHCP and is performing all routine functions of the position. Follow up appointments would not be counted as a full missed day in Column K or partial missed day in Column L.

YES-If the IW is not working a full day at their job of injury, has been transferred, or is on restricted duty. This would be counted as a day in Column K or Column L, whatever is more severe.

Remember calendar days do not count toward your rate calculation, only number of injuries.

**What is the calculation if you have less than 100 employees?**

The calculation is based upon the average hours worked by all employees. The link will guide you on calculating the average number of hours worked, then just follow the equations for the DART or TRC rate.

**How to calculate total average hours worked by all employees-**

<https://www.bls.gov/respondents/iif/totalhours.htm>

**DART (Days Away, Restricted, or Transferred) Rate**

Indicates how many days away, restriction, or transfer cases occur per 100 full-time workers.

For example, a DART rate of 4.0 indicates that for every 100 full-time employees, 4 of them will have an injury or illness requiring days away from work, restricted, or transferred.

Calculated using the information on the OSHA Form 300A:

$$(\text{Column H} + \text{Column I}) \times 200,000 / \text{Total Hours Worked} = \text{DART Rate}$$

**TRC (Total Recordable Case) Rate**

Indicates how many OSHA recordable cases occur per 100 full-time workers. For example, a TRC rate of 5.0 indicates that for every 100 full-time employees, 5 of them will have an injury or illness that is recorded on the OSHA Form 300.

Calculated using the information on the OSHA Form 300A:

$$(\text{Column G} + \text{Column H} + \text{Column I} + \text{Column J}) \times 200,000 / \text{Total Hours Worked} = \text{TRC Rate}$$

**I submitted my OSHA logs; we are listed on Appendix B, and they did not ask for me to submit any additional forms and TRIR.**

The OSHA Injury Tracking Application (ITA) has not been updated, the IT people at OSHA are working on the application. Please check back in the middle of February and the system should let you enter your data. If the system is not operational before March 2, 2024; you have until December 31, 2024, to enter your data, no fault to employers as the system is not running.

### **These are the OSHA rules-**

All establishments with more than 100 employees in industries covered by the new recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301.

Establishments with less than 100 employees in industries listed in Appendix B must electronically submit information from OSHA Form 300A only.

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartEAppB>

*If your NAICS is on Appendix A list and your establishment employed 250 employees during the previous calendar year and are NOT EXEMPT or if your establishment employed 20-249 employees in any one location, you must continue to submit your 300A summary.*

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.41AppA>

Once you have entered your data, the system will automatically generate your rates.

### **ESTABLISHMENT**

The electronic reporting requirements are based on the size of the establishment, not the company size. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A company may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an establishment, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.



Multiple Business  
Establishments.pdf

**If an employee is KOS and light duty for well over a year, do they go on the log?**

Yes, if the injury is recordable.

Column H - One check in this box only as it reflects the most severe outcome of this injury.

Column K Enter days away/KOS

Column L Enter days on restricted work

Column M-1 through M-6 Check only one box as applicable to type of injury.

Stop recording when either Column K or L reach 180 days or both columns combined total 180 days, or IW returns to JOI..

I have a guy on light duty that was injured in 2021 and still is on light duty today. I have to go back to the 2021 log and update that one?

Mark the injury on the 2021 log. The easiest way would be as follows: Prior to posting the summary on February 1st through April 30th; update the 2021 log with accumulated days for this injury. Stop recording when either Column K or L reach 180 days or both columns combined total 180 days or IW returns to JOI.

Retain forms for 5 years, updating the OSHA Form 300 as needed. You are most likely not going to be cited for this but remember to post your Summary 300A every year from February 1st to April 30th, that is frequently cited.

You do not need to update the OSHA Form 301 or 300A.

Remember calendar days do not count toward your rate calculation, only number of injuries.

Just to confirm count all calendar days?

YES-Remember calendar days do not count toward your rate calculation, only number of injuries.

Who must submit to OSHA and who must submit as worker's comp? Does it have to do with how many employees you have?

Workers' compensation is a different set of rules, if you have employees and they are injured on the job then workers compensation at Labor and Industries will create a claim.

OSHA recordkeeping requirements depend on your company's size and industry. Employers who had 10 or fewer employees and are on the exempt list do not need to keep records.

Employers who had more than 10 employees must keep records.

All employers must do what is requested if you get a survey from The Bureau of Labor and Statistics.

<https://www.osha.gov/recordkeeping/presentations/exempttable>

In the previous question if you are talking about reporting via the Injury Tracking Application (ITA) follow the below guidelines.

The OSHA Injury Tracking Application (ITA) has not been updated, the IT people at OSHA are working on the application. Please check back in the middle of February and the system should let you enter your data. If the system is not operational before March 2, 2024; you have until December 31, 2024, to enter your data, no fault to employers as the system is not running.

**These are the OSHA rules-**

All establishments with more than 100 employees in industries covered by the new recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301.

Establishments with less than 100 employees in industries listed in Appendix B must electronically submit information from OSHA Form 300A only.

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartEAppB>

*If your NAICS is on Appendix A list and your establishment employed 250 employees during the previous calendar year and are NOT EXEMPT or if your establishment employed 20-249 employees in any one location, you must continue to submit your 300A summary.*

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.41AppA>

Once you have entered your data, the system will automatically generate your rates.

## ESTABLISHMENT

The electronic reporting requirements are based on the size of the establishment, not the company size. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A company may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an establishment, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.



Multiple Business  
Establishments.pdf

**But the employee only missed work on the injury date and then returned the next day.**

Do not count the date of injury, start counting the following day. This applies to counting days, not recording days. If it was a recordable injury, you would record it on your OSHA log with 0 days in column K and L.

**I wasn't listening... I was writing the last answer... what was the question again? About therapy?**

If the employee did not have days away from work (Column H), job transfer or restriction (Column I), the case is recorded in Column J: Other Recordable Cases as this is considered Medical Treatment beyond First Aid.

You must also record the appropriate category under Column M: Injury and Illness Types.

Examples of these cases include:

- ◇ Medical treatment that does not fall under First Aid Treatment Only
  - » Prescription medication. The use of non-prescription medication at prescription strength as recommended by a physician or Licensed Health Care Professional (PLHCP) is considered prescription medication.
  - » Immunizations (except tetanus) such as hepatitis B or rabies vaccines
  - » Wound-closing devices such as surgical glue, sutures, staples, etc.
  - » Any device with rigid stays or other systems designed to immobilize parts of the body.
  - » *Therapeutic massages such as physical therapy or chiropractic treatment.*
  - » Removal of foreign material that is embedded in the eye.

So just to be clear. If an injury occurs on December 31st, 2022, it would go on the 2022 log. We'd update the days missed and days on light duty up to what we have until March 2nd the due date and submit that info...but we'd still update our 2022 log after that date to the max of 180 days. We would not need to send in an amendment of the form? Hope that makes sense.

Mark the injury on the 2022 log. The easiest way would be as follows: Prior to posting the summary on February 1st through April 30th; update the 2022 log with accumulated days for this injury. Stop recording when either Column K or L reach 180 days or both columns combined total 180 days or IW returns to JOI.

Retain forms for 5 years, updating the OSHA Form 300 as needed.

You do not need to update the OSHA Form 301 or 300A.

You do not need to update the OSHA Form 301 or 300A or send in an amended form. Please remember, it's not the days away or restricted duty days (COUNTING DAYS) that affect your RATES, it is each time you check a box in column G-J and that was captured on December 31, 2022, when the injury occurred.

Construction company. We have around 30 employees- 8 to 10 are office staff. We don't have 20 employees at a time at a certain location/job site- we would need to file 300 and 301?

The OSHA Injury Tracking Application (ITA) has not been updated, the IT people at OSHA are working on the application. Please check back in the middle of February and the system should let you enter your data. If the system is not operational before March 2, 2024; you have until December 31, 2024, to enter your data, no fault to employers as the system is not running.

### **These are the OSHA rules-**

All establishments with more than 100 employees in industries covered by the new recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301.

Establishments with less than 100 employees in industries listed in Appendix B must electronically submit information from OSHA Form 300A only.

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartEAppB>

*If your NAICS is on Appendix A list and your establishment employed 250 employees during the previous calendar year and are NOT EXEMPT or if your establishment employed 20-249 employees in any one location, you must continue to submit your 300A summary.*

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.41AppA>

Once you have entered your data, the system will automatically generate your rates.

### **ESTABLISHMENT**

The electronic reporting requirements are based on the size of the establishment, not the company size. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A company may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an

establishment, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.



Multiple Business  
Establishments.pdf

I had an employee receive an X-ray for a hand injury. It was deemed a bruise and no further action needed. No lost work time and able to return back to work the same day, would that be OSHA recordable?

No not recordable-X-ray is a diagnostic procedure, and no injury was found.

On calendar day counting. Why would you count the 2023 days? The OSHA report would have been filed before employee returned to full duty in Feb.

The rule states retain forms for 5 years, updating the OSHA Form 300 as needed.  
You do not need to update the OSHA Form 301 or 300A.

On Appendix B, the NAICS code is the first four digits. For example, this Appendix B lists 2381. Our complete NAICS code is 238220. Am I correct we would meet the requirement?

Correct but you have to report your OSHA 300A if you have between 20-249 employees. The OSHA Injury Tracking Application (ITA) has not been updated, the IT people at OSHA are working on the application. Please check back in the middle of February and the system should let you enter your data. If the system is not operational before March 2, 2024; you have until December 31, 2024, to enter your data, no fault to employers as the system is not running.

### **These are the OSHA rules-**

All establishments with more than 100 employees in industries covered by the new recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301.

Establishments with less than 100 employees in industries listed in Appendix B must electronically submit information from OSHA Form 300A only.

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartEAppB>

*If your NAICS is on Appendix A list and your establishment employed 250 employees during the previous calendar year and are NOT EXEMPT or if your establishment employed 20-249 employees in any one location, you must continue to submit your 300A summary.*

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.41AppA>

Once you have entered your data, the system will automatically generate your rates.

## **ESTABLISHMENT**

The electronic reporting requirements are based on the size of the establishment, not the company size. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A company may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an establishment, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.



Multiple Business  
Establishments.pdf

I am also getting "not required to report". I work in "Assembly, Packaging, and 3D Printing". We have around 120 employees.

If your NAICS is 448210, you do not have to report via the ITA.

when a claimant does stops going for treatment and was not "released to JOI" per an APF, but their claim/treatment has been concluded and claim has been closed, when is it appropriate to stop tracking days away from work/light duty?

No, he has not returned because he is not released to JOI

Thank you

If an employee is not released to JOI or full duty, you should continue to count the days away from work until one of the following occurs:

The employee is released to return to work by a healthcare professional.

The employee reaches the maximum cap of 180 calendar days of days away or job restriction/transfer.

You receive information that the employee has fully recovered or has permanently transferred to another job.

Are we supposed to be turning in the log annually to OSHA or just posting and saving for an audit?

You will turn the log in via the ITA system if your establishment is in Appendix A or Appendix B and you meet the employee count.

All employers must post the 300A Summary from February 1st through April 30th.

This is frequently cited by DOSH for not being posted.

Retain forms for 5 years, updating the OSHA Form 300 as needed.

You do not need to update the OSHA Form 301 or 300A.

I was under the impression that the first 3 days of injury do not count and we are not required to pay KOS. Is this not true?

Industrial Insurance Rule - In order for payments to qualify as KOS, the employer must continue to pay the worker's wages and benefits from all employment on the date of injury including Wages or salary.

OSHA Recordkeeping Rule-Counting Days, do not count the date of injury, count all calendar days following DOI and enter days in column K or L.

**I thought the ITA was for employers with 100 or more employees.**

Correct but you have to report your OSHA 300A if you have between 20-249 employees. The OSHA Injury Tracking Application (ITA) has not been updated, the IT people at OSHA are working on the application. Please check back in the middle of February and the system should let you enter your data. If the system is not operational before March 2, 2024; you have until December 31, 2024, to enter your data, no fault to employers as the system is not running.

### **These are the OSHA rules-**

All establishments with more than 100 employees in industries covered by the new recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301.

Establishments with less than 100 employees in industries listed in Appendix B must electronically submit information from OSHA Form 300A only.

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartEAppB>

*If your NAICS is on Appendix A list and your establishment employed 250 employees during the previous calendar year and are NOT EXEMPT or if your establishment employed 20-249 employees in any one location, you must continue to submit your 300A summary.*

<https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.41AppA>

Once you have entered your data, the system will automatically generate your rates.

### **ESTABLISHMENT**

The electronic reporting requirements are based on the size of the establishment, not the company size. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A company may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an establishment, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.



Multiple Business  
Establishments.pdf

**Ok so it says "in any one location" we have multiple project locations so not companywide?**

The electronic reporting requirements are based on the size of the establishment, not the company size. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A company may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an establishment, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar

year counts as one employee, including full-time, part-time, seasonal, and temporary workers. All establishments with more than 100 employees in industries covered by the new recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301. Establishments with less than 100 employees in industries listed in Appendix B must electronically submit information from OSHA Form 300A only.

I thought the day of injury does not count towards lost time when counting days is it calendar days or workdays? 12/16 thru 12/26 is 11 days, not 10. correct?

You are correct and this confirms the attendees understand how to count calendar days. 😊

Injury occurs 12/15/2022.

Employee on KOS 12/16/2022 -12/26/2022

Employee on restricted duty as of 12/27/2022

Employee returned to full duty on 2/15/2023.

11 days' Time Loss/KOS in Column K

50 days RESTRICTED DUTY in Column L

All 61 days are recorded on your 2022 log.

This injury does NOT go on your 2023 log.

5 days in Dec + 31 days in Jan + 14 days in Feb = 50 days

Do not record on your 2023 Log.

If someone is injured on 12/31 and away from work for 180 days, how does this work since you need to post the OSHA log before the 180 days elapsed. Do you just post as-is and/or do you still update the log after the fact?

Mark the injury on the 2023 log. The easiest way would be as follows: Prior to posting the summary on February 1st through April 30th; update the 2023 log with accumulated days for this injury. Stop recording when either Column K or L reach 180 days or both columns combined total 180 days or IW returns to JOI.

Retain forms for 5 years, updating the OSHA Form 300 as needed.

You do not need to update the OSHA Form 301 or 300A.

Please remember, it's not the days away or restricted duty days (COUNTING DAYS) that affect your RATES.

Are 100 employees to provide OSHA 300 log is that employees at the company or at the establishment?

The electronic reporting requirements are based on the size of the establishment, not company size. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A company may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an establishment, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.

All establishments with 250 or more employees in industries covered by the recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301. Establishments with 20-249 employees in certain industries must electronically submit information from OSHA Form 300A only.

Please clarify, 12/16 to 12/26 is actually 11 full days. You count every day correct.

You are correct and this confirms the attendees understand how to count calendar days. 😊

Injury occurs 12/15/2022.

Employee on KOS 12/16/2022 -12/26/2022

Employee on restricted duty as of 12/27/2022

Employee returned to full duty on 2/15/2023.

11 days' Time Loss/KOS in Column K

50 days RESTRICTED DUTY in Column L

All 61 days are recorded on your 2022 log.

This injury does NOT go on your 2023 log.

5 days in Dec + 31 days in Jan + 14 days in Feb = 50 days

What if we didn't have any reportable incidents last year?

How do we record that correctly?

Fill out the 300A summary with zeros, have owner, CEO, CFO sign and post.

Congratulations!!!

Who can I reach out to if I have questions? I am late for the webinar...

Amy Davidson, Safety Director

(206) 812-3826 or

amy.davidson@approachms.com

Julio Salas, Safety Director

(206) 801-3084 or

julio.salas@approachms.com

I had an injury occur the end of Dec, so I only count the days of December missed? For my 2023 log?

Mark the injury on the 2023 log. The easiest way would be as follows: Prior to posting the summary on February 1st through April 30th; update the 2023 log with accumulated days for this injury. Stop recording when either Column K or L reach 180 days or both columns combined total 180 days or IW returns to JOI.

Retain forms for 5 years, updating the OSHA Form 300 as needed.

You do not need to update the OSHA Form 301 or 300A.

Please remember, it's not the days away or restricted duty days (COUNTING DAYS) that affect your RATES, it is each time you check a box in column G-J and that was captured on December 31, 2022, when the injury occurred.

Do you also count Vacation days the employee takes while on KOS or light duty?  
if the employee was away from work for 8 days, then went to light duty how do I record it  
yes

So, 8 days in column k and 25 in L, but you do not count the first day. Thank you !

if someone had a back strain, had 1 day of missed work that we paid them for (kept them on pay), and went in for physical therapy for their back, is that recordable?  
they went days later.

If the employee did not have days away from work (Column H), job transfer or restriction (Column I), the case is recorded in Column J: Other Recordable Cases as this is considered Medical Treatment beyond First Aid.

You must also record the appropriate category under Column M: Injury and Illness Types. Examples of these cases include:

- ◇ Medical treatment that does not fall under First Aid Treatment Only
  - » Prescription medication. The use of non-prescription medication at prescription strength as recommended by a physician or Licensed Health Care Professional (PLHCP) is considered prescription medication.
  - » Immunizations (except tetanus) such as hepatitis B or rabies vaccines
  - » Wound-closing devices such as surgical glue, sutures, staples, etc.
  - » Any device with rigid stays or other systems designed to immobilize parts of the body.
  - » *Therapeutic massages such as physical therapy or chiropractic treatment.*
  - » Removal of foreign material that is embedded in the eye.

I would also like to know if losing a partial day of work counts as time loss for recording purposes.

NO-If missed work is on date of injury.

NO-If the IW has returned to their job of injury (JOI) and is performing all routine functions of the position for the full workday. Follow up appointments would not be counted as a full missed day in Column K or partial missed day in Column L.

YES-If the IW is not working a full day at their job of injury, has been transferred, or is on restricted duty. This would be counted as a day in Column K or Column L, whatever is more severe.

Remember calendar days do not count toward your rate calculation, only number of injuries.

I'd like to know hours missed questions as well....just a few hours missed to go to doc and returned for the day.

thank you!

NO-If missed work is on date of injury.

NO-If the IW has returned to their job of injury (JOI) and is performing all routine functions of the position for the full workday. Follow up appointments would not be counted as a full missed day in Column K or partial missed day in Column L.

YES-If the IW is not working a full day at their job of injury or is on restricted duty. This would be counted as a day in Column K or Column L, whatever is more severe.

Remember calendar days do not count toward your rate calculation, only number of injuries.

Jessica if it's not too late can you ask if we record Occupational Disease claims on the Log?  
thanks

Column M: Injury and Illness Type

**For every recordable case**, there should be a check mark in an injury or illness category (Columns M1–M6 on the OSHA 300 Log). The total number of cases (G+H+I+J) must equal the total for Column M (1+2+3+4+5+6). Examples in each category are provided below.

◆ **Injuries**

○ M1 Injuries: Amputations, animal and insect bites, broken bones, burns, concussions, electrocutions, heat stroke, hernias, lacerations, muscle strains and sprains, etc.

◆ **Illnesses**

◇ M2 Skin Disorders: dermatitis, rosacea, psoriasis, etc.

◇ M3 Respiratory Conditions: sinusitis, influenza, emphysema, asthma, tuberculosis, etc.

◇ M4 Poisonings: carbon monoxide, lead, or cadmium poisoning, medical removal due to an OSHA standard, etc.

◇ M5 Hearing Loss: Specific guidelines may be found online @ [www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping)

◇ M6 All Other Illnesses: Repetitive motion illnesses such as carpal tunnel syndrome or tendonitis, mental illness, varicose veins, chicken pox, etc.

Do 3<sup>rd</sup> party claims get logged as well?

If you hire temporary workers and they are injured on the job. The injury would go on the log of the employer who is supervising the temporary worker. So the answer is Yes.

