

OSHA Form 300

What do I report on the Form 300?

Rule of thumb:

- All OSHA recordable injuries are worker's compensation claims
- Not all worker's compensation injuries are OSHA recordable

One exception to this rule is that loss of consciousness is considered a recordable injury, but not always a worker's compensation claim.

Must record if the injury involves:

- Death (Must also report to OSHA within 8 hours)
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Written prescriptions (dosages will make final determinations)
- Standard threshold shift in hearing in one/both ears
- A significant injury or illness diagnosed by a physician or other health care professional
- Licenses physician recommends medical treatment but employee refuses, it is still recordable

What is not a recordable injury?

- An employee injured while acting in part of the general public (volunteer)
- Eating, drinking, preparing food for personal consumption
- Personal tasks at the establishment out of work hour (shopping off the clock)
- Personal: Grooming, Self-medication
- Voluntary participation in: Wellness programs, med fitness, recreational activity
- Motor vehicle accident on company lot during commute (leaving or coming to work)
- Common cold or flu
- Mental illness
- First aid procedures are applied
 - non-prescription medication at non-prescription strength
 - diagnostic procedures
 - Administering tetanus immunizations
 - hot/cold therapy
 - using a non-rigid means of support (wraps, elastic bandages)
 - eye patch
 - finger guards

Can I report everything that I report to Worker's Comp?

No. OSHA will fine you for reporting too much on your 300 form. \$1,000 per incident per form per year

What do I do if I don't know if an injury is reportable?

Call the corporate office – 270-465-8675

Talk to HR Director – Brandi Humphrey or Benefits Coordinator – Denise Reynolds

How long do I have to report an injury on the OSHA Form 300?

7 days

How long do I keep the forms?

5 years + the current year

January 1st of each year, a copy will need to be sent to the corporate office – Attention: Brandi Humphrey

What incidents must I call OSHA about?

- All work-related amputations (includes fingertips)
- All work-related losses of an eye (does not include loss of vision, just the loss of the eye itself)
- All work-related in-patient hospitalization of one or more employees (does not include ER visits or overnight observations)
- All work-related fatalities

How long do I have to report an incident to OSHA?

8 hours after finding out about the injury

How do I contact OSHA?

- Call 1-800-321-OSHA
- Call your nearest OSHA area office
- Visit www.osha.gov/report_online

May employees have access to the OSHA logs/records?

Yes. Currently employees, past employees and their legal representatives have until the end of the next business day to receive records. *Call corporate before giving this information out.*

Within what time frame must I provide OSHA Representatives with access to my OSHA logs?

4 business hours – This is why it is very important to keep them updated!

If an employee is injured on a Friday but the physician states for him to return to work Monday – does Saturday and Sunday count as lost work days?

Yes. Weekends will count as recovery time therefore counted as days away from work regardless if the employee is schedule to work or not.

When an employee experiences the signs or symptoms of a chronic work related illness, do you need to consider each reoccurrence of signs and symptoms as a new case?

No. Injury and illness activity will be counted on the year in which the injury or illness originally occurred.

Is there a limit to recording days away from work and/or restricted workdays?

Yes. You will stop recording when the total combined columns or individually reach 180 days.

Do I count the day on which the injury occurred or the illness began?

No.

Filling out the OSHA Form 300

Fill out the year, establishment name (“Saver Group, Inc DBA Save-A-Lot” or “Saver Tarheel, LLC DBA Save-A-Lot”), city and state.

Form 300 Columns	Explanation
(A) Case No.	Employee ID
(B) Employee’s Name	Employee’s Full Name
(C) Job Title	Ex. - Cashier, Stocker, Meat Cutter
(D) Date of injury or onset of illness	Month and Day only – Year is at the top
(E) Where the event occurred	Ex. – meat department, aisle one, office
(F) Describe the injury or illness, parts of body affected, and objects substance that directly injured or made person ill	Ex. – “amputated R thumb while using meat saw” Try to use only two lines
Check only one box for each case based on the most serious outcome of that case	Place an “X” in box (G) for death of employee, (H) if they missed work, (I) they were had a restriction (light duty) or job transfer or (J) for other recordable cases
(K) Away from work (Days)	How many days of work did the employee miss? Do not count the day of the injury Count weekends Stop counting after 180 days
(L) On job transfer or restriction (Days)	How many days was the employee transferred to another job or have restricted duties? Do not count the day of the injury Count weekends Stop counting after 180 days
(M) Check the “injury” column or choose one type of illness	Put an “X” in the column that applies.