

How To Complete OSHA Records

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Introduction

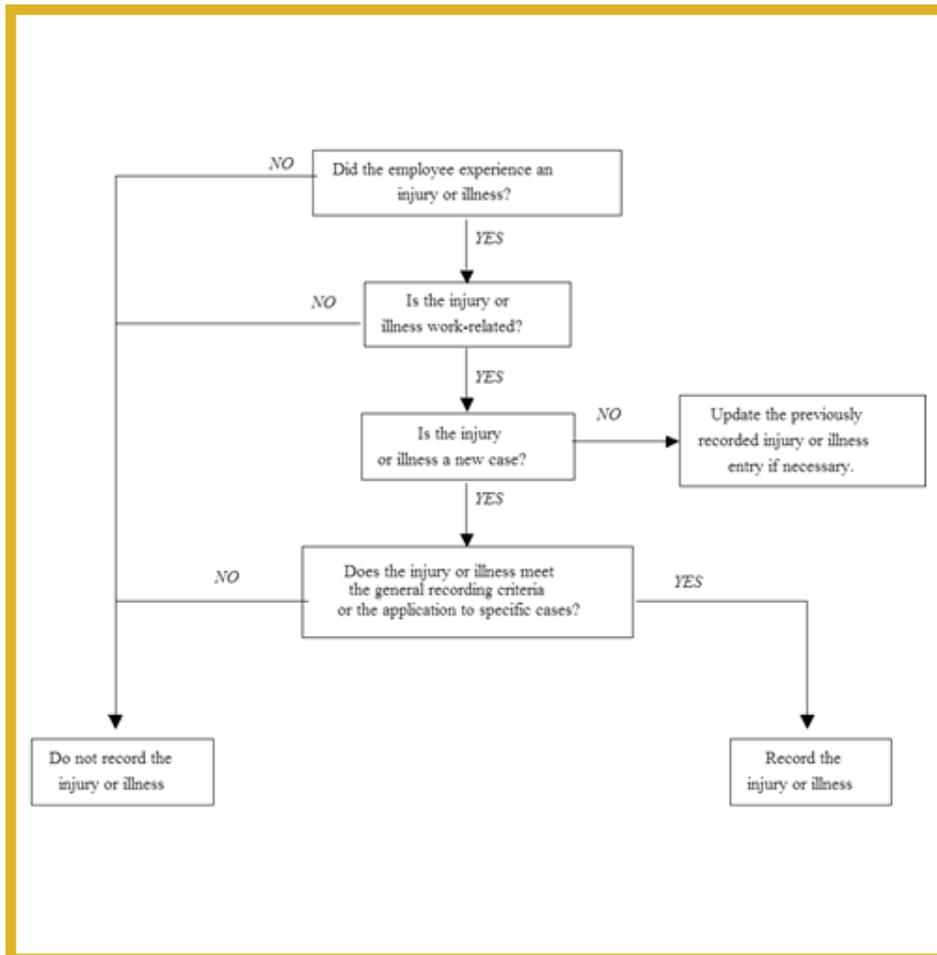
You may have heard that agriculture is exempt from OSHA, but that’s not exactly true. While small family farms may not be inspected, farms employing more than 10 non-family employees can be inspected – and they must also keep OSHA records regarding work-related injuries and illnesses.

Objective

To explain OSHA recordkeeping documents and procedures for pork producers.

Determining Work-Relatedness

OSHA provides guidance in determining if injuries or illnesses are work-related (1904.4). It is not always easy to make this determination. The following flow chart represents the decisions process that should be used. OSHA lists a number of exceptions to work-relatedness that can be viewed [here](#).



Recordkeeping Documents

There are three main record keeping forms:

- Log of Work-Related Injuries and Illnesses (OSHA form 300)
- Summary of Work-Related Injuries and Illnesses (OSHA form 300A)
- Injury and Illness Incident Report (OSHA form 301)

Injury and Illness Incident Report (OSHA form 301)

The Incident Report records specific information about each work-related injury or illness, including: circumstances surrounding the injury, body parts involved and medical treatment given. On the incident report form, you must record:

- Information about each work-related injury or illness within 7 days of the occurrence [see 1904.29(b)(3)]
- According to OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains

Log of Work-Related Injuries and Illnesses (OSHA form 300)

The Log combines information from each Incident Report into one form. A separate Log must be kept for each site. On the Log, you must record:

- Information about each work-related death, injury, or illness on your farm that involves:
- Loss of consciousness, restricted work activity, job transfer, days away from work, or medical treatment beyond first aid
- Any work-related injuries or illnesses that are diagnosed by a physician or licensed health care professional [see 1904.7(b)(1)(vi)]
- Any work-related cases involving cancer, chronic irreversible disease, fractured or cracked bones, and punctured eardrums [see 1904.7(b)(7)]
- According to OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains

Summary of Work-Related Injuries and Illnesses (OSHA form 300A)

The Annual Summary must be certified by a company executive [see 1904.32(b)(4)] and posted in each establishment in a conspicuous place where notices to employees are customarily posted. A separate Summary must be kept for each site. The Summary must be posted no later than February 1 of the year following the year covered by the records and kept in place until April 30. This form must be kept on file for 5 years following the year to which it pertains

On the summary form, you must record:

- The total number of work-related deaths, injuries, or illnesses (even if the number is zero) that occurred in the previous year,
- The number of days away from work or job restriction/transfer that occurred in the previous year,
- The types of illness and injury that occurred in the previous year, and
- The annual average number of employees and the total hours worked by all employees in the previous year.

Summary

OSHA recordkeeping involves three forms that are designed to collect information about each injury or illness incident, to combine information about each incident, and to summarize the site's injury and illness information each year. OSHA offers several training opportunities to improve recordkeeping, including in-person courses, and print- and web-based materials.