OSHA Recordkeeping

OSHA requires all employers with 10 employees or more to maintain an OSHA 300 injury log (some types of employers are exempt). This document keeps track of fatalities, injuries resulting in time lost from work, injuries requiring re-assignment because they cannot do their normal duties, and injuries that resulted in more than first aid applications. This document is one of the first things an OSHA inspector will ask for when they visit an employer. The OSHA log is a tool they use to determine the types of injuries a company experiences.

The OSHA log can be used to calculate incident rates. There are several, such as Lost Time Injury Rate (LTR based on injuries where the person missed work), Injury Frequency Rate (IR based on total number of injuries) and Days Away and Restricted or Transfers (DART based on injuries that resulted in lost time, restricted duty, or individuals who had to be transferred to different jobs). These incident rates are calculated using total hours worked and normalized to 100 employees. The rates allow OSHA and employers to compare their rates to other companies in their type of industry or business.

OSHA requires employers to submit annually a summary of the OSHA 300 on an OSHA form 300-A. This information is supplied to Bureau of Labor Statistics to calculate the incident rates for each type of industry or business.

OSHA also requires the OSHA 300-A or summary to be posted at each workplace from February 1 to April 30. They can post the entire OSHA 300, but they must remove the names of the injured to protect privacy.

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