

## OSHA RECORDKEEPING COMMON MISTAKES

The following are common errors made when filling out the **OSHA 300 Log**:

- Failure to separate the information for each specific site when a company has multiple establishments (branches, offices, etc. ). You may maintain records at one location but must be able to separate the information for each specific site. Only multiple establishments within close proximity of one another may keep one inclusive set of records.
- Failure to retain forms for the past 5 years and to update the OSHA Form 300 as needed. Note: You do not need to update the OSHA Form 301 or 300A.
- Column (A) – failure to include a unique case number on OSHA 300 Log and the same case number on OSHA 301 or wherever is appropriate on the 301-equivalent form.
- Column (E) – entering the department to which the employee is assigned rather than the actual location where the injury or illness occurred.
- Column (F) – failure to provide a detailed description of the injury (parts of body affected, and objects/substances that directly injured or made person ill).
- Columns (G), (H), (I), (J) – Marking more than one column for classifying the case.
- Columns (K) & (L) – Incorrectly entering the number of scheduled workdays missed vs calendar days.
- Columns (M)(1) vs (M)(6) – failure to distinguish between injuries and “other illnesses”. For example, incorrectly placing a check in column M(1) for such illnesses as welding flash burn, heat stress or carpal tunnel syndrome, which must be recorded in (M)(6) for those illnesses not listed under columns (M)(2)-(5).
- Privacy concern cases – not recognizing and properly recording privacy cases.

The following are a few common errors made when filling out the **OSHA 300A Annual Summary**:

- Incorrect addition resulting in unequal totals on the Log and Summary.
- Failure to post the summary from February 1 to April 30.
- Failure to get the Summary signed by a Company Executive. The company executive who certifies the log must be one of the following persons: An owner of the company (only if the company is a sole proprietorship or partnership); an officer of the corporation; the highest ranking company official working at the establishment; or the immediate supervisor of the highest ranking company official working at the establishment. According to OSHA, the Manager of Safety, Health and Environment generally would not meet this criterion.