

# LOSS CONTROL TOOL CHEST

## Frequently Asked Questions about the OSHA 300 log

### Do I need to keep the OSHA 300 Log?

**Answer:** Yes, all companies are required to have a completed OSHA 300 Log

NOTE: You do not need to keep the OSHA 300 Log if you have less than 10 employees for the full calendar year, or your industry is deemed by OSHA to be partially exempt. To determine if you meet either of these requirements, please refer to [www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping). Please note that even if you meet these criteria, OSHA or the U.S. Bureau of Labor Statistics may in writing request you to keep the log. In addition, partial exemption from keeping a Log does not alleviate an employer from reporting serious injuries or fatalities to OSHA.

### My company has multiple establishments and/or sites, must I keep a separate log for each location?

**Answer:** Employers must keep a Log for each separate physical location that is expected to be in operation for one year or longer.

### What Illness and Injuries need to be posted in the OSHA 300 Log?

**Answer:** All work related injuries and illnesses that result in:

- Death
- Loss of consciousness,
- Days away from work,
- Restricted work activity,
- Job transfer,
- Or medical treatment beyond first aid.

### What does OSHA classify as medical treatment?

**Answer:** Medical treatment is managing and caring for a patient for the purpose of combating disease or disorder. It does not include:

- Visits to a doctor for observation
- Diagnostic procedures
- Any procedure that can be classified as first aid.

### What does OSHA consider to be first aid and not recordable?

**Answer:**

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- Using non-prescription medications at nonprescription strength;
- Administering tetanus immunizations;
- Cleaning, flushing, or soaking wounds on the skin surface;
- Using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages.
- Using hot or cold therapy;
- Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
- Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- Using eye patches;
- Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye
- Using finger guards
- Using massages
- Drinking fluids to relieve heat stress

Please note that because an injury is not OSHA recordable, does not mean that it is not a reportable workers compensation claim. If you should have any question, please contact Pacific Compensation Claims or Loss Control.