

# CAL/OSHA INJURY & ILLNESS RECORDKEEPING FORM 300 FAQs

## What are an employer's basic injury recordkeeping responsibilities?

- You must enter information on your Cal/OSHA Form 300 Log about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- You must also enter information about other significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional and about other work-related injuries and illnesses that meet any of the specific recording criteria listed in CCR<sup>1</sup> 14300.8 through 14300.12.
- You must fill out an Injury and Illness Incident Report (Cal/OSHA Form 301) or equivalent form for each injury or illness, within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred.

## When do I fill out the Form 300 (Log)?

Add data to the Form 300 Log throughout the year starting within 7 calendar days after a recordable injury.

## When do I fill out the Form 300A (Summary) and when do I post?

- Fill out the Form 300A (Summary) in January.
- Post the Form 300A in the workplace from February 1st through April 30th.
- Post the Summary - do not post the Log.

## Where do I post the Form 300A?

Post in each establishment, in a conspicuous place where notices to employees are usually posted.

## How long do I keep these Forms?

Keep the Form 300 Log, the Form 300A Summary and the Form 301 Incident Reports for five years.

## We had no recordable injuries - do we need to post the 300A Form?

Yes. Complete the facility information (right side of form) and fill in the injury data with zeros.

## What is the relationship between workers' compensation reports and OSHA records?

Compensability under Workers' Compensation (WC) and recordability under Cal/OSHA do not have any effect on each other. Cases may be either:

- Cal/OSHA recordable and compensable under WC,
- Compensable under WC, but not Cal/OSHA recordable, OR
- OSHA recordable, but not compensable under WC.

## What is considered a Cal/OSHA recordable injury?

A work-related injury or illness must be recorded on the Cal/OSHA Form 300 Log if it results in one or more of the following:

- death,
- days away from work,
- restricted work activity or job transfer,
- medical treatment beyond first aid
- loss of consciousness,
- a significant injury or illness diagnosed by a physician or other licensed health care professional.
- meets any of the specific recording criteria listed in CCR title 8 Section 14300.8 through 14300.12.

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## What is "first aid"?

For the purposes of Cal/OSHA Injury recordkeeping, "first aid" is defined in CCR<sup>1</sup> 14300.7(b)(5)(B) and means:

1. Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
2. Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
3. Cleaning, flushing or soaking wounds on the surface of the skin;
4. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment);
5. Using hot or cold therapy;
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
7. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
9. Using eye patches;
10. Removing foreign bodies from the eye using only irrigation or a cotton swab;
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
12. Using finger guards;
13. Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
14. Drinking fluids for relief of heat stress.

## What is the definition of medical treatment<sup>2</sup>?

"Medical treatment" means the management and care of a patient to combat disease or disorder. For the purposes of Article 2<sup>2</sup>, medical treatment does not include:

1. Visits to a physician or other licensed health care professional solely for observation or counseling;
2. The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils); or
3. "First aid" as it is defined in CCR<sup>1</sup> 14300.7(b)(5)(B)

## Are any other procedures included in first aid?

No. This is a complete list of all treatments considered first aid for purposes of Cal/OSHA Injury Recordkeeping.

## Where can I find out more?

- Go to [www.dir.ca.gov/t8/ch7sb1.html](http://www.dir.ca.gov/t8/ch7sb1.html) for a complete text of the regulations.
- Visit Cal/OSHA's recordkeeping eTool:
- [www.dir.ca.gov/dosh/etools/recordkeeping/index.html](http://www.dir.ca.gov/dosh/etools/recordkeeping/index.html)
- for more Q&A, regulation interpretation and forms.
- Contact a CoreMark Insurance Services Safety Consultant for more information. 866-340-2477.

## Do I need to send a copy of these Forms to CoreMark?

No. Retain these records for your files.



The publications provided by CoreMark Insurance Services are designed to provide accurate and authoritative information. The information is provided with the understanding that CoreMark is not engaged in rendering medical, legal, or accounting services.

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1. CCR, Article 2, Employer Records of Occupational Injury or Illness. 14300-14400. [www.dir.ca.gov/T8/ch7sb1a2.html](http://www.dir.ca.gov/T8/ch7sb1a2.html)

2. CCR, Occupational Injury or Illness Reports & Records 14000-14400. [www.dir.ca.gov/T8/ch7sb1.html](http://www.dir.ca.gov/T8/ch7sb1.html)