



## CAL/OSHA Log 300

### REMINDER



### INTRODUCTION

As we near the end of the year, just a quick reminder from us regarding your Cal/OSHA Log 300's. The Log 300, as it is known, is a recordkeeping document of all recordable occupational injuries and illnesses. A recordable occupational injury or illness is one that meets any of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. Employers with 10 or less employees or in certain industries are exempt from this recordkeeping requirement unless requested by OSHA or BLS (Bureau of Labor Statistics).

### REMINDER

There are two forms for the Cal/OSHA 300: the Log 300 and the Summary Form 300A. Technically there is a third one (301); however, this is replaced in California by the 5020 (Employers First Report of Injury).

#### **Cal/OSHA Log 300:**

As part of OSHA and Cal/OSHA recordkeeping requirements, you are required to keep track, through-out the year, of injuries and illnesses for employees. OSHA recordables, as described above, must be updated in the Log 300 within 5 days of the recordable's occurrence.

#### **Cal/OSHA Summary Form 300A:**

The Summary Form 300A is required to be posted from February 1 through April 30 each year, even if no incidents occurred. The 300A includes the total number of cases, amount of time away from work that resulted, and the types of injuries and illnesses that occurred. The summary must be *signed by the organization's most senior company executive* and then posted in a conspicuous location where workers can see what injuries and illnesses occurred in the workplace (usually a break room or safety board).

#### **Retention:**

The Log 300 and Summary 300A must be retained and maintained for the current year and previous five years.

#### **Electronic Filing:**

Over the past couple of years, OSHA has passed a mandate for electronic filing of the Log 300 if your company meets one of the following criteria: 250+ employees or 20 – 249 employees in 67 specific high-risk injury industries. However, as of this time, California employers (only one of seven states) are exempt from this requirement pending adoption by Cal/OSHA.

#### **Resources:**

Recordable Injury:

<https://www.dir.ca.gov/dosh/etools/recordkeeping/CaStandard/CA143007.htm?A=143007a#143007a>

Exempt Industries: <https://www.dir.ca.gov/dosh/etools/recordkeeping/CaStandard/CA143002.htm>

California Electronic Filing Exemption: <https://www.osha.gov/injuryreporting/index.html>

For more information, contact Buckman-Mitchell, Inc. or you can contact Boretti, Inc at (559) 372-7545 or emailing [info@borettiinc.com](mailto:info@borettiinc.com).