

OSHA Form 300

Customized for the Veterinary Profession by SafetyVet®

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety & health purposes.

Year 20 ____
U.S. Department of Labor
Occupational Safety & Health Administration

You must record information 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 record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call you local OSHA office for help.

Form Approved OMB no. 1218-0176

Clinic or Hospital name _____

City _____ State _____

Identify the person			Describe the case			Classify the case										
(A) Case No. <i>(if assigned)</i>	(B) Employee's Name	(C) Job Title <i>(e.g., Veterinary Technician)</i>	(D) Date of injury or onset of illness <i>(Month/Day)</i>	(E) Where the event occurred <i>(e.g., Ward A or Treatment Room)</i>	(F) Describe injury or illness, parts or body affected, and object/substance that directly injured or made person ill <i>(e.g. Back injury from lifting a patient or dog bite while restraining for vaccinations)</i>	Using these four categories, check ONLY the most serious result for each case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:				
						Death	Days away from work	Remained at work		On job transfer or restriction (K)	Away from work (L)	(M)				
						(G)	(H)	Job transfer or restriction (I)	Other Recordable cases (J)			(1)	(2)	(3)	(4)	(5)
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	days	days					
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	days	days					
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	days	days					
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	days	days					
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	days	days					
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	days	days					
Page totals →																

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete the review of the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to OSHA.

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

How to Investigate an Accident or Job-Related Illness and Complete the OSHA 300 Log

When an accident occurs or an employee becomes ill from something related to their job, the leadership has an obligation to investigate the circumstances. The investigation starts with collecting the relevant details as soon as possible. OSHA Form 301 or a similar “accident report” form (like the one used to file for workers’ compensation benefits as long as it contains the same information) should be used to document the details while they are fresh in everyone’s memory. The leadership or Safety Committee should review the accident report to determine if any changes to the hospital operations are necessary. Any incident that results in one of the following situations is considered work-related and must be investigated using an accident report:

- the death of an employee on the job;
- the loss of consciousness of an employee while on the job;
- the employee loses at least one day of work because of the incident;
- the employee’s duties or abilities are restricted or he/she is transferred to another job because of the incident (this generally includes animal-inflicted injuries such as bites and severe scratches);
- the employee receives medical treatment other than first aid (see box for definitions) because of the incident;
- the employee suffers a fractured or cracked bone, a punctured ear drum or any chronic, irreversible disease as a result of their job;
- the employee develops cancer, tuberculosis or is removed from their job for medical reasons under an OSHA health standard; or
- the employee is stuck with a needle or cut from a sharp object that is contaminated with HUMAN blood or HUMAN infectious material during performance of their duties.

Note: Incidents involving non-employees (visitors, clients) should be reported to the insurance company but are not considered workplace accidents according to OSHA standards and therefore should not be included in this process.

Practices with 11 or more employees at any one time during the year, must keep track of those accident report details using OSHA Form 300. Each accident or illness must be logged onto the form within 7 days of the leadership becoming aware of the incident. If the episode was a “reoccurrence” of a previously recorded incident, do not record the episode as a new incident.

Completion of an accident form or entry of the incident on the OSHA Log 300 does not necessarily correlate to filing a claim for worker’s compensation benefits; in some cases an accident or illness qualifies as a recordable incident (meaning it goes on the log) but since the employee chose not to seek medical treatment, no claim was filed with the insurance company.

If your practice has operations at more than one geographic location, (e.g., satellite clinics or multiple hospitals) then you must maintain a separate log for each physical location. Practices with mobile components (e.g., ambulatory practices) are considered a single location as long as a “fixed base” of operations is maintained.

At the end of the year, the totals from all pages are consolidated and entered on OSHA Form 300A Summary of Work-Related Injuries and Illnesses. The completed Form 300A from the preceding year must be posted in the workplace (where employee notices are customarily posted) no later than February 1 and must remain in place until at least April 30. DO NOT POST THE OSHA LOG 300...post only the summary form.

What is First Aid?

If the incident required only the following types of treatment, consider it first aid; DO NOT record it on the log.

- ▶ the use of non-prescription medications at non-prescription strengths;
- ▶ administration of tetanus immunizations;
- ▶ cleaning, flushing or soaking wounds on the skin surface;
- ▶ using wound coverings such as 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.;
- ▶ drilling a fingernail to 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 swabs 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.