



Recordable Incident Advisor

# OSHA

## 300REPORTING

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# OSHA Recordable Incident Advisor

Not every injury or workers' compensation claim needs to be reported to OSHA. Use this advisor to determine if an injury or incident needs to be logged, based on current OSHA recordkeeping requirements.



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Is the affected person on your company or organization's payroll?

Note: If the individual is a temporary employee under your supervision in day-to-day activities, answer yes.

Yes

No

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Was the incident or injury work related?

Yes

No

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Did the injury or illness involve a fatality?

Yes

No

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Did the incident or injury cause the employee to have days away from work?

Yes

No

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Did the incident or injury cause the employee to perform restricted work or transfer to another job?

Yes

No

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Did the incident or injury cause the employee to receive medical treatment beyond first aid?

Yes

No

Did the injured employee receive treatment beyond any of the following:

- Using nonprescription medication at nonprescription strength
- Tetanus immunization
- Cleaning, flushing or soaking surface wounds
- Wound coverings, butterfly bandages, sterile adhesive strips
- Hot or cold therapy
- Non-rigid means of support
- Temporary immobilization device used to transport accident victims
- Drilling of fingernail or toenail, draining fluid from blister
- Eye patches
- Removing foreign bodies from eye using irrigation or cotton swab
- Removing splinters for foreign materials from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Finger guards
- Massages
- Drinking fluids for relief of heat stress
- Observation and evaluation only (visit to physician or health care provider solely for observation or counseling)
- Diagnostic procedures (such as x-rays, blood tests, eye drops, etc., used for diagnostic procedures only)

Yes

No

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Did the incident or injury cause a loss of consciousness?

Yes

No

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Did the incident or injury result in a diagnosis of significant injury/illness by a physician or other licensed health care provider?

Note: Significant injury/illness can be fracture, punctured ear drum, cancer or chronic irreversible disease.

Yes

No

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Was the incident or injury a result of a needlestick or sharps incident involving contamination by another person's blood or other potentially infectious material?

Yes

No

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Did the incident or injury result in a musculoskeletal disorder (MSD) resulting in days away from work, restricted work, transfer to another job or medical treatment?

Yes

No

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Did the injury or illness result from an occupational hearing loss of 10dB in either ear at 2,000, 3,000 and 4,000 Hz and the employee's total hearing level is 25dB or more above audiometric zero also averaged at 2,000, 3,000 and 4,000 Hz in the same ear(s)? (must use employee's original baseline audiogram for comparison)

Yes

No

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Was there a significant work-related aggravation of a pre-existing condition?

Yes

No

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Was the incident on the premise due to eating, drinking or preparing food for personal consumption?

Yes

No

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Was the incident or injury on the employer's premise due to blood donations?

Yes

No

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Was the incident or injury on the employer's premise due to voluntary participation in wellness programs, medical, fitness or recreational activities?

Yes

No

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Was the injury due to the common cold or flu?

Yes

No

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Was the illness or injury due to a motor vehicle accident in a parking lot/access road during a commute?

Yes

No

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Was the injury or illness due to a mental illness?

Yes

No

OSHA requires this incident to be recorded.

Note: Employers must report work fatalities within 8 hours and work-related in-patient hospitalizations (of one or more employees), amputations and losses of an eye within 24 hours.



OSHA does not require this incident to be recorded.

