

OSHA's Form 300 (Rev. 04/2004)

Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#). In addition, the forms are programmed to auto-calculate as appropriate.

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 and health purposes.

Form approved OMB no. 1218-0176

Please 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.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:

- 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 your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name _____
 City _____ State _____

Step 1. Identify the person

Step 2. Describe the case

Step 3. Classify the case

Step 4.

Step 5.

(A) Case no.	(B) Employee's name	(C) Job title <i>(e.g., Welder)</i>	(D) Date of injury or onset of illness <i>(e.g., 2/10)</i>	(E) Where the event occurred <i>(e.g., Loading dock north end)</i>	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill <i>(e.g., Second degree burns on right forearm from acetylene torch)</i>
Reset	_____	_____	____/____ month / day	_____	_____
Reset	_____	_____	____/____ month / day	_____	_____
Reset	_____	_____	____/____ month / day	_____	_____
Reset	_____	_____	____/____ month / day	_____	_____
Reset	_____	_____	____/____ month / day	_____	_____
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Reset	_____	_____	____/____ month / day	_____	_____
Reset	_____	_____	____/____ month / day	_____	_____

SELECT ONLY ONE circle based on the most serious outcome:

Death (G)	Remained at Work			Away from work (K)	On job transfer or restriction (L)
	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	____ days	____ days
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	____ days	____ days
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	____ days	____ days
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	____ days	____ days

Enter the number of days the injured or ill worker was:

Away from work (K) _____ days

On job transfer or restriction (L) _____ days

Select one column:

Injury (1)	Illness					All other illnesses (6)
	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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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 and review 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 Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

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