



A Summary of Your Reporting Obligations

When an employee is injured there are a number of reporting and record keeping requirements that may cause some confusion. Generally, workers' compensation reporting and OSHA record keeping are required on all work-related injuries and illnesses that result in more than first aid treatment, while in-house incident reports should be completed for all injuries.

Injuries requiring only first aid with no medical expense do not require a report. If the injury should require medical attention at a later time, a report can then be submitted.

OSHA Record keeping

An entry in the *Log of Work-Related Injuries and Illnesses* (Form 300) is required for a **reportable** injury or illness. OSHA instructions say NOT to enter those injuries requiring only first aid on the *Log*, even when the first aid treatment was performed by a medical provider. The instructions give a list of types of treatment considered first aid. For a review, see the list of recordable injuries and illness in the chart on the next page.

Incident Reports

OSHA requires that employers complete an incident report (Form 301 or equivalent) for every OSHA **recordable** injury or illness. According to OSHA's record keeping rule, you must keep this form on file for 5 years following the year to which it pertains.

It is a best practice to complete an in-house incident report for *every* work-related injury or illness, even those requiring first aid only. Employers need to have the reports so that each incident can be investigated and hazards corrected. It also documents any incident which was initially thought to be first aid only, but which later requires reporting under workers' compensation and must be logged for OSHA.

Work-Related Injury/Illness Report Comparison Table

<u>Report:</u>	<u>Workers' Compensation Report</u>	<u>OSHA 300 Log</u>	<u>In-House Incident Reports</u>
<u>Required for:</u>	<p>For a work-related injury or death to which <u>compensation</u> is payable.</p> <p>Not required for first aid only incidents.</p>	<p>For <u>reportable</u> work-related injuries or illnesses which result in:</p> <p>Including any:</p> <p>Cases involving: fatalities (regardless of the time between the injury and death); lost workdays; transfers to another job or termination of employment; or require medical treatment (other than first aid); or loss of consciousness; or restriction of work or motion.</p> <p>Medical treatment is defined as treatment under the orders of a physician administered by a physician or other registered medical personnel. The definition of lost workdays does not include the day of the injury.</p> <p><u><i>Not required for first aid only cases.</i></u></p>	<p>For <u>reportable</u> work-related injuries or illnesses.</p> <p>Best practice for <u>every</u> work-related injury or illness, including injuries requiring first aid treatment only.</p>



Form to use:	<i>Report of Occupational Injury or Illness</i>	<i>Log of Work-Related Injuries and Illnesses (OSHA 300) - this must be posted February 1 until April 30 each year.</i>	<i>Injury and Illness Incident Report (OSHA 301), or Equivalent in-house incident report, and/or Report of Occupational Injury or Illness</i>
When:	Within 30 days of injury or death (or knowledge that injury became compensable).	Within 7 calendar days after you receive information about the case.	Immediately or as soon as practical.