

Date: _____

Job Name: _____

*Report all injuries,
regardless of severity,
to your supervisor
immediately so
procedural problems
don't occur later
down the road.*

What does recordable mean?

Recordable injuries/illness are work-related injuries/illnesses that meet established criteria, and therefore must be recorded on OSHA injury/illness recordkeeping forms or equivalent forms. Recordable injuries/illnesses must also be reported to OSHA electronically.

What are the recordkeeping forms?

- OSHA 300 Log — Detailed listing of all work-related injuries/illness in a calendar year
- OSHA 300 A Summary — Summary of all work-related injuries/illness from the 300 log
- OSHA 301 Incident Report Form — Description of each individual injury/illness

What constitutes a recordable work-related injury or illness?

- The injury/illness must be work-related.

What constitutes work related?

- Injuries/illness are considered work-related if they occurred in the workplace itself (physical location).
- Injuries/illnesses are considered work-related if they occur in another location where the victim was working, or was present as a condition of employment.
- Injuries/illnesses are considered work-related if they are caused by equipment and/or materials used by the victim during the course of work.

To be work-related:

- The injury/illness must have resulted in death; or
- The injury/illness must have resulted in days away from work; or
- The injury/illness must have resulted in restricted work; or
- The injury/illness must have resulted in transfer to another job; or
- The injury/illness must have resulted in medical treatment beyond first aid.

Supervisor Signature: _____

WEEKLY SAFETY MEETING

Vol.24 | No.17 | Week of 04-23-24

MEETING ATTENDEES

Date:

Job Name:

Print:

Signature: