5 Step Process for Determining Injury and Illness Recordability

Step 1: Did the employee suffer an injury or illness?
Step 2: Is the injury or illness work related?
Step 3: Is the injury or illness a new case?
Step 4: Is the injury or illness serious according to the General Recording Criteria?
Step 5: Record the case on the OSHA 300 Log

Move to the next step only if you answer “Yes” to the prior step.

For a more detailed look at this process, please see the “Recordkeeping Decision Tree” on the other side of this page.
RECORDKEEPING DECISION TREE

Did the employee experience an injury or illness?

- Is the injury or illness work-related? (27-01103)
- Was the employee in the work environment? (Presumed to be work-related)
- Was the employee in travel status, or working from home? (Needs to be engaged in work activities, “in the interest of the employer.”)

Is the injury or illness a “Significant Aggravation” of a (non work-related) Pre-existing injury or illness would likely not have met the general recording criteria but for the occupational event or exposure.) 27-01103

Does the injury or illness meet the general recording criteria or the application for specific cases? General Recording Criteria (27-01107):
- Death
- Days away from work
- Restricted work or job transfer
- Medical treatment beyond first aid
- Loss of Consciousness
- Significant injury or illness; i.e.,
  - Cancer
  - Chronic irreversible disease
  - Fractured or cracked bone
  - Punctured ear drum

Specific recording criteria:
- Needle sticks and sharps injuries (27-01109)
- Medical removal (27-01111)
- Hearing loss (27-01113)
- Tuberculosis (27-01115)

Medical treatment doesn’t include:
1. Observation or counseling
2. Diagnostic testing, or any of the following First Aid treatments (27-05101):
   - Non-prescription medication at non-prescription strength
   - Tetanus immunization
   - Cleaning, flushing or soaking wounds on skin surface
   - Wound coverings such as bandages, gauze, pads, butterfly, steri-strip
   - Hot or cold therapy
   - Non-rigid support
   - Temporary immobilization devices for transport to medical facility
   - Drilling of fingernail or toenail
   - Eye patches
   - Removing foreign bodies from eye by simple means
   - Removing splinters or foreign material from other than the eye by simple means
   - Finger guards
   - Massages
   - Drinking fluids for heat stress

Update the previously recorded injury or illness entry if necessary.