

## Activity

**Remember:**

- You can only advance to the next step if the answer is YES. A 'NO' answer in Steps 1, 2 or 3 means: "Stop - Not Recordable".
- Step 4 contains 3 options. In order for Step 4 to be NO, you must be able to say NO to all 3. If you can answer YES to any of the 3, then go to Step 5.
- Medical treatment is recordable. Medical treatment does not include: visits to a physician, diagnostic procedures or first aid.
- What is considered first aid is listed at the bottom of this page.

# Scenarios

		<b>Step-1</b> Is there an injury or illness?	<b>Step-2</b> Is it work-related?	<b>Step-3</b> Is it a new case?	<b>Step-4</b> Does it meet one or more of the general recording criteria (death, days away, job restriction or transfer, medical treatment beyond first aid, or loss of consciousness)? <u>OR</u> is it a specific case? <u>OR</u> is it a significant diagnosed case?	<b>Step-5</b>  <b>If you've answered YES to Steps 1-3 and YES to any one of the 3 options in Step 4, then record the case on the OSHA 300 Log below.</b>
	1. On 1-2-16, Ron Dees, an electrician, fell over a box while clearing a jam out of Rewind #13 in the NE corner of the warehouse and sprained his right wrist. <ul style="list-style-type: none"> <li>➢ A doctor wrapped Ron's arm and recommended that Ron take the next 5 days off work and not to use his right arm.</li> <li>➢ Ron returned to work on 1-8-16 and was placed on job restriction by the doctor for another 5 days.</li> </ul>	<b>Enter:</b> <b>Y for Yes, or N for No.</b>	<b>Enter:</b> <b>Y for Yes, or N for No.</b>	<b>Enter:</b> <b>Y for Yes, or N for No.</b>	<b>Enter:</b> <b>Y for Yes or N for No.</b>	
	2. On 2-15-16, Don Dutch, sales rep, was involved in an auto accident while performing work duties. <ul style="list-style-type: none"> <li>➢ Don was sent to the doctor for a physical examination following the accident.</li> <li>➢ He was given two, non-prescription strength, Aleve for his sore neck and return to work resuming normal duties.</li> </ul>					
	3. On 2-22-16 Brenda Daisy, chemist, was in the lab opening a box with a box cutter when she lacerated her left index finger. She received 7 stitches and went back to work the same day.					
	4. On 03-10-16, Scott Daisy, the company accountant, returned to the office after working hours to pick up some personal items he left on his desk. <ul style="list-style-type: none"> <li>➢ He slipped and fell in the hallway breaking his right leg.</li> <li>➢ A doctor had to cast his leg.</li> <li>➢ Scott returned to work on 3/12/16 with restricted work until 4-1-16.</li> </ul>					

## OSHA 300 LOG

Identify the person				Describe the case		Classify the case – <b>checking ONLY one</b> box for each case based on the most serious outcome for that case.				Enter the number of days the injured/ill worker was:		Check the injury column or choose one type of illness: (M)							
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., welder)	(D) Date of injury or onset of illness (mo/day)	(E) Where the event occurred (e.g., loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	Death		Days away from work		Remained at work		Away from work (K)	On a job Transfer or restriction (L)	Injury (1)	Skin Disorder (2)	Respiratory Condition (3)	Poisoning (4)	Hearing Loss (5)	All other illnesses (6)
						(G)	(H)	Job transfer or restriction (I)	Other record-able cases (J)										
					<b>Page totals</b>														

**First Aid.** For recordkeeping purposes, first aid only includes the following:

- **Administering** tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccines, are considered medical treatment).
- **Cleaning**, flushing, or soaking wounds on the surface of the skin.
- **Drilling** a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- **Drinking** fluids for relief of heat stress.
- **Removing:**
  - Foreign bodies from the eye using only irrigation or a cotton swab.
  - Splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means.
- **Using:**
  - Nonprescription medication at nonprescription strength (but a recommendation by a physician or other (LHCP) to use a nonprescription medication at prescription strength is considered medical treatment).
  - Wound coverings such as bandages, Band-Aids™, liquid bandage, butterfly bandages, or using Steri-Strips™ or gauze pads etc., (wound closing devices such as sutures, staples, surgical/medical glue are considered medical treatment).
  - Hot or cold therapy (regardless of how many times it's used, it is first aid).
  - Any nonrigid means of support, such as elastic bandages, wraps, nonrigid back belts, etc., (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment).
  - Temporary immobilization devices; like splints, slings, neck collars, backboards etc., used during transport of an accident victim.
  - Eye patches or finger guards.
  - Massages (physical therapy and chiropractic treatments are considered medical treatment).