

Description

In 29 CFR 1904, OSHA has spelled out the recordkeeping requirements for work-related injuries and illnesses. This recordkeeping is handled by the completion of three different forms. Employers must carefully follow the instructions for recording the various types of work-related injuries and illnesses. Case determinations and reporting obligations are also part of the process. This training session will cover the OSHA recordkeeping requirements for work-related injuries and illnesses.

Objectives

After your training program, the trainees should be able to:

- Identify OSHA Forms 300, 300-A, and 301;
- Explain the purpose of the recordkeeping requirements;
- Discuss the employer's record retention requirements;
- Review case determinations;
- Explain employer and employee reporting obligations; and
- Discuss employee rights and privacy.

Audience

Employers and employees need to be aware of the recordkeeping requirements for the OSHA forms 300, 300-A, and 301. Supervisors are directly affected when an employee is injured, and they should have a good understanding of the injury and illness recordkeeping requirements.

Requirements

The following regulation is relevant to this topic: 29 CFR 1904