

When the injury or illness happens:

- **First aid only:** provide first aid
 - Document on an incident report (sample form - bit.ly/3ciKX0C) to identify the root cause of the event and in case the employee seeks medical treatment later.
- **Employee seeking medical treatment:** file 801 with SAIF (saif.com/filing)
- **Employee missing work beyond the day of injury:** OSHA requires a documented accident investigation to identify root causes. Examples of forms: ACTION form (saif.com/actionform) or our Incident/Accident Analysis form (saif.com/incidentform).
- **Any of the following,** call Oregon OSHA to report within 24 hours (bit.ly/3orH1xu):
 - In-patient admission for medical treatment (Do not report overnight hospital visit if only for observation or an ER visit without in-patient hospitalization)
 - Amputation or avulsion (Only if it includes bone or cartilage loss; even if reattached)
 - Loss of an eye (Even if reattached)
- **Fatality or catastrophe where three or more employees admitted to hospital or clinic from same incident:** call Oregon OSHA to report within eight hours (bit.ly/3orH1xu).

Within seven days of injury:

- Determine if it is "recordable" and, if so, record on OSHA 300 log. Use the OSHA Forms for Recording Work-Related Injuries and Illnesses guide (bit.ly/2KVnoAa).
- Continue to update 300 log throughout the year and throughout the 5 year retention period should anything change such as severity of injury/illness or accruing additional lost work days or days or job transfer/restriction.
 - * **Note:** Keep track of whether the employee receives "medical care" per Oregon OSHA's definition. It's much harder to decide whether it is recordable if you wait until the end of the year to complete your log.
 - * **Note:** Keep track of missed and restricted calendar days.

Reporting and recording workplace injuries: what you need to know

January 1 - 31 each year:

- Review and ensure accuracy of completed OSHA 300 log.
- Fill out OSHA 300A summary.
 - Excel file – OSHA 300 log and OSHA 300A summary forms (bit.ly/39nKTLM)

*** Note:** Update your 300 log throughout the year so it's easier to complete when it comes to January.

February 1 – April 30 each year:

- Post completed OSHA 300A at each establishment for employees to view.
- * **Note:** Post in an area where all employees can see it. Ensure teleworking employees also have access.

* **Note:** Do not post the OSHA 300 log (just the summary), any employee names, or confidential information. Even if you do not have any OSHA recordable injuries or illnesses, you must still complete and post your OSHA 300A summary.

By March 2 each year:

- Submit OSHA 300A information to federal OSHA via ITA website (bit.ly/2KW23Xm).

* **Note:** Some businesses are not required to submit their injuries electronically. The ITA website (above) describes the exemptions and includes a link to where you will submit the information.

For more information about filing and managing a claim with SAIF, visit saif.com/filing.
For more information about recording cases on the OSHA 300 log, visit bit.ly/3rgUNoB.