**Section 350.230 Log of Injuries and Illnesses** – **OSHA 300**

a) Each employer shall maintain in each workplace an OSHA 300 log of all recordable occupational injuries and illnesses for that workplace. The name of the establishment, the city and state and the year must be designated at the top of the log. Within seven calendar days after receiving information about a case, the employer shall:

1) Decide if the case is recordable under the recordkeeping provisions of Section 350.220.

2) Determine whether the incident is a new case or a recurrence of an existing one.

3) Establish whether the case was work-related.

4) Decide which form to fill out as the injury/illness incident report form required under Section 350.240(a), OSHA 301: Injury and Illness Incident Report, or the Illinois Workers' Compensation Commission Form 45: Employer's First Report of Injury, or a suitable substitute that contains the same information as either of those two forms.

b) The OSHA 300 log shall contain the following information for each recordable injury and illness:

1) A unique case number assigned by the employer to this specific illness or injury to facilitate comparisons with the supplementary record of the illness or injury;

2) The name of the affected employee, unless protected as a privacy case due to the nature of the injury/illness;

3) The job title of the employees;

4) The date of the injury or onset of illness;

5) Where the event occurred;

6) A description of the injury or illness, parts of the body affected, and object/substance that directly injured or made the person ill (i.e., second degree burns on right forearm from acetylene torch);

7) The most serious result from each case:

 A) Death;

 B) Days away from work;

 C) Remained at work; job transfer or restriction (see federal form);

 D) Remained at work; other recordable cases (see federal form);

8) The designation of injury or the type of illness (i.e., skin disorder, respiratory condition, poisoning, hearing loss, all other illnesses);

9) The number of days the injured or ill worker was either on job transfer or restriction or away from work.

c) The OSHA 300 log and its supplementary information must be retained for five years by the employer.