

|                          |                |                 |     |                        |            |
|--------------------------|----------------|-----------------|-----|------------------------|------------|
| <b>Procedure Title:</b>  | OSHA 300 Log   |                 |     |                        |            |
| <b>Procedure Number:</b> | DHS-080-003-01 | <b>Version:</b> | 2.0 | <b>Effective Date:</b> | 08/08/2006 |

DHS Chief Administrative Officer

08/08/2006

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

### OSHA 300 Log

| Step | Responsible Party   | Action   |
|------|---|--|
| 1.   | "Work Location" as described in OSHA Log Policy - paragraph 1. a. | A new log will be started at the beginning of each calendar year.  |
| 2.   | "Work Location" as described in OSHA Log Policy - paragraph 1. a. | Entries must be made on the log within 7 days of knowledge of the injury or illness  |
| 3.   | "Work Location" as described in OSHA Log Policy - paragraph 1. a. | Only recordable injuries or illnesses will be logged. See <a href="#">"Instructions for Completion of the OSHA 300 Log"</a> for information on what constitutes a recordable injury or illness. If in doubt about whether to record, contact Office of Human Resources (OHR) DHS Safety and Health Services. |
| 4.   | "Work Location" as described in OSHA Log Policy - paragraph 1. a. | Non-institutional work locations will send a copy of the prior year's 300 log to DHS Safety and Health before February 1.  |

### OSHA 300A Summary Log

| Step | Responsible Party   | Action  |
|------|---|---|
| 1.   | "Work Location" as described in OSHA Log Policy - paragraph 1. a. | <p>In January of each year the OSHA "Summary of Work-Related Injuries and Illnesses" (Form 300A) will be completed for the prior calendar year.</p> <p>The highest-ranking manager at the work location will sign the summary.</p> <p>The form must be posted from February 1 to April 30 in a conspicuous location where other important notices are posted.</p> |

|  |  |  |
|--|--|--|
|  |  | Non-institutional work locations will send a copy of the form to DHS Safety and Health no later than February 1. |
|--|--|--|

## Union Requests for copies of 300 Logs

| Step | Responsible Party   | Action   |
|------|---|--|
| 1.   | "Work Location" as described in OSHA Log Policy - paragraph 1. a. | <p>In order to comply with union requests for 300 logs from multiple sites, at the direction of Office of Human Resources all DHS work locations will forward copies of the 300 log by the date indicated.</p> <p>Work locations will respond to requests by stewards or union employees (activists) for specific work location logs by the end of the next work day.</p> <p><b>Note:</b> Requests for logs from multiple sites will be directed to DHS Safety and Health.</p> |

### Policy that applies:

[DHS-080-003, OSHA Log](#)

### Form(s) that apply:

[OSHA 300/300A: Log and Summary of Work-Related Injuries and Illnesses](#)

[OSHA Form 300 - DHS Instructions](#)

### Contact(s):

**Name:** OSH, Theresa Ketchum; **Phone:** 503-945-2821; **Email:** [theresa.a.ketchum@state.or.us](mailto:theresa.a.ketchum@state.or.us)

**Name:** SOCP, Richard Martinez; **Phone:** 503-378-5952 x232; **Email:** [richard.martinez@state.or.us](mailto:richard.martinez@state.or.us)

**Name:** All other DHS offices, Gayla Andresen; **Phone:** 503-945 6380;

**Email:** [gayla.l.andresen@state.or.us](mailto:gayla.l.andresen@state.or.us)

### Procedure History:

- **Version 2.0:**  
Modifies language relating to union requests for logs  
07/01/2003 (Revised)
- **Version 1.0:**  
01/01/2003 (Reaffirmed)  
05/22/2003 Initial release supersedes DHR 50.200.07a - effective 07/01/1996

### Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)