

Policy

Policy Title:	OSHA Log				
Policy Number:	DHS-080-003	Version:	2.0	Effective Date:	08/08/2006

DHS Chief Administrative Officer

08/08/2006

Approved By: *(Authorized Signer Name)*

Date Approved

Overview

Description:

Clarifies OSHA administrative rule requirements for OSHA 300 log and OSHA 300A.

Purpose/Rationale:

OSHA requires that a 300 log of injuries and illnesses be maintained for all of work locations and be provided to employee representatives upon requests. OSHA also requires work locations to annually compile and post a 300A (Summary of Work-Related Injuries and Illnesses). In addition, the Federal Bureau of Labor Statistics requires completion of a "Survey of Occupational Injuries and Illnesses.

Applicability:

All DHS work sites.

Failure to Comply:

Citation with monetary penalty; unfair labor practice.

Policy

1. General

- a. Each work location will maintain an OSHA "Log of Work-Related Injuries and Illnesses" (Form 300). In addition, if work units at the same location are performing distinctly different work or are within a different cluster, each shall maintain a separate log. If in doubt, contact your designated safety office for advice.
 - A. Institution and SOCP group home logs will be maintained by the safety office.
- b. Injuries to volunteers, contractors, and temporary employment agency staff shall be logged if DHS provides workers' compensation coverage or if DHS provides day-to-day supervision.

2. Reporting and Audit Compliance

- a. In January of each year the OSHA "Summary of Work-Related Injuries and Illnesses" (Form 300A) will be completed for the prior calendar year.

- b. If a work location is inspected by OSHA, the prior and current year 300 logs will be made available, upon request, to the compliance officer.
- c. If a DHS non-institutional work location receives a Bureau of Labor Statistics "Notification of Requirement to Participate in the Survey of Occupational Injuries and Illnesses" or the "Survey of Occupational Injuries and Illnesses" contact DHS Safety and Health Services.
- d. DHS will cooperate with union requests for OSHA logs and the agreement between SEIU and Department of Administrative Services to provide copies of the OSHA 300 on a quarterly basis.

Procedure(s) that apply:

DHS-080-003-01, OSHA 300 Log

Form(s) that apply:

OSHA 300/300A: Log and Summary of Work-Related Injuries and Illnesses

Definition(s):

Recordable: See DHS-080-003-01, OSHA 300 Log Procedure for guidelines on determining what is recordable.

Reference(s):

OAR 437-001-700, OSHA Recordkeeping and Reporting Administrative Rule

DAS/SEIU agreement (copy on file in DHS Safety & Health)

DHS Instructions for Completing the OSHA 300 Log

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Policy History:

- **Version 2.0:**
 - 08/08/2006 Modifies language relating to union requests for logs
- **Version 1.0:**
 - 01/01/2003 (Reaffirmed)
 - 05/22/2003 Initial release supersedes DHR 50.200.07a - effective 07/01/1999

Keywords:

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