



## Risk Management OSHA Reporting & Logs

RM (9.102)  
Rev. # 0.1

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### Purpose:

Outlines the procedures for accurate and compliant maintenance of OSHA 300 and 300A logs at Crain Construction Inc., ensuring timely recording and reporting of work-related injuries and illnesses. The Human Resources Director is responsible for maintaining and filing all logs, while Superintendents and Project Managers are responsible for informing of any incident that might be considered recordable under OSHA.

### Procedure:

- 1) Understanding OSHA Requirements:
  - A) The HR Director will oversee OSHA 300 and 300A log maintenance, staying up to date on any changes in requirements for reporting, documentation, or filing.
- 2) Recording Work-Related Injuries and Illnesses:
  - A) Superintendents, PMs, and other employees will report work-related injuries or illnesses promptly.
  - B) HR will conduct thorough investigations to determine if an injury or illness is work-related and recordable as per OSHA criteria.
  - C) HR will gather details such as the nature of the injury, affected body part, date of occurrence, and any medical treatment received.
  - D) HR will create a separate form (300A & 300) for the company, as well as every project that extends from one calendar year to another calendar year. Each project will be documented separately, outside of the Company if they meet that criterion.
- 3) Reporting of Injury:
  - A) Report the following work-related injuries/illnesses directly to OSHA using 1-800-249-8510 or online <https://www.tn.gov/workforce/employees/safety-health/tosha-redirect/fatality--hospitalization-amputation-reporting.html> within the designated time frame.
    - i) **Fatalities** within **8 hours**
    - ii) **In-patient hospitalization** of 1+ employees within **24 hours**
    - iii) **Amputations** within **24 hours** (including loss of nail or bone)
    - iv) **Loss of eye** within **24 hours**
- 4) Completion of OSHA 300 Log:
  - A) HR will log all recordable work-related injuries and illnesses on Form 300 **within seven (7) calendar days** of notification or knowledge of the incident.
  - B) HR will ensure entries on Form 300 accurately reflect the incident details and are signed by the responsible personnel.
  - C) 301 Forms- HR will maintain each entry's information in the 301 Form, or utilize the First Report of Injury form if provided by Worker's Compensation.
- 5) Annual Summary - OSHA 300A:
  - A) HR will compile a summary of all recorded injuries and illnesses for the previous calendar year on Form 300A.



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- B) Electronic submission of Form 300A: HR will prepare and electronically submit the summary of all recorded injuries and illnesses for the previous calendar year using OSHA's ITA (<https://www.osha.gov/injuryreporting>).
  - C) HR will send completed forms out Post Form 300A: Display the completed Form 300A in a visible location for all employees from February 1 to April 30 of the following year.
- 6) Training and Communication:
- A) HR will conduct training sessions to familiarize employees with reporting procedures and the importance of accurate recordkeeping. HR will periodically refresh the entire company and will include this information in new hire orientation.
  - B) Communication: Maintain open communication channels for employees to report incidents and ask questions regarding OSHA recordkeeping.
- 7) Documentation:
- A) All OSHA 300 and 300A forms, incident reports, and supporting documentation must be accurately completed, securely stored, and made available for OSHA inspections or employee review upon request. Documentation is held electronically on the Network Drive under the HR protected folders in the OSHA folder.
  - B) Retention period: Maintain OSHA 300, 300A logs, and any supporting documentation for five (5) years following the end of the calendar year covered by the records.
  - C) Periodic review: Regularly review and update records as necessary, ensuring accuracy and compliance with OSHA standards.