



## Industrial Injury or Occupational Disease Reporting Log

### ***Instructions***

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#### **What type of recordkeeping do I need for reporting work-related injuries or occupational disease?**

If you currently keep an OSHA 300 form, the Department of Labor and Industries (L&I) will accept copies of your completed OSHA 300 form. If your company is not required to keep an OSHA 300 log, you will need to keep a record of injuries or exposures reported to you for the pilot. You may use the log form provided on the other side.

#### **When would an injury or illness be considered work related?**

Any injury that occurs at work is considered work-related. Illness or a condition that develops over time may be work-related if activities or an exposure in the work environment caused or contributed to the condition. An injury or illness can be work-related even if it results in the worsening of a pre-existing condition. The work environment includes the business establishment and other locations where one or more of your workers are working or are present as a condition of their employment.

#### **Which work-related injuries and illnesses should I record?**

Record all incidents where your worker reports to you they were injured or have become ill as a result of exposure in the workplace. You must also assist the worker in filing a claim through you or the health-care provider of their choice.

#### **What information needs to be included in the log?**

- ▶ Name and job title of your worker
- ▶ Date of the incident or exposure
- ▶ Where the event or injury occurred (e.g., north side of loading dock)
- ▶ Describe the injury or illness
- ▶ Type if injury or illness (sprain, cut, broken bone)

#### **What do I do with the completed log?**

Provide a copy of the reporting log (or OSHA 300 form) to L&I upon request. The information you provide on the log is important. It will be used to evaluate the success of the pilot and report to the Washington State Legislature.

#### **If I have questions about the log, who can I call?**

Contact Shirley Morris, Project Lead, at 360-902-6201.