

## Tips for improving your OSHA Recordkeeping

Accurate injury and illness records help you assess your safety and health needs. The log is a tool to help you to monitor and improve workplace safety.

- Describe the injury location, event and source, the equipment used, the exact nature of the injury and the precise part of body affected in enough detail that someone else can understand what happened. *Use more than one line on the log form.*
- Injuries treated only by first aid are not recordable if the injured worker does not lose time from work or require work restrictions.
- Each case is recordable in only one case classification, the most serious outcome (days away or restricted duty or neither) for that case.
- Each case is recordable only in the year the injury event occurred or the illness was first detected. Update the count of days to the log for the initial year.
- Use calendar days, not scheduled work days, when counting days away from work and days of job restriction or job transfer.
- Write legibly. Use all the space you need to accurately describe the injury or illness. Update the information as needed to provide an accurate record of injuries and illnesses.
- Share the log information with your establishment's safety committee, safe patient handling committee and management. Your log information is useful only if it makes sense to your coworkers. Show that the log results are important.
- OSHA recordkeeping can be complicated. Make sure the person responsible for your establishment's OSHA log has received training or knows where to get their questions answered. The Department of Labor and Industry has resources available to help you keep an accurate log. E-mail your questions to [dli.research@state.mn.us](mailto:dli.research@state.mn.us) and read the Recordkeeping 101 and 201 series at [www.dli.mn.gov/OSHA/Recordkeeping.asp](http://www.dli.mn.gov/OSHA/Recordkeeping.asp).

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- **OSHA Recordkeeping Advisor** <http://www.dol.gov/elaws/OSHARecordkeeping.htm>  
This interactive tool simulates the interaction you might have with an expert on the Recordkeeping rules. It asks questions and provides answers based on your responses. In some cases, you may need additional expert help.

## **Web Sites for Information, Training, and Statistics Related to OSHA Log Recordkeeping and the BLS Annual Survey of Occupational Injuries and Illnesses**

1. OSHA recordkeeping (federal)  
Includes forms, training presentations and recordkeeping requirements documents  
<http://www.osha.gov/recordkeeping/index.html>  
The OSHA Recordkeeping Handbook is available at this site (it is highlighted in a box near the top of the page).
2. Minnesota OSHA recordkeeping  
Includes forms, recordkeeping standards for Minnesota, Ten Tips, Recordkeeping 101 and 201 articles.  
[www.dli.mn.gov/OSHA/Recordkeeping.asp](http://www.dli.mn.gov/OSHA/Recordkeeping.asp)
3. SOII survey respondents' information  
Includes basic information about the survey, the forms, and links to survey results.  
[www.bls.gov/respondents/iif/](http://www.bls.gov/respondents/iif/)
4. Incidence rate calculator tool  
Use this easy-to-use tool to input your summary data and compare it to state and national incidence rates. [www.bls.gov/IIRC/](http://www.bls.gov/IIRC/)
5. Case characteristics profiles tool  
Use this tool to create tables showing the number or rate of days-away-from-work cases with various demographic and injury characteristics, summary rate tables, and fatality case tables [//data.bls.gov/GQT/servlet/InitialPage](http://data.bls.gov/GQT/servlet/InitialPage)
6. Minnesota SOII summary tables  
Excel files of the Minnesota summary tables showing numbers and rates of cases by industry. [www.dli.mn.gov/RS/StatWSH.asp](http://www.dli.mn.gov/RS/StatWSH.asp)
7. Minnesota so survey tables and charts  
Includes tables and charts showing private sector case and injury characteristics, summary tables for year-to-year comparisons, summary charts. [www.dli.rmn.gov/RS/BlsStats.asp](http://www.dli.rmn.gov/RS/BlsStats.asp)