OSHA Record-Keeping Decision Tree
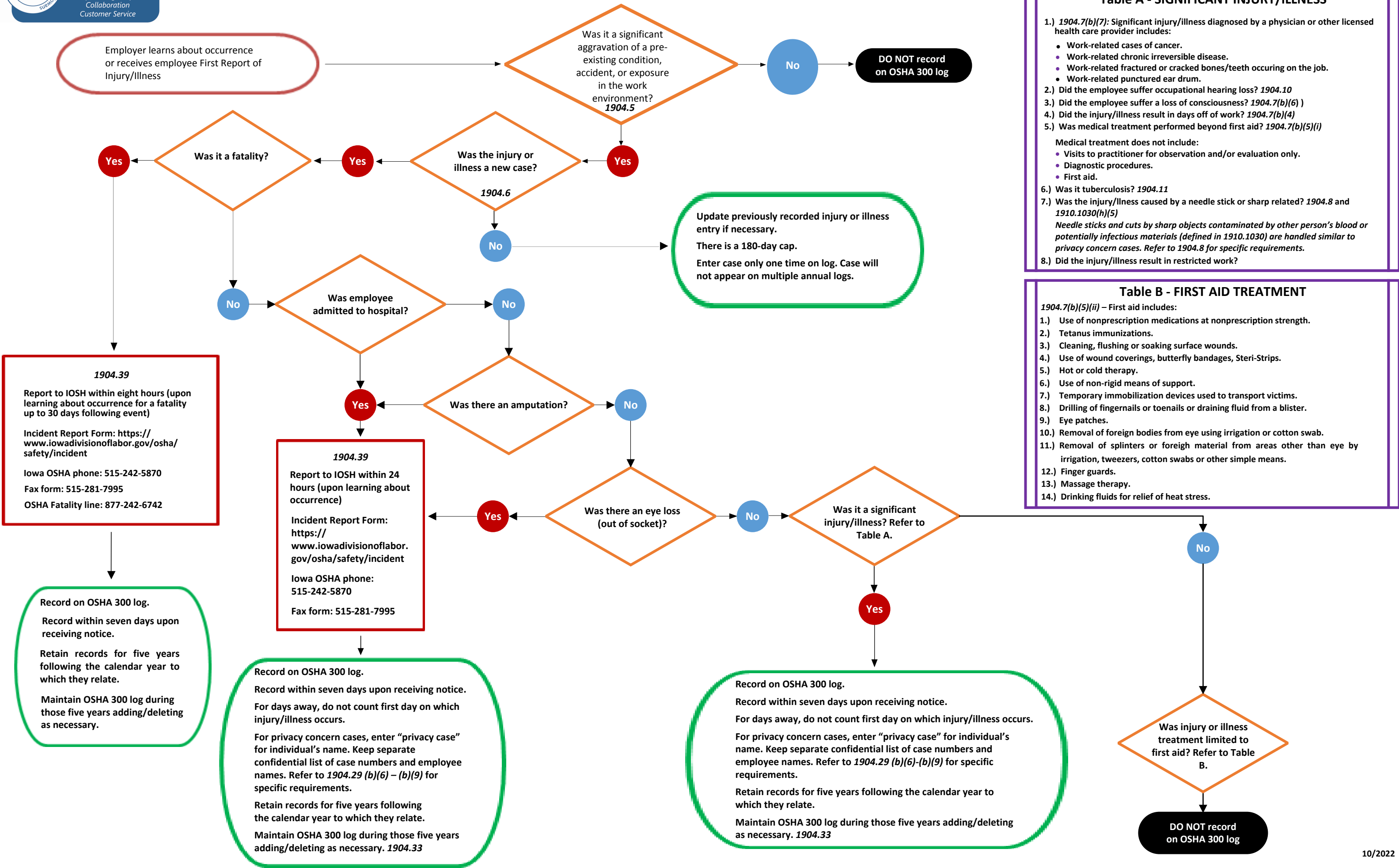
Department of Administrative Services
Empowering People
Collaboration
Customer Service

Employer learns about occurrence or receives employee First Report of Injury/Illness

Was it a significant aggravation of a pre-existing condition, accident, or exposure in the work environment? *1904.5*

→ **No** → DO NOT record on OSHA 300 log

→ **Yes**

Was the injury or illness a new case? *1904.6*

→ **Yes** (from significant aggravation)

→ **No** → Update previously recorded injury or illness entry if necessary.
There is a 180-day cap.
Enter case only one time on log. Case will not appear on multiple annual logs.

→ **Yes** → **Was it a fatality?**

Was it a fatality?
→ **Yes** → *1904.39*
Report to IOSH within eight hours (upon learning about occurrence for a fatality up to 30 days following event)
Incident Report Form: https://www.iowadivisionoflabor.gov/osha/safety/incident
Iowa OSHA phone: 515-242-5870
Fax form: 515-281-7995
OSHA Fatality line: 877-242-6742

→ Record on OSHA 300 log.
Record within seven days upon receiving notice.
Retain records for five years following the calendar year to which they relate.
Maintain OSHA 300 log during those five years adding/deleting as necessary.

→ **No** → **Was employee admitted to hospital?**

Was employee admitted to hospital?
→ **No** → **Was there an amputation?**
→ **Yes** → *1904.39*
Report to IOSH within 24 hours (upon learning about occurrence)
Incident Report Form: https://www.iowadivisionoflabor.gov/osha/safety/incident
Iowa OSHA phone: 515-242-5870
Fax form: 515-281-7995

→ Record on OSHA 300 log.
Record within seven days upon receiving notice.
For days away, do not count first day on which injury/illness occurs.
For privacy concern cases, enter "privacy case" for individual's name. Keep separate confidential list of case numbers and employee names. Refer to *1904.29 (b)(6) – (b)(9)* for specific requirements.
Retain records for five years following the calendar year to which they relate.
Maintain OSHA 300 log during those five years adding/deleting as necessary. *1904.33*

Was there an amputation?
→ **Yes** → (to 1904.39 24-hour report)
→ **No** → **Was there an eye loss (out of socket)?**

Was there an eye loss (out of socket)?
→ **Yes** → (to 1904.39 24-hour report)
→ **No** → **Was it a significant injury/illness? Refer to Table A.**

Was it a significant injury/illness? Refer to Table A.
→ **Yes** → Record on OSHA 300 log.
Record within seven days upon receiving notice.
For days away, do not count first day on which injury/illness occurs.
For privacy concern cases, enter "privacy case" for individual's name. Keep separate confidential list of case numbers and employee names. Refer to *1904.29 (b)(6)-(b)(9)* for specific requirements.
Retain records for five years following the calendar year to which they relate.
Maintain OSHA 300 log during those five years adding/deleting as necessary. *1904.33*

→ **No** → **Was injury or illness treatment limited to first aid? Refer to Table B.**
→ DO NOT record on OSHA 300 log

Table A - SIGNIFICANT INJURY/ILLNESS

1.) *1904.7(b)(7)*: Significant injury/illness diagnosed by a physician or other licensed health care provider includes:
   - Work-related cases of cancer.
   - Work-related chronic irreversible disease.
   - Work-related fractured or cracked bones/teeth occuring on the job.
   - Work-related punctured ear drum.
2.) Did the employee suffer occupational hearing loss? *1904.10*
3.) Did the employee suffer a loss of consciousness? *1904.7(b)(6)*)
4.) Did the injury/illness result in days off of work? *1904.7(b)(4)*
5.) Was medical treatment performed beyond first aid? *1904.7(b)(5)(i)*

   Medical treatment does not include:
   - Visits to practitioner for observation and/or evaluation only.
   - Diagnostic procedures.
   - First aid.
6.) Was it tuberculosis? *1904.11*
7.) Was the injury/Ilness caused by a needle stick or sharp related? *1904.8* and *1910.1030(h)(5)*
   Needle sticks and cuts by sharp objects contaminated by other person's blood or potentially infectious materials (defined in 1910.1030) are handled similar to privacy concern cases. Refer to 1904.8 for specific requirements.
8.) Did the injury/illness result in restricted work?

Table B - FIRST AID TREATMENT

1904.7(b)(5)(ii) – First aid includes:
1.) Use of nonprescription medications at nonprescription strength.
2.) Tetanus immunizations.
3.) Cleaning, flushing or soaking surface wounds.
4.) Use of wound coverings, butterfly bandages, Steri-Strips.
5.) Hot or cold therapy.
6.) Use of non-rigid means of support.
7.) Temporary immobilization devices used to transport victims.
8.) Drilling of fingernails or toenails or draining fluid from a blister.
9.) Eye patches.
10.) Removal of foreign bodies from eye using irrigation or cotton swab.
11.) Removal of splinters or foreign material from areas other than eye by irrigation, tweezers, cotton swabs or other simple means.
12.) Finger guards.
13.) Massage therapy.
14.) Drinking fluids for relief of heat stress.

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