OSHA Record-Keeping Decision Tree

**Table A - SIGNIFICANT INJURY/ILLNESS**

1. Was the injury/illness diagnosed by a physician or other licensed health care provider includes:
   - Work-related chronic irreversible disease.
   - Work-related fracture or cracked bone/teeth occurring 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)(ii)

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/illness caused by a needle stick or sharp related? 1904.8 and 1910.1030(b)(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**

1. Use of nonprescription medications at nonprescription strength.
2. Tetanus immunisations.
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.

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**Visits**

Diagnostic Decision

- SIGNIFICANT INJURY/ILLNESS

1904.7(b)(7):

- Record receives employee report of injury/illness

No accident, or exposure

- Work-related punctured ear drum.

Significant

1904.7(b)(7):

- Record receives employee report of injury/illness

Was it a fatality?

Was the injury or illness a new case?

- Was employee admitted to hospital?

- Was there an amputation?

- Was there an eye loss (out of socket)?

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

- 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.

- 1904.39 Report to OSHA within eight hours (upon learning about occurrence)

Incident Report Form:
Email: osha@wd.iowa.gov
Fax form: 515-725-2024
Phone: 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.

- 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

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Maintain OSHA 300 log during those five years adding/deleting as necessary. 1904.33

- DO NOT record on OSHA 300 log

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- Was injury or illness treatment limited to first aid? Refer to Table B

- DO NOT record on OSHA 300 log

- DO NOT record on OSHA 300 log

09/2017