

Recommended OSHA log recordkeeping activities

1. Review that all workers are assigned to a log and that their work hours are used to compute case rates for that log.
2. Review that all cases meet recordkeeping requirements for work-relatedness.
3. Make sure “other recordable” cases have medical care beyond first aid.
4. Review all denied workers’ compensation claims to check whether they meet the OSHA recordkeeping requirements.
5. Review days away from work and days of job restriction or transfer, and update as needed; make sure calendar days are used.
6. Review cases to make sure privacy cases are properly entered.
7. Ask safety committee members to review the log’s case descriptions (column F) to ensure they are complete and understandable.
8. Have policies in place related to whether and how medical care information is provided to you to support time-away-from-work decisions.
9. Ensure employees (including temporary workers) know how to report injuries and illnesses.
10. If your company uses temporary workers, coordinate information with the temporary worker agency so you can make correct log entries.
11. Check that you have your company’s OSHA logs from the past five years.
12. Update logs from the previous five years.
13. Become familiar with the state and federal OSHA log recordkeeping websites.
14. Teach a coworker or backup recordkeeper how to keep an OSHA log.
15. Review the Survey of Occupational Injury and Illness results for your industry.
16. Give a presentation about your company’s OSHA log results to your safety committee, managers and executives.
17. Ask questions about recordkeeping to federal OSHA or the Minnesota Department of Labor and Industry. They are ready to help.
18. Use the OSHA recordkeeping advisor at webapps.dol.gov/elaws/OSHARecordkeeping.htm.