Documenting Work-Place Injuries

(310) 794-5964

Workers and union representatives have a right to request a copy of the employer’s record of work-related injuries and illnesses. This record is known as the Log 300, and is kept on a federal form. Employers are required to list the name of injured workers, job classification, department, number of days away from work, and nature of the injury or illness. A copy of the log must be posted in the workplace every February.

This log is useful to see if there is a pattern of injury and illness in the workplace. For example, it may show that one job classification or department is suffering more injuries than others. If there is an attempt to correct a problem, the log might show fewer injuries the next year. This would be one indicator that corrective measures are working.

For more information, click here or contact:

Occupational Safety & Health Administration (OSHA)
200 Constitution Ave., NW
Washington, DC 20210

Produced by the University of California, Los Angeles, Labor Occupational Safety and Health (LOSH) Program. Revised in January 2004.