Tips for improving your OSHA log accuracy

Accurate injury and illness records help you assess your workers' safety and health needs.

- Describe the injury location, worker activity, event, source, equipment used, exact nature of the injury and precise part(s) of the body affected in enough detail that someone else can understand what happened. Use more than one line on the paper log form if necessary.
- Injuries treated only by first aid are not recordable if the worker does not lose time from work or require work restrictions on the day after the incident.
- 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 occurred or the illness was first detected. Update the count of days on the log for the initial year.
- Use calendar days, not scheduled workdays, when counting days away from work and days of job restriction or job transfer.
- Update the log cases to provide an accurate record of injuries and illnesses.
- Share the log information with your establishment's safety committee and management. Useful log information will make sense to your coworkers. Ask for feedback about the information you are recording.
- Make sure all people responsible for your OSHA logs have training and know where to get questions answered. The Department of Labor and Industry has resources available to help you keep an accurate log. Email questions to Minnesota OSHA Workplace Safety Consultation at osha.consultation@state.mn.us.

Resources

Visit the following websites for information, training and statistics related to OSHA log recordkeeping and the U.S. Bureau of Labor Statistics annual Survey of Occupational Injuries and Illnesses (SOII).

1. **OSHA recordkeeping (federal):** Includes forms, training presentations and recordkeeping requirements documents – osha.gov/recordkeeping
2. **Minnesota OSHA recordkeeping:** Includes links to forms, recordkeeping notices for Minnesota employers, *Recordkeeping 101* and *Recordkeeping 201* articles, and recordkeeping training announcements – dli.mn.gov/business/workplace-safety-and-health/mnosha-compliance-recordkeeping-standard
3. **U.S. Bureau of Labor Statistics, SOII survey respondents' information:** Includes basic information about the survey, the forms and links to survey results – bls.gov/iif

4. **Minnesota SOII survey respondents' information:** Includes basic information about the survey and links to improving OSHA log recordkeeping – dli.mn.gov/our-areas-service/research-and-statistics/about-survey-occupational-injuries-and-illnesses

5. **Minnesota SOII tables and charts:** Links to Minnesota summary tables showing numbers and rates of cases by industry and ownership and links to tables and figures for cases with one or more days away from work – dli.mn.gov/our-areas-service/research-and-statistics/survey-occupational-injuries-and-illnesses

6. **Incidence rate calculator tool:** An easy-to-use tool to input your summary data and compare it to state and national incidence rates – data.bls.gov/iirc

7. **OSHA public access log summary data (federal):** Provides access to data tables of the OSHA log summary data employers submit – osha.gov/Establishment-Specific-Injury-and-Illness-Data

8. **OSHA leading indicators guidance (federal):** Information about the proactive and preventive measures you can use to improve the effectiveness of your safety and health program – osha.gov/leadingindicators

9. **OSHA recordkeeping advisor (federal):** Interactive tool that simulates the interaction you might have with an expert about the recordkeeping rules; it asks questions and provides answers based on your responses; in some cases, you may need additional expert help – webapps.dol.gov/elaws/osha/recordkeeping