



Activity: Entering Information on the OSHA 300 Log

Instructions

Review each event for recordability and indicate the classification as appropriate. If the event involves days away from work or days restricted or transferred, indicate the number of days.

MTBFA - medical treatment beyond first aid
 RWC - restricted work case
 DAWC - day away from work case
 FAT - fatality

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

Date of Injury	Injury Description	Classification:	Number of days away from work:	Number of days restricted or transferred:
January 9	Carrie Smith slipped on ice in the parking lot while leaving work to attend a business meeting. She broke her left ankle and was off work. Her first day back was February 6 th and she was able to resume her normal duties.			

Date of Injury	Injury Description	Classification:	Number of days away from work:	Number of days restricted or transferred:
January 12	Marilyn Rose went to the medical department with an eye irritation. The nurse removed a small particle that was not embedded and gave Marilyn non-prescription eye drops to use as needed. She then sent Marilyn home with a full release to return the next day. Marilyn stayed home January 13 th due to the irritation.			



JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

Date of Injury	Injury Description		
February 1	Shawn Hogal, Maintenance Supervisor in Maintenance Department working in boiler room. Found unconscious in boiler. Sent to hospital where he died 2/3. Diagnosis was death due to carbon monoxide poisoning.	Classification:	
		Number of days away from work:	
		Number of days restricted or transferred:	

Date of Injury	Injury Description		
February 7	Allen Stickman received minor flash burns in both eyes while assisting with a welding job. He had not been assigned to the job and was just filling in to stay busy. He was given prescription medication, sent home, and released back to his normal job duties the next day with no restrictions.	Classification:	
		Number of days away from work:	
		Number of days restricted or transferred:	

Date of Injury	Injury Description		
February 21	Forklift driver Bob Foglia broke his right large toe when a forklift ran over his foot. He had to use crutches for 4 days after the accident but was able to continue to operate the forklift. The supervisor hired a temp employee to do his legwork for him for the 4 days he was on crutches.	Classification:	
		Number of days away from work:	
		Number of days restricted or transferred:	