



Activity: To Record or Not to Record?

Next to each incident, indicate whether the item is “not recordable” or “recordable” by placing a check mark in the appropriate column.

Incident Description	Not Recordable	Recordable
1. Treatment limited to <u>cleaning, soaking, applying antiseptic and bandaging</u> a wound.		
2. Butterfly <u>bandages</u> were applied to multiple lacerations.		
3. Applying <u>non-prescription</u> ointments on follow-up visits to prevent drying and cracking of skin.		
4. Removal of an <u>embedded</u> foreign material from the eye.		
5. Second or subsequent <u>hot and cold soaks</u> and use of whirlpool treatments.		
6. <u>Drilling</u> a fingernail to drain the fluid and relieve the pressure.		
7. One-time administration of <u>oxygen</u> for several minutes.		
8. Following a chest x-ray an employee was diagnosed with <u>silicosis</u> .		
9. One time administration of <u>prescription</u> medication to alleviate minor discomfort.		
10. Additional <u>cleaning and application of antiseptic</u> because the bandage became soiled.		
11. Medical removal as <u>mandated by OSHA standard</u> due to cadmium poisoning.		
12. Employee injures back at work and has one <u>chiropractic adjustment</u> ...		
13. Employee experiences a brief <u>loss of consciousness</u> due to dehydration from becoming overheated during a hot day on the job.		
14. Following an x-ray of a rib for a fracture, x-ray indicates the <u>rib is not broken</u> .		
15. Reaction to flu shot administered in-plant on a <u>voluntary basis</u> .		
16. The injury is the result of <u>choking on a sandwich</u> from the employee’s brown bag lunch.		
17. Adding drops to eye in order to dilate pupils for <u>diagnostic</u> purposes.		



Incident Description	Not Recordable	Recordable
18. <u>Needle stick</u> from sharp object contaminated with <u>potentially infectious material</u> .		
19. Employee has <u>work-related</u> elbow pain and is given <u>non-prescription pain medication</u> at <u>prescription strength</u> .		
20. Employee arrives to work and slips on some slippery steps on the way to the building and fractures her wrist.		

1904.29 Forms

OSHA has prepared and recommends the use of the following forms for recordkeeping:

- OSHA Form 300, Log of Work-Related Injuries and Illnesses
- OSHA Form 300A, Summary of Work-Related Injuries and Illnesses
- OSHA Form 301, Injury and Illness Incident Report

Note: Fillable forms are located at:

<https://www.osha.gov/recordkeeping/RKform300pkg-fillable-enabled.pdf>.

NOTES
