

OSHA Log Revisions for 2004

For the third time in 3 years, OSHA has revised the recordkeeping requirements for Occupational Illness & Injuries. The OSHA 300 log has been revised again and the new log will show (Rev. 01/2004). Most of the revisions are designed to clarify problems that occurred with completing previous versions. The new logs must be used starting January 1, 2004. The changes are:

1. The number of days columns for “on the job transfer or restriction” (restricted workdays) now comes before “away from work” column (lost time days)
2. There is a new column for “Hearing Loss”

The most significant change is the Hearing loss recordkeeping column. This column should be used to record employees who have had at least a 25 dB shift over their baseline audiograms and whose hearing has changed by 10dB or more over their last audiogram in either or both ears. The hearing loss of shift is averaged at the 2000, 3000 and 4000 hertz ranges.

The OSHA 300 logs must be kept up to date. You have up to 7 days after being notified of a case to complete the OSHA 301 or equivalent accident report and log the entry into the 300 log.

The OSHA 300 log for 2003 must be completed and the OSHA 300A prepared completely by February 1, 2004. The OSHA 300A (not the 300) is then posted for all employees to see from February 1, 2004 to April 30, 2004. The highest ranking company executive on site must sign the form attesting that it is accurate and complete. It should be noted that employees, former employees and their representatives have the right to review the entire OSHA 300 form.

The new OSHA forms and guidebook is available for download on OSHA’s website. It is available at <http://www.osha.gov/recordkeeping/new-osh300form/-1-04.pdf>

OSHA has also provided an Excel spreadsheet version of the forms at <http://www.osha.gov/recordkeeping/new-osh300form1-1-04.xls>

If you have any questions or need forms, your local OSHA office can help. You can also contact Safety & Risk Control services, Inc. For assistance.
