



Compliance Brief

Facts to Remember About the OSHA 301 Injuries and Illnesses Incident Report

1. Each employer must have available at each establishment a completed supplementary record for each recordable occupational injury and illness. For each case recorded on the log and summary (OSHA No. 300) there must be a corresponding supplementary record.
2. A substitute form can be used if it contains all of the information required by OSHA 301.
3. The number that was entered as the "case or file number" in column (A) on the Log and Summary (OSHA No. 300) should be the same number entered as the "case or file number" on the Incident Report or added to a substitute form if used in place of OSHA 301.
4. The incident report must be completed and available for inspection at the establishment where the case occurred within seven working days after receiving information that a recordable case has occurred.
5. Incident Report forms must be retained in the establishment for five years following the end of the year to which they relate.

*Excerpted from **Safety and Environmental Management, Second Edition**, by Daniel Della-Giustina, ISBN: 0-86587-176-0 (978-0-86587-176-2). To order this book, or to view a complete list of available compliance and management resources—including all 50 Titles of the Code of Federal Regulations—call our customer service center or visit us online at www.govinstpress.com.*