

## EMPLOYEE TRAINING RECORD

**TRAINING TITLE**      OSHA 200 - What to Log

### KEY TEACHING POINTS

First aid. Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such treatment and observation are considered first aid even though provided by a physician or registered professional personnel.

The definition of a recordable case in the heading of the log (OSHA No. 200) reflects the language of the act and regulations:

**RECORDABLE CASES:** You are required to record information about every occupational death; every nonfatal occupational illness; and those nonfatal occupational injuries which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first aid).

The decision-making process consists of five steps:

1. Determine whether a case occurred; that is, whether there was a death, illness, or an injury;
2. Establish that the case was work related; that it resulted from an event or exposure in the work environment;
3. Decide whether the case is an injury or an illness; and
4. If the case is an illness, record it and check the appropriate illness category on the log; or
5. If the case is an injury, decide if it is recordable based on a finding of medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job.

**CASE STUDY**      An employee who was pulling on a box strained his left arm. The employee went to the doctor and the doctor put him on modified duty for 2 weeks but performed no other medical services. Was this case recordable? Was this case compensable under Workers Compensation?

OSHA 200 logs must be current within 45 days. The log should be updated on a regular schedule to accurately reflect time lost and time on modified duty.

OSHA 200 logs must be posted during the month of February in a location accessible to all employees. The names are to be removed from this posting.

### TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. A denial of a Worker Compensation benefit has no bearing on whether an incident is recordable on the OSHA 200.		
2. First aid cases are not recordable on the OSHA 200 log.		
3. Off the job injuries and illnesses are recordable on the OSHA 200 log.		
4. An employee may go to the doctor more than one time and still not have a recordable injury.		
5. The OSHA 200 log must be updated only once a year.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE