

# **CAL OSHA LOG AND SUMMARY OF WORK RELATED INJURIES AND ILLNESSES**

**1980**

(No. 12 March 1998)

To comply with CCR, Title 8 record-keeping requirements, record all recordable work-related injuries and illnesses on the CAL-OSHA Form 200, Log and Summary of Occupational Injuries and Illnesses. For CAL-OSHA reporting purposes, a recordable injury or illness includes every occupational death, every nonfatal occupational illness, and those nonfatal occupational injuries that involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job as a result of the injury, and medical treatment other than first aid.

Administrative units and camps must enter all recordable injuries and illnesses (Workers' Compensation Liability Matrix for Inmates and Wards) (see exhibit) on the CAL-OSHA Form 200 within six working days from the date of knowledge of the injury or illness.

Each administrative unit and camp will retain the Log and Summary of Occupational Injuries and Illnesses and supplementary records covering each recordable injury or illness for five years following the year in which the injury or illness occurred.

If requested, the department must provide access to the Log and Summary of Occupational Injuries and Illnesses to authorized representatives of the U.S. Department of Labor, the State Department of Industrial Relations, the State Department of Health, and to employees, former employees, and their representatives for examination and copying in a reasonable manner and at a reasonable time.

Each administrative unit and camp must display an annual summary of occupational injuries and illnesses in a place where notices to employees are customarily posted. The entire right hand side (columns 1 through 13) of the final page of the CAL-OSHA Form 200 for the calendar year, properly certified, must be posted as the summary.

If no recordable injuries or illnesses occurred during the year, enter zeros on the totals line, and post the form.

The summary covering the previous calendar year shall be posted no later than February 1 and shall remain in place until March 1.

To obtain specific CAL-OSHA reporting and recording information, request the booklet entitled "Record Keeping and Reporting Requirements Under CAL-OSHA" from the Division of Labor Statistics and Research, Department of Industrial Relations or local CAL-OSHA consultant.

**CAL OSHA FORM 300 LOG OF WORK RELATED INJURIES AND ILLNESSES** 1980.1  
(NEW MARCH 2011)

**CAL OSHA Form 300A ANNUAL SUMMARY REPORT** 1980.2  
(NEW MARCH 2011)

**CAL OSHA Form 301 SUPPLEMENTARY INJURY/ILLNESS** 1980.3  
(NEW MARCH 2011)

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