

OSHA's Form 301 Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



Form approved OMB no. 1218-0178

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____ Date ____/____/____
 Title _____
 Phone (____) _____

Information about the employee

1) Full name _____
 2) Street _____ City _____ State _____ ZIP _____
 3) Date of birth ____/____/____
 4) Date hired ____/____/____
 5) Male Female

Information about the physician or other health care professional

6) Name of physician or other health care professional _____
 7) If treatment was given away from the workplace, where was it given?
 Facility _____
 Street _____
 City _____ State _____ ZIP _____
 8) Was employee treated in an emergency room?
 Yes No
 9) Was employee hospitalized overnight as an inpatient?
 Yes No

Information about the case

10) Case number from the Log _____ (Thank for the case number from the Log after you record the case.)
 11) Date of injury or illness ____/____/____
 12) Time employee began work _____ AM / PM
 13) Time of event _____ AM / PM Check if time cannot be determined

14) What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
 15) What happened? Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 50 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

17) What object or substance directly harmed the employee? *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*

18) If the employee died, when did death occur? Date of death ____/____/____

File reporting burden for this collection of information is estimated to average 27 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspect of this data collection, including suggestions for reducing this burden, write to Washington, DC 20543. Do not send the completed forms to this office.