

New York State
Department of Labor
Log of Work Related Injuries and Illnesses
SH-900

OSHA's Form 300 (Rev. 04/2004)
Injuries and Illnesses

Division of Safety and Health
Public Employees Safety and Health
Albany, NY 12240

OSHA's Form 300A (Rev. 04/2004)
Summary of Work-Related Injuries and Illnesses

FORM SH-900.1

OSHA's Form 301 (Rev. 04/2004)

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe Acrobat Reader. The forms are programmed to auto-calculate as appropriate.

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OSHA/PESH Recordkeeping Basic Requirements

Employers are required to keep logs of work-related illnesses and injuries. NY public employers must use the SH-900 logs while private sector employers use the OSHA 300 logs.

Recordkeeping is required by OSHA regulation 29 CFR Part 1904 and PESH regulation 12 NYCRR 27-a Part 801

A summary of work-related illnesses and injuries must be posted in the workplace from February 1st through April 30th.



www.cseany.org/safety



New York State
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Log of Work-Related Injuries and Illnesses
324-400

OSHA/PESH Recordkeeping Recordable Events

Note: You can type input into this form and save it. Because the forms in this package are PDF documents, you can type into the form fields and then save your inputs using the free Adobe Acrobat Reader. The forms are programmed to auto-calculate as you enter data.

A work-related injury or illness is recordable if it results in:

Death.

Days away from work.

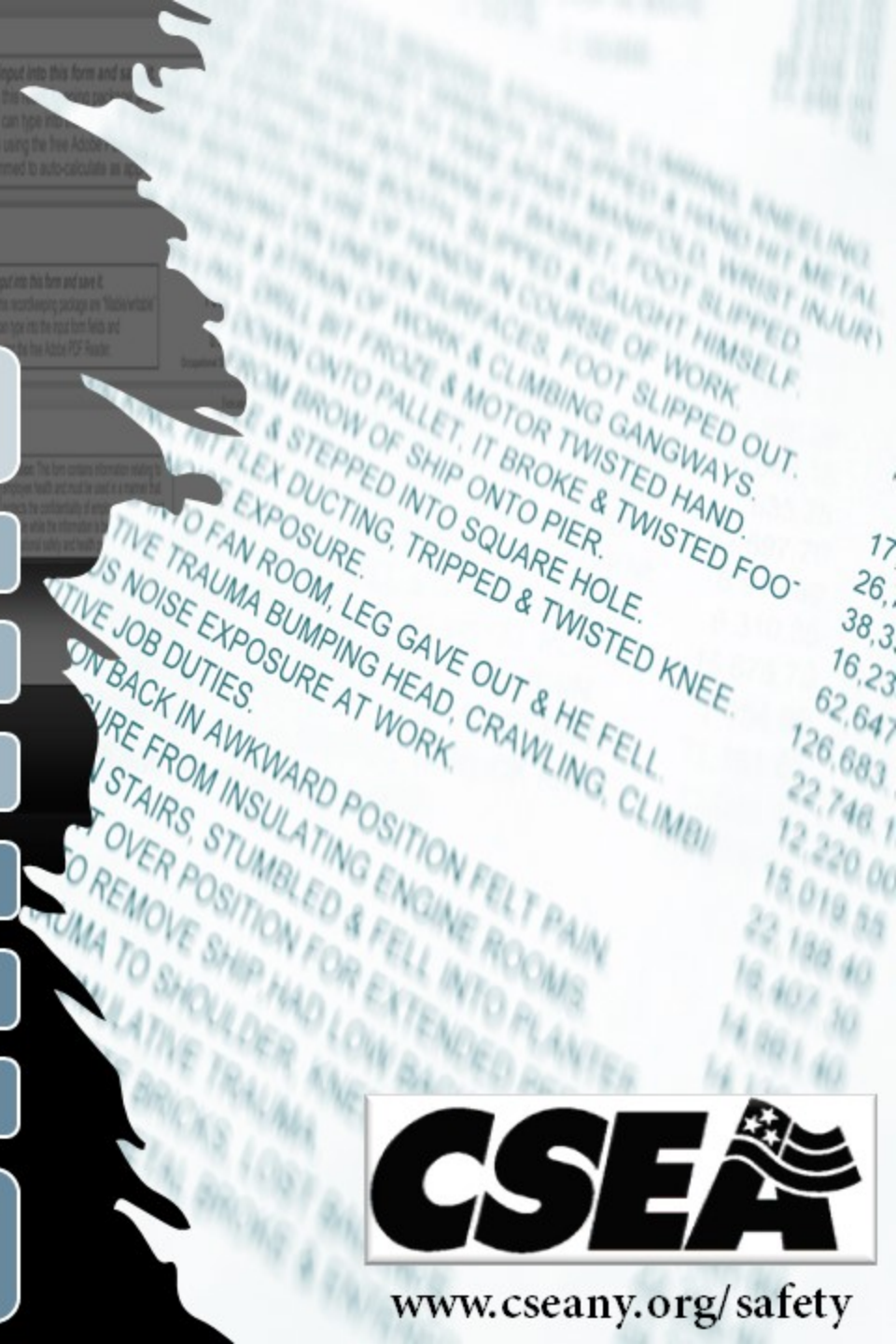
Restricted work activity.

Transfer to another job.

Medical treatment beyond first-aid.

Loss of consciousness.

Significant injury/illness diagnosed by a physician or licensed healthcare professional.



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OSHA/PESH Recordkeeping Privacy Concern Cases

The Employer must enter “Privacy Case” in the name column for:

Injury/illness to intimate body part.

Injury/illness to reproductive system.

Sexual assaults.

Mental illnesses.

HIV infection, hepatitis, tuberculosis.

Contaminated/potentially
contaminated needlestick/sharp
injuries.

Employees who request their name
be kept private for other illness cases.



OSHA/PESH Recordkeeping CoVID-19 Recordables

What is recordable?

Did employee experience a confirmed CoVID-19 illness?

No

YES

Is the CoVid case work-related?

No

YES

Does the CoVid-19 illness meet the general criteria?

No

YES

Record the illness.

Do not record illness.



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OSHA/PESH Recordkeeping

Types of Evidence in Favor of Work Relatedness in CoVID-19 Cases

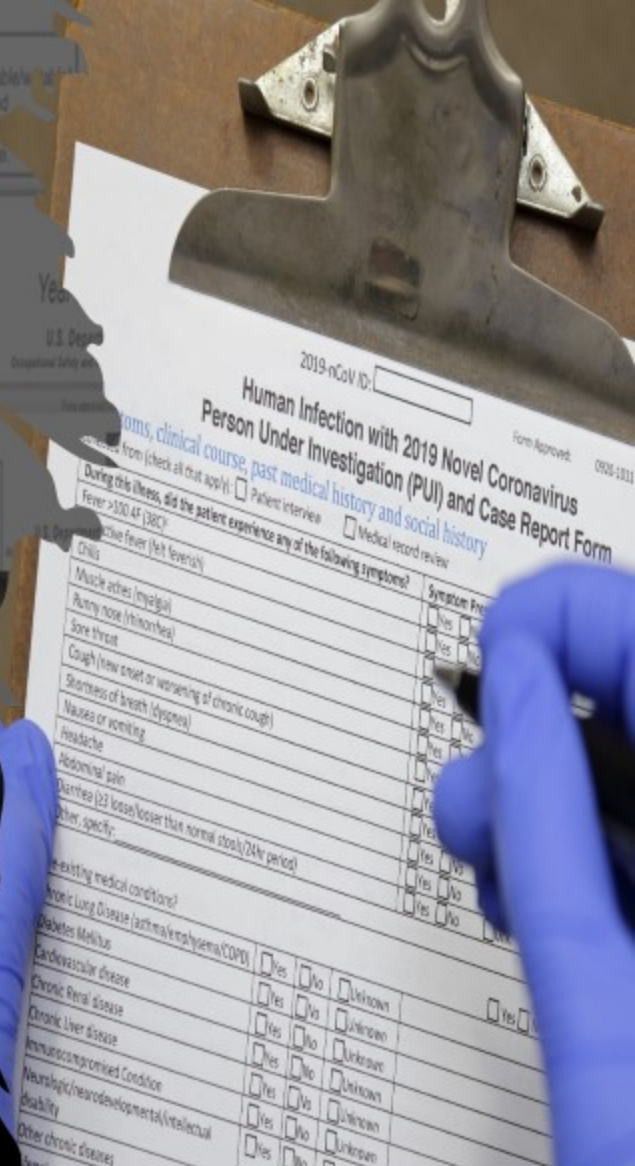
Several cases develop among workers who work closely together.

A close exposure to a confirmed CoVID-19 case in the work environment either caused or contributed to the resulting condition.

Job duties include frequent, close exposure to general public in a locality with ongoing community transmission.



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OSHA/PESH Recordkeeping

Types of Evidence Against Work Relatedness in CoVID-19 Cases

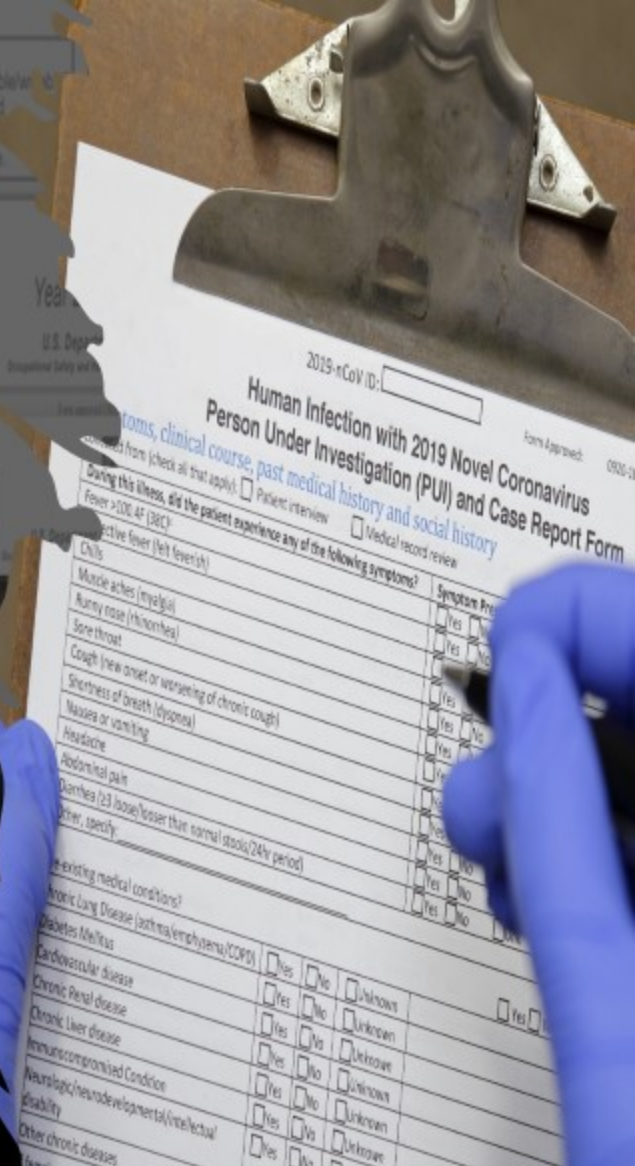
The employee is the only worker to contract CoVID-19 in their vicinity.

The employee's job duties do not include having frequent contact with the general public regardless of community spread.

The employee has close contact with someone who has confirmed CoVID-19 and is not a coworker or contractor.



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OSHA/PESH Recordkeeping

Reporting Work-Related Illnesses & Injuries

It is critical to report any work-related injury or illness to your employer to protect your rights to any potential worker's compensation claims.

Do not wait to report! Report as soon as possible and never wait more than 30 days as it may disqualify your compensation case.

Documentation is key. Write down everything you can about the incident. Who saw it, when, where and why it happened and any root cause of the incident.

If discipline or retaliation is a concern, contact your union representative as soon as possible.

CSEA 

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The background features a collage of OSHA forms, including OSHA's Form 300 (Rev. 04/2004) and OSHA's Form 300A (Rev. 04/2004). The forms are partially obscured by a dark silhouette of a person's head and shoulders. On the right side, a blue binder is visible, secured with a silver chain and a yellow padlock. The overall theme is about access to safety records.

OSHA/PESH Recordkeeping Union Access to Injury & Illness Logs

Logs are an important tool for committees to identify hazards, evaluate trends, prioritize issues and ensure employer compliance.

Employer's must provide the requester a copy of the logs by the end of the next business day. The first request must be free of charge.

Employers cannot withhold logs for reason of HIPAA concerns or require them to be sought through the Freedom of Information Act (FOIA). Names must be shown unless they are protected as a privacy concern case.





OSHA/PESH Recordkeeping Reporting Fatalities and Hospitalizations

Employers must report a fatality or in-patient hospitalization of 2 or more workers within 8 hours to PESH or OSHA. An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.

Union leadership should report all fatalities and serious incidents to their Labor Relations Specialist/OSH Specialist immediately so that a union led investigation can promptly begin and resources can be sent to the surviving family.



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