



OSHA Forms

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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OSHA Forms

Reference Number: MTAS-631

OSHA has completely revised all forms used to report occupational injuries and illnesses. The OSHA 200 - Log and Summary and the OSHA 101 - Supplemental Record have been replaced by the OSHA 300 - Log of Work-Related Injuries and Illnesses, OSHA 300A - Summary of Work-Related Injuries and Illnesses and OSHA 301 - Illness Incident Report. Hard copy forms are available at . An electronic version of the form can be found at <https://www.osha.gov/recordkeeping/RKforms.html> [1].

To complete the OSHA 300 Log, you must enter information about the business at the top of the form. Then, you must enter a one- or two-line description for each recordable injury or illness and summarize this information on the OSHA 300A at the end of the year. The OSHA 301 Incident Report, or an equivalent form, must be completed for each recordable injury or illness entered on the OSHA 300 Log.

Recordable injuries and illnesses must be entered on the OSHA 300 Log and the 301 Incident Report or equivalent form within seven calendar days of receiving information that an injury or illness has occurred. An equivalent form is one that has the same information, is as readable and understandable, and is completed using the same instructions as the OSHA form it replaces. If a computer can produce equivalent forms when they are needed, you may keep records on the computer system.

There may be situations in which the employee's name is not on the OSHA 300 Log. These are "privacy concern cases," and you are obligated to protect the privacy of the injured or ill employee when another employee, former employee, or an authorized employee representative is provided access to the OSHA Log. Employers must keep a separate, confidential list of the case numbers and employee names for the privacy concern cases so they can be updated and provided to government officials as needed.

29 C.F.R. §1904.33(a) provides that you must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover. During the storage period, you must update your stored OSHA 300 Logs to include newly discovered recordable injuries or illnesses and to show any changes that have occurred in the classification of previously recorded injuries and illnesses. 29 C.F.R. § 1904.33(b)(1). If the description or outcome of a case changes, you must remove or line out the original entry and enter the new information. The annual summary is not required to be updated, nor is the OSHA 301 Incident Report. 29 C.F.R. § 1904.33(b)(3).

OSHA Poster

Reference Number: MTAS-2069

Tennessee adopts the rules of OSHA, and therefore, employers subject to OSHA's jurisdiction must display the "Job Safety and Health - It's the Law!" poster. Failure to post the notice will result in possible citations. Such notice shall be posted in each establishment where notices to employees are customarily placed. Employers should ensure that these posters are not altered, defaced or covered by other material.

Download a copy of the Tennessee state poster [2]. It may be used in place of the federal poster.

Download a free copy of the OSHA poster [3].



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.



Links:

[1] <https://www.osha.gov/recordkeeping/RKforms.html>

[2] https://www.tn.gov/content/dam/tn/workforce/documents/majorpublications/requiredposers/TOSHA_Poster_Legal_Size.pdf

[3] <https://www.osha.gov/Publications/poster.html>

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