

## Reporting and recording work-related incidents

OAR 437  
Division 1

### Reporting and recording work-related incidents

Web site:

[www.orosha.org](http://www.orosha.org)

Salem Central Office  
350 Winter St. NE, Rm. 430  
Salem, OR 97301-3882

Phone: (503) 378-3272  
Toll-free: (800) 922-2689  
Fax: (503) 947-7461



### Reporting work-related incidents

If you're an employer, Oregon OSHA requires you to report work-related incidents that cause **overnight hospitalizations, catastrophes, or fatalities** — including heart attacks and motor vehicle accidents. Reporting an incident does not assign fault, does not prove the violation of an OSHA rule, and does not establish an employee's eligibility for workers' compensation or other benefits.

**Call (503) 378-3272 or (800) 922-2689 to report overnight hospitalizations, catastrophes, or fatalities.**

**Overnight hospitalizations.** Report the overnight hospitalization of an employee *within 24 hours* of the incident. Only report overnight hospitalization for medical treatment; do not report hospitalization for observation or for treatment in an emergency room.

**Catastrophes and fatalities.** Report the death of any employee or a catastrophe (three or more employees admitted to a hospital) *within 8 hours* of the incident. If you do not know about the incident when it happens, you must report it *within 8 hours* after it has been reported to you. *Report a fatality only if it occurs within 30 days of the incident.*



### Do not disturb the scene of a fatality or catastrophe

Do not disturb anything at the scene of a fatality or catastrophe until Oregon OSHA investigates the incident. You may move equipment or other items before Oregon OSHA investigates an incident only if a law enforcement officer tells you to do so or if it's necessary to reach victims or to prevent injuries.



## Recording work-related incidents

**More than 10 employees:** If your organization had more than 10 employees at any time during the last calendar year and is not in a designated\* retail, services, finance, insurance, or real estate industry, you must keep the following injury and illness records:

- **Worker's and Employer's Report of Occupational Injury or Disease [DCBS Form 801].**
- **Log of Work-Related Injuries and Illnesses [OSHA Form 300].**
- **Summary of Work-Related Injuries and Illnesses [OSHA Form 300-A].** You must display a copy of OSHA form 300-A where employee notices are typically posted and ensure that it is not defaced or covered by other material. Post the summary from February 1 through April 30.

Look for a complete list of the designated industries that are not required to keep injury and illness records in Table 1 – Partially exempt industries, in Oregon OSHA's **Recordkeeping and Reporting rule (437-001-0700).**

If your organization never had more than 10 employees at any time during the last calendar year you do not need to keep the **OSHA 300 or 300 A** forms, but you must keep DCBS Form 801 for five years.

**Retail, services, finance, insurance, or real estate:** If your organization is in the retail, services, finance, insurance, or real estate industry, you do not need to keep the **OSHA 300 or 300A** forms, but you must keep DCBS Form 801 for five years.

**Hospitals and ambulatory surgical centers:** Hospitals and ambulatory surgical centers must keep a log of health care assaults that complies with Oregon OSHA's **Recordkeeping for Health Care Assaults rule (437-001-0706).**

### Rules

- Recordkeeping and Reporting: 437-001-0700
- Rules for all Workplaces: 437-001-0760
- Preserving Physical Evidence at the Scene of an Accident: 437-001-0053
- Recordkeeping for Health Care Assaults: 437-001-0706

### Program directives

- Accident and Fatality Investigation Procedures [A-165]
- Inspection Criteria: Temporary Employment and Leasing Agencies [A-246]

### Links to forms, rules, and program directives

- 300 and 300A forms  
[www.orsosha.org/pdf/pubs/3353\\_2004.pdf](http://www.orsosha.org/pdf/pubs/3353_2004.pdf)
- Recordkeeping and reporting: 437-001-0700  
[www.orsosha.org/pdf/rules/division\\_1/div1-0700-recordandreport.pdf](http://www.orsosha.org/pdf/rules/division_1/div1-0700-recordandreport.pdf)
- Rules for All Workplaces: 437-001-0760  
[www.orsosha.org/pdf/rules/division\\_1/437-001-0760.pdf](http://www.orsosha.org/pdf/rules/division_1/437-001-0760.pdf)
- Preserving Physical Evidence at the Scene of an Accident: 437-001-0053  
[www.orsosha.org/pdf/rules/division\\_1/div1-0053-inspections.pdf](http://www.orsosha.org/pdf/rules/division_1/div1-0053-inspections.pdf)

- Recordkeeping for Health Care Assaults: 437-001-0706  
[http://www.orsosha.org/pdf/rules/division\\_1/div1-0706-recordhealthcare.pdf](http://www.orsosha.org/pdf/rules/division_1/div1-0706-recordhealthcare.pdf)
- Accident and Fatality Investigation Procedures [A-165]  
[www.orsosha.org/pdf/pds/pd-165.pdf](http://www.orsosha.org/pdf/pds/pd-165.pdf)
- Inspection Criteria: Temporary Employment and Leasing Agencies [A-246]  
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