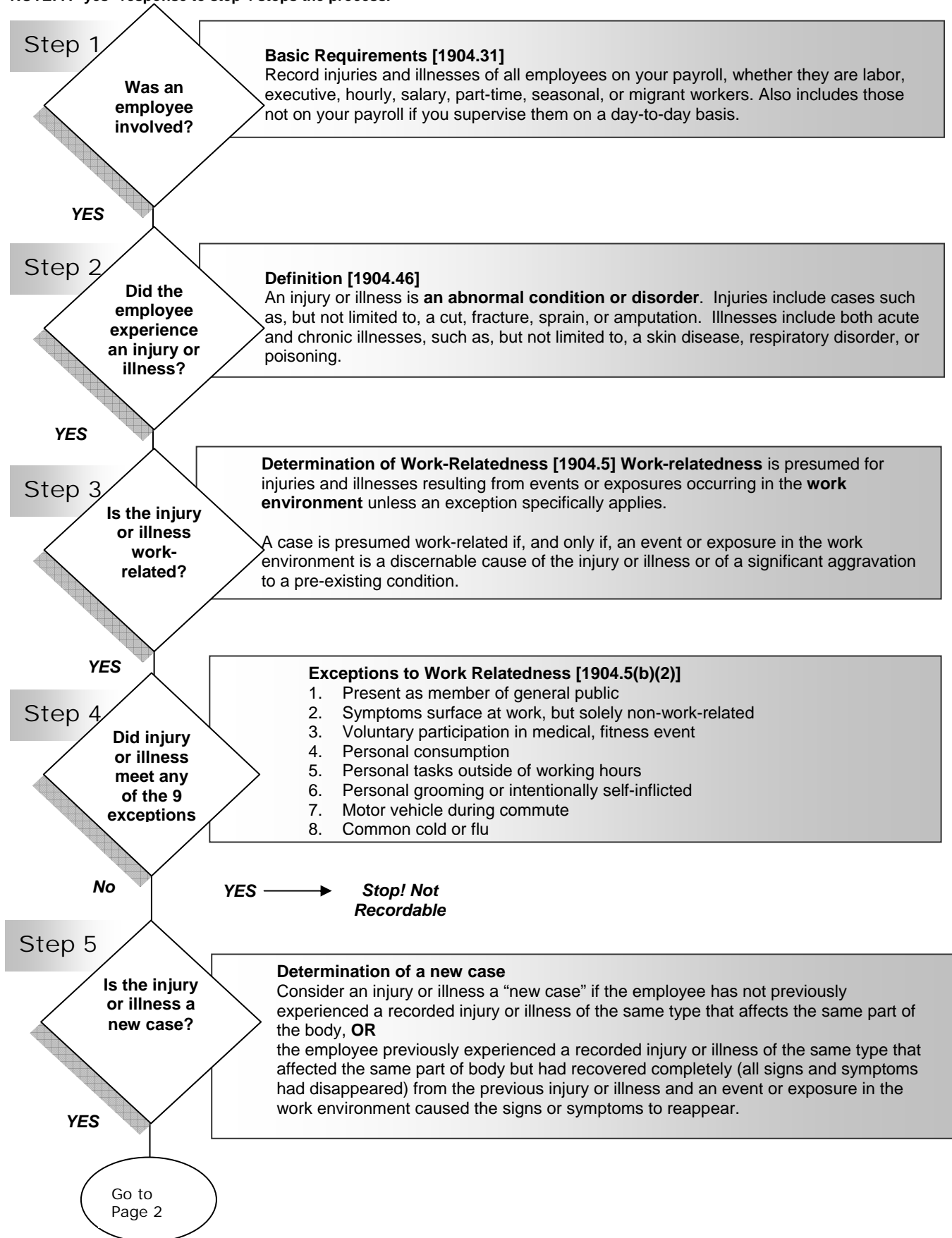


# OSHA 7- Step Injury and Illness Recordkeeping Decision Process

NOTE: YES response, continue to next step. Any NO response STOPS the process at that point.

NOTE: A "yes" response to step 4 stops the process.



From  
Page 1

Step 6

**Does the injury or illness meet the general criteria or the application to specific cases?**

**General Recording Criteria 1904.7**

An injury or illness is recordable if it results in one or more of the following:

- Death
- Days away from work
- Restricted work activity
- Transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a PLHCP

**Application to Specific Cases 1904.8 – 1904.11**

An injury or illness is recordable if it meets the recording criteria for one of the following:

- Needlestick & Sharps
- Medical removal
- Hearing loss
- Tuberculosis

YES

Step 7

**RECORD THE INJURY OR ILLNESS**

**1904.29 – Forms:**

- ✓ OSHA Form 300, *Log of Work-Related Injuries and Illnesses*
- ✓ OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*
- ✓ OSHA Form 301, *Injury and Illness Incident Report*