

Frequently Asked Questions "FAQ's" Cal OSHA Recordkeeping

Question

How do I record a work-related injury or illness that results in days away from work?

Answer

By entering:

- a check mark on the Cal/OSHA Log 300 in the space for cases involving "days away from work"
- the number of calendar days away from work in the number of days "away from work" column.

If the employee is out for an extended period, enter an estimate of the days away. Update when the actual number of days away is known.

Question

Do I count the day on which the injury occurred or the illness began?

Answer

No. Begin counting days "away from work" on the day after the injury or illness occurred.

Question

If an employee with a work-related injury, requiring days away from work, is subsequently terminated for drug use based on the results of a post-accident drug test, how should the case be recorded?

Answer

The termination is related to the injury; therefore, the number of days the employee would have been away from work due to the injury must be estimated and entered on the Cal/OSHA Form 300.

Question

How do I handle a case when a physician or other licensed health care professional recommends that the worker return to work, but the employee stays at home anyway?

Answer

End the count of days away from work on the date the physician or other licensed health care professional recommends that the employee return to work.

Question

How do I count weekends, holidays, or other days the employee would not have worked anyway?

Answer

Count the number of calendar days the employee was unable to work as a result of the injury or illness, regardless of whether or not the employee was scheduled to work on those day(s).

Weekend days, holidays, vacation days or other days off are included in the total number of days recorded if the employee would not have been able to work on those days because of a work-related injury or illness.

Question

How do I record a case in which a worker is injured or becomes ill on a Friday and reports to work on a Monday, and was not scheduled to work on the weekend?

Answer

Record this case only if a physician or other licensed health care professional indicates that the employee should not have worked (or performed only restricted work) during the weekend. If so record the days away from work or restricted work, and enter the day counts, as appropriate.

Question

How do I record a case in which a worker is injured or becomes ill on the day before scheduled time off such as a holiday, a planned vacation, or a temporary plant closing?

Answer

Record this case only if a physician or other licensed health care professional indicates that the employee should not have worked (or performed only restricted work) during the scheduled time off. If so record the days away from work or restricted work, and enter the day counts, as appropriate.

Question

How do I count the days if an intermittent worker was previously scheduled for days off during a period he or she is assigned limited duty or days away from work for an Injury or illness?

Answer

You must count the number of calendar days the employee was unable to work as a result of the injury or illness, regardless of whether or not the employee was scheduled to work on those day(s). Weekend days, holidays, vacation days or other days off are included in the total number of days recorded if the employee would not have been able to work on those days because of a work-related injury or illness.

Question

Is there a limit to the number of total days away from work I must count?

Answer

Yes, the "cap" is 180 calendar days. Do not keep track if there were more than 180 calendar days away from work and/or days of job transfer or restriction. In such cases enter 180 in the "days away from work" column.

Question

The counting cap of 180 calendar days can be a combined total of lost workdays and restricted and you may stop counting when the **total number** of days away, restricted or transferred reaches 180. (Reference: Federal CPL 2-0.131 - Recordkeeping Policies and Procedures Manual, Chapter 2, Para 1.E.)

Question

May I stop counting days if an employee who is away from work because of an injury or illness retires or leaves for reasons unrelated to the injury or illness?

Answer

Yes, the count can be stopped. However, if the employee leaves due to the injury or illness, the total number of days away or days of restriction/job transfer must be estimated and entered in the day count.

Question

If a case occurs in one year but results in days away during the next calendar year, do I record the case in both years?

Answer

No, record the injury or illness only once for the year in which it occurred. Update the initial log entry later when the day count is known or reaches the 180-day cap.

For the annual summary, estimate the total number of calendar days the employee is expected to be away from work.

**For Additional Guidance Contact Your
CompWest Loss Control Consultant or
Visit the Cal OSHA Webpage "FAQ's" at
<http://www.californiaosha.info/>**