



## Occupational Injury and Illness Reports and Records Temp Employees - OSHA LOGS

### Covered Employees

You must record on the Cal/OSHA Form 300 the recordable injuries and illnesses of all employees on your payroll, whether they are labor, executive, hourly, salary, part-time, seasonal, or migrant workers. You also must record the recordable injuries and illnesses that occur to employees who are not on your payroll if you supervise these employees on a day-to-day basis.

Exceptions: If your establishment is organized as a sole proprietorship or partnership, the owner or partners are not considered employees for recordkeeping purposes.

### FAQ's

If a self-employed person is injured or becomes ill while doing work at my establishment, do I need to record the injury or illness?

- No - Self-employed individuals are not covered by the Cal/OSHA Act or this regulation.

If I obtain employees from a temporary help service, employee leasing service, or personnel supply service, do I have to record an injury or illness occurring to one of those employees?

- Yes - You must record these injuries and illnesses if you supervise these employees on a day-to-day basis.

If an employee in my establishment is a contractor's employee, must I record an injury or illness occurring to that employee?

- No - If the contractor's employee is under the day-to-day supervision of the contractor, the contractor is responsible for recording the injury or illness.
- Yes - If you supervise the contractor employee's work on a day-to-day basis, you must record the injury or illness.

Must the personnel supply service, temporary help service, employee leasing service, or contractor also record the injuries or illnesses occurring to temporary, leased or contract employees that I supervise on a day-to-day basis?

- No - You and the temporary help service, employee leasing service, personnel supply service, or contractor should coordinate your efforts to make sure that each injury and illness is recorded only once either:
  - On your Cal/OSHA Form 300 (if you provide day-to-day supervision)
  - On the other employer's Cal/OSHA Form 300 (if that company provides day-to-day supervision).

**If You Have Any Questions or Need Assistance  
Contact Your CompWest Loss Control Consultant**

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