OSHA's Form 301 Injuries and Illnesses Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

U.S. Department of Labor

Occupational Safety and Health Administration

Form approved	OMB no.	1218-0176
---------------	---------	-----------

This Injury and Illness Incident Report is one of the		
first forms you must fill out when a recordable work-		
related injury or illness has occurred. Together with		
the Log of Work-Related injuries and Illnesses and		
the accompanying Summary, these forms help the		
employer and OSHA develop a picture of the extent		
and severity of work-related incidents.		

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains

If you need additional copies of this form, you may photocopy and use as many as you need.

Date

Completed by

Title Phone

	Information about the employee	Information about the case
ne of the	1) Full Name	 10) Case number from the Log(<i>Transfer the case number from the Log after you record the case.</i>) 11) Date of injury or illness
ble work- ther with ses and help the	CityStateZip 3) Date of birth	12) Time employee began work AM/PM 13) Time of event AM/PM Check if time cannot be determined
ne extent	5) Date of bitan	*Please do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or SSNs) in the following fields.
re njury or orm or an ation, ble	4) Date hired 5) Male Female	*14) What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer keyentry."
on form, form CFR ot keep ar to	Information about the physician or other health care professional 6) Name of physician or other health care professional	*15) What happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
m, you ed.	 7) If treatment was given away from the worksite, where was it given? Facility	*16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected. Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
	CityZip 8) Was employee treated in an emergency room? Yes No 9) Was employee hospitalized overnight as an in-patient?	*17) What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
	└─ Yes └─ No	18) If the employee died, when did death occur? Date of death

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.