

OSHA's Form 301

Injury and Illness 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 then use as many as you need.

Information about the employee

1) Full name GARY HAGEMEISTER
 2) Street 123 A St.
 City Camas State WA ZIP 98659-9999
 3) Date of birth 8/10/1938
 4) Date hired 02/14/1958
 5) Male
 Female

Information about the physician or other health care professional

6) Name of physician or other health care professional Dr. Bob Cobb
 7) If treatment was given away from the worksite, where was it given?
 Facility PeaceHealth Southwest Medical Center
 Street 400 NE Mother Joseph Pl
 City Vancouver State WA ZIP 98664
 8) Was employee treated in an emergency room?
 Yes
 No
 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

10) Case number from the Log 2 (Transfer the case number from the log after you record the case.)
 11) Date of injury or illness 01/21/2017
 12) Time employee began work 11:00 PM
 13) Time of event 3:15 AM Check if time cannot be determined
 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. Example: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
 Employee was routing units from line to staging.
 15) What happened? Tell us how the injury occurred. Example: "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."
 Mule was heading into staging area and clipped manual wrapper.
 16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." Example: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
 Strain, Head and neck
 17) What object or substance directly harmed the employee? Example: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
 Steel arm on wrapper.
 18) If the employee died, when did death occur? Date of death _____

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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 valid OMB control number. If you have any comments about this estimate or any other aspect of this data collection, including suggestions for reducing this burden, contact US Department of Labor, OSHA Office of Statistical Analysis, Room N-3694, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.