

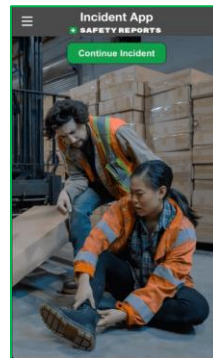
SAFETY REPORTS

Safety Incidents – Guide to OSHA 301, 300/300A Report Management

This guide is designed to help aid administrators in taking submitted incidents which are OSHA recordable and using the Safety Reports Incident System administrative tools to create the OSHA 301 First Report form based on the incident; and to add the recordable incidents to applicable OSHA 300 Logs to fulfil posting requirements.

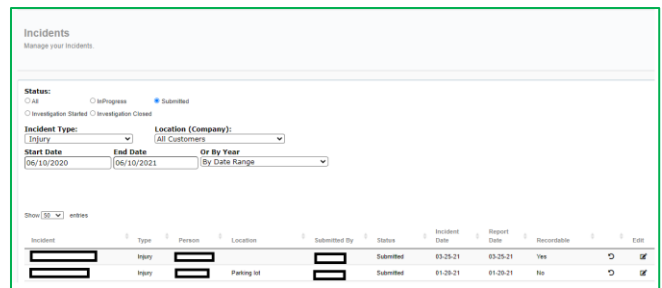
Begin the Incident documentation on either the mobile app or the web-based version of the Safety Incident software.

Note: A new Incident cannot be created from the Admin Site

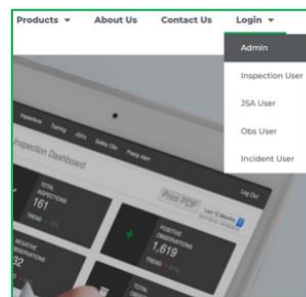


Once the applicable information is added from the field using the mobile app or web-app, the Incident can then be edited or submitted via the admin site.

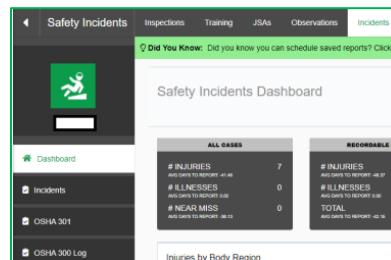
Note: minimum information required for an incident varies by type, but typically includes a name and some details in each part of the incident form.



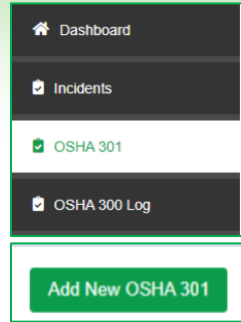
Log-in to your Safety Reports Admin profile from the webpage



Select 'Incidents' along the grey bar at the top of the screen



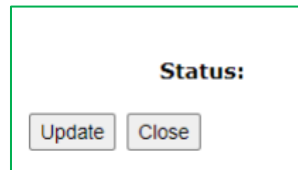
At the far left, choose OSHA 301; and on the screen which follows choose 'Add New OSHA 301'



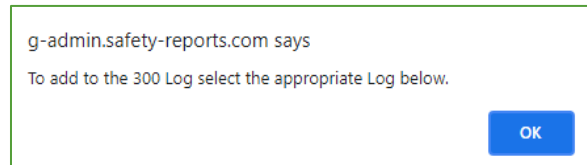
Select the Incident from the 'Reported Incidents' dropdown menu and add additional information regarding the Incident if it was unavailable to the author or is related to HR information, they do not have access to. **Note:** This may include details regarding off-site medical treatment, the employee's hire date and age etc.



Scroll to the bottom of the page and choose 'Update' to save any changes

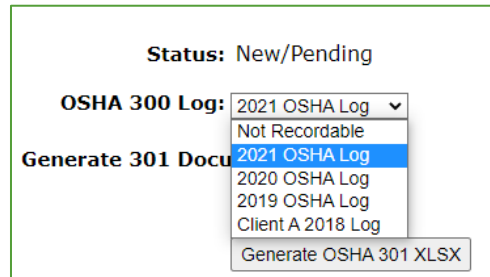


This will prompt a message shown below, and the system will then allow the incident to be added to the applicable 300 log for that reporting entity.



Once you choose 'OK', it will prompt you to select a 300 Log.

Note: if this drop-down menu is not present or blank, you must setup a reporting Entity, there is a separate guide for management of entities, including how to get NAICS data presented on the dashboard. Contact Safety Reports Support for more information on this guide and process.



Choose 'Generate OSHA 301' on that screen to get a copy of the completed OSHA first report form, in the universal D.O.L format as an excel file.

Note: this can be password protected if needed.

OSHA's Form 301 Injuries and Illnesses Incident Report. The form includes sections for 'Information about the employee' and 'Information about the case'. It is a U.S. Department of Labor Occupational Safety and Health Administration form.

Choose 'Close' to complete the incident.

****Common question**** If complete, but the 'Status' on the 'OSHA 301' screen shows the incident as 'New/Pending', simply choose the 'Edit' button on the row of that incident, then generate the 301 form(s) again, and choose 'Close' instead of 'Update.' This will cause the Status column to show this incident as 'Complete.'

To view your OSHA 300 log, choose the 'View' icon on the row of the one in question.

A table with a search bar at the top. Below it are two columns: 'Edit' and 'View'. Each column has three rows, each containing an icon (a pencil for edit and an eye for view).

As with OSHA 301, there is a grey button to generate a new OSHA 300/300a. Use this to create a similar spreadsheet output in the D.O.L format.

A button labeled 'Generate OSHA 300 Log XLSX' with a checkbox for 'Password Protect' and a text field for 'Pswd:'.

On the output file, summaries in the columns for Days away from work, Injuries respiratory conditions etc. are automatically performed by the Safety Reports system. If inconsistent based on your records, check both the submitted incident and OSHA 301 as these are the basis the system uses for calculation.

Classify the case				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
CHECK ONLY ONE box for each case based on the most serious outcome for that case:											
Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	(M)					All other illnesses
		Job transfer or restriction	Other recordable cases			Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	
(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
			X	0	0	X					

Both form 300 and 300a are on the same file, each with its own sheet.

A screenshot showing two tabs: 'OSHA Form 300' and 'OSHA Form 300A'.

For more information, contact:

Safety Reports at support@safety-reports.com or (402) 403-6575 option '2'