

OSHA FORM 300

The OSHA Form 300, or “300 Log” as it is often called, is a summary of all work related injuries and illnesses in a calendar year at your facility.

Important Facts

- **All fairs** must maintain an OSHA 300 log at their facility, **even if they’ve had no recordable entries.**
- Each recordable entry must be made within 7 calendar days after learning of it’s occurrence.
- You may not erase, or white out any entry in a log. If a correction is needed, simply line through the incorrect entry, and enter the corrected information on the next available line.
- Each log must be retained at the facility, and updated (if needed) for 5 years, from the year it represents. In other words, you must have your OSHA 300 logs and prior OSHA 200 logs for a total of 6 years.
- **All fairs** must post the OSHA 300 log from the previous year between February 1st and April 30th, **even if they’ve had no recordable entries.** If employees **work areas are separated by location**, you must **post the log in each location** that employees work.
- **Please note changes in OSHA Form 300 requirements**
- You must make the log available upon request to the following:
 - Department of Labor
 - CAL/OSHA
 - Department of Health and Human Services
 - Any employee
 - Any former employee or their representative