



How to keep your OSHA 300 log *current*.

A one-page helper for the official OSHA forms. Use it with the Seneca OSHA 300 tracker workbook. This is not an OSHA form.

Get the official forms from OSHA: [osha.gov/recordkeeping/forms](https://www.osha.gov/recordkeeping/forms) (Forms 300, 300A and 301). Electronic submission: [osha.gov/injuryreporting](https://www.osha.gov/injuryreporting).

First: does this apply to you?

If your company had 10 or fewer employees at all times last calendar year, or is in a partially exempt low-hazard industry, you do not keep the log unless OSHA or the BLS asks you to (29 CFR 1904.1, 1904.2). Prequal platforms may still ask for logs or an exemption letter.

All year

- ☐ Record each recordable work-related injury or illness on the 300 log and a 301 (or equivalent) within **7 calendar days** of learning of it (1904.29(b)(3)).
- ☐ Use "privacy case" instead of the name where the rule calls for it (1904.29(b)(6)–(7)).
- ☐ Keep medical details out of the tracker; it holds dates and outcomes only.
- ☐ Update a case if its outcome changes, for example when days away grow.

The 300A season

When	What	Rule
January	Review the log and total it for the 300A.	1904.32(a)
Before posting	A company executive certifies the 300A.	1904.32(b)(3)
Feb 1	Post the 300A where employee notices go.	1904.32(b)(6)
Mar 2	Submit electronically, if your establishment is covered (20–249 employees in a listed industry, or 250+).	1904.41
Apr 30	Keep it posted through this date.	1904.32(b)(6)
5 years	Keep the 300, 300A and 301 for 5 years after the year ends.	1904.33

Rates prequal platforms ask for

TRIR = recordable cases × 200,000 ÷ total hours worked. **DART** = days-away, restricted or transferred cases × 200,000 ÷ hours. The tracker calculates both.

Sources (checked Oct 9, 2026, eCFR): 29 CFR 1904.1, 1904.2, 1904.29, 1904.32, 1904.33, 1904.41. Rules can change; check the current text at [ecfr.gov](https://www.ecfr.gov).

Want someone to keep it for you every month?

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