

OSHA WORKPLACE INJURY & ILLNESS FILE

(USE TO HELP IN COMPLIANCE WITH 29 CFR PART 1904.8 THROUGH 1904.12)

WHAT DO YOU NEED TO DO?

- **Within 7 calendar days after you receive information about a case, decide if the case is recordable under the OSHA recordkeeping requirements.**
- **Determine whether the incident is a new case or a recurrence of an existing one.**
- **Establish whether the case is work related.**
- **If the case is recordable, decide which form you will fill out as the injury and illness incident report.**

(A copy of OSHA's 301 *Injury and Illness Incident Report* is reprinted inside this folder)



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909-F (Rev. 1/04) 7365

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