

# OSHA Recordable Cheat Sheet

## WHAT IS AND ISN'T RECORDABLE

Understanding OSHA's terminology is essential for accurate and compliant recordkeeping.

### OSHA Recordable:

An OSHA Recordable refers to a work-related injury or illness that meets specific criteria set by OSHA and thus must be recorded on OSHA's Form 300 (Log of Work-Related Injuries and Illnesses). This includes any work-related fatality, injury, or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job, and any requiring medical treatment beyond first aid. It also includes conditions like work-related cancer, chronic irreversible diseases, fractured or cracked bones, and punctured eardrums.

### First Aid vs. Medical Treatment:

Understanding the difference between first aid and medical treatment is vital since only injuries or illnesses requiring medical treatment are OSHA recordable.

- **First Aid:** Refers to one-time treatments that are administered on the spot, even if by a healthcare professional, for minor injuries. Examples include cleaning minor cuts, using non-prescription medications at non-prescription strength, applying bandages, and using hot or cold therapy
- **Medical Treatment:** In contrast, medical treatment addresses more severe injuries or illnesses and often involves a medical professional. This could include prescription medications, surgeries, physical therapies, or any treatment that goes beyond first aid.



Injuries  
requiring only  
first aid do **not**  
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recorded

### Days Away Incident:

A Days Away Incident is a work-related injury or illness that results in an employee's inability to work on a subsequent scheduled workday or shift. It's important to note that the day of the injury is not counted as lost time, but every day afterward, including weekends and holidays.

### Restricted Work or Job Transfer:

Restricted Work or Job Transfer occurs when, as a result of a work-related injury or illness, an employee:

- Is physically or mentally unable to perform all or any part of his or her normal assignment during all or any part of the workday or shift, OR
- Is assigned to another job on a temporary or permanent basis

## CHEAT SHEET: FIRST AID VS. MEDICAL TREATMENT

Workplaces injuries requiring only first aid are not OSHA recordable, while injuries requiring medical care are recordable. The chart below is a helpful cheat sheet to keep handy.

**Note that it's not the injury, it's the treatment of the injury that is the determining factor.**

	First Aid (Non-Recordable)	Medical Treatment (Recordable)
<b>Visits to health care professionals</b>	<ul style="list-style-type: none"> <li>• Visits solely for observation or testing, or to evaluate the diagnostic decision</li> <li>• Visits solely for counseling</li> <li>• Diagnostic procedures, including prescribing or administering of prescription medications used solely for diagnostic purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Any condition that is treated or that should have been treated, with a treatment not on the first aid list</li> <li>• The management and care of a patient to combat disease or disorder</li> </ul>
<b>Cuts, lacerations, punctures and abrasions</b>	<ul style="list-style-type: none"> <li>• Any wound coverings or bandaging by any medical personnel, including BandAids, liquid bandage, butterfly bandages, Steri-Strips, or gauze pads</li> <li>• Cleaning, flushing or soaking wounds on the surface of the skin</li> </ul>	<ul style="list-style-type: none"> <li>• Sutures/stitches, staples or surgical glue</li> <li>• Treatment of infection with prescription meds on any visit</li> <li>• Application of prescription antiseptic or a non-prescription antiseptic at prescription strength</li> <li>• Surgical debridement (removing dead skin)</li> </ul>
<b>Inoculations</b>	<ul style="list-style-type: none"> <li>• Tetanus immunizations</li> <li>• Immunizations and inoculations that are provided for public health or other purposes, where there is no work-related injury or illness</li> </ul>	<ul style="list-style-type: none"> <li>• Inoculations such as gamma globulin, rabies, etc. given to treat a specific injury or illness, or in response to workplace exposure</li> </ul>
<b>Splinters</b>	<ul style="list-style-type: none"> <li>• Removing foreign bodies from eye using only irrigation or a cotton swab</li> <li>• Removing splinters or foreign materials from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means</li> </ul>	<ul style="list-style-type: none"> <li>• Foreign bodies that require more than simple means to remove because of their location, depth of penetration, size or shape</li> </ul>
<b>Bruises/contusions</b>	<ul style="list-style-type: none"> <li>• Soaking therapy</li> <li>• Hot or cold therapy</li> </ul>	<ul style="list-style-type: none"> <li>• Draining of bruises by a needle</li> </ul>

## CHEAT SHEET: FIRST AID VS. MEDICAL TREATMENT (continued)

	First Aid (Non-Recordable)	Medical Treatment (Recordable)
<b>Strains, sprains, and dislocations</b>	<ul style="list-style-type: none"> <li>Hot or cold therapy</li> <li>Any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.</li> <li>Finger guards</li> <li>Temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards)</li> </ul>	<ul style="list-style-type: none"> <li>Casts or immobilization with rigid stays</li> <li>Chiropractic manipulation</li> <li>Physical therapy</li> </ul>
<b>Burns, skin rashes and blisters</b>	<ul style="list-style-type: none"> <li>Draining fluid from a blister</li> </ul>	<ul style="list-style-type: none"> <li>Any condition that results in days away from work, restricted work, transfer to another job or medical treatment beyond first aid</li> </ul>
<b>Medications</b>	<ul style="list-style-type: none"> <li>Non-prescription medicines at nonprescription strength, whether in ointment, cream, pill, liquid, spray or any other form</li> </ul>	<ul style="list-style-type: none"> <li>Prescription medication, whether given once or over a longer period of time or, if filled, whether taken or not</li> <li>Non-prescription medication administered or prescribed at prescription strength</li> </ul>
<b>Oxygen</b>	<ul style="list-style-type: none"> <li>Oxygen administered purely as a precautionary measure to an employee who does not exhibit any symptoms of an injury or illness</li> </ul>	<ul style="list-style-type: none"> <li>Oxygen administered to an employee exposed to a substance and who exhibits symptoms of an injury or illness</li> </ul>
<b>Physical therapy</b>		<ul style="list-style-type: none"> <li>Exercises recommended by a healthcare professional who trains the worker in the proper frequency, duration and intensity of the exercise</li> </ul>
<b>Loss of consciousness</b>	<ul style="list-style-type: none"> <li>Due solely to epilepsy, diabetes, narcolepsy or other health condition</li> <li>Due to voluntary participation in wellness or similar program (e.g., company-sponsored blood donation)</li> </ul>	<ul style="list-style-type: none"> <li>Results from a workplace event or exposure (e.g., chemicals, heat, an oxygen-deficient environment, a blow to the head)</li> </ul>

## OSHA RECORDABILITY FLOWCHART

This is a simple flowchart to quickly determine whether an injury or illness is OSHA recordable, using the definitions from the previous pages.

