



# OSHA Incident Report Flowchart

What to do when a work-related injury or illness occurs





# START

Is the work-related injury or illness recordable?

“Recordable” work-related injuries and illnesses:

- Fatalities
- Resulting in time off work, a loss of consciousness, restricted duties or transfers
- Needing treatment beyond basic first aid
- Resulting in a diagnosis of cancer, fractures, punctured ear drums or chronic irreversible diseases

NO

If required, record according to your company’s procedures.

YES

Find the right form (OSHA 300, 300-A or 301) and comply with time limits.

Preserve and document the scene. Note the injured person’s information (name, age, etc.) and injury description.

Collect facts via interviews, document reviews and other means.

Talk to the healthcare provider. Document the diagnosis and other recommendations.

Submit the form to OSHA and follow additional record-keeping protocols.



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