

OSHA's Form 301 Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of the employees to the extent possible while the information is being used for occupational safety and health purposes.

This Injury and Illness Incident Report is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the Log of Work-Related Injuries and Illnesses and the accompanying Summary, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents. Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state worker's compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form. According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains. If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone _____ Date _____

Information about the employee

Name Henry T Nguyen

Address 715 Russell Blvd, Davis, CA
95601-

Birthdate: 5/6/1962

Hire Date: 1/1/2003

Information about the physician or other health care professional

Physician or other health care professional

Treatment Facility

Was employee treated in an emergency room?

Was the employee hospitalized overnight as an in-patient?

Case Number: 6

Incident Date: 4/12/2008

Time employee began work: 9:00:00 AM

Incident Time: 4:00 PM Check if time cannot be determined

What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

Using chemicals

What happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 ft."; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

He was not wearing proper protection

What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." Examples: "strained back"; "chemical burns, hand"; "carpal tunnel syndrome."

Developed a rash from chemical spillage

What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

Acid

If the employee died, when did death occur? Date of death