

OSHA FORM 300

PURPOSE

To ensure that LADD complies with OSHA guidelines for reporting work related illness, accidents and exposure incidents.

SCOPE

This policy applies to all the programs operated by LADD.

POLICY

The services provided by LADD will comply with OSHA regulations and guidelines for reporting work-related incidents, accidents, illnesses, and exposure incidents.

PROCEDURE

1. An OSHA 300 form will be maintained for the company by the Human Resources Department.
2. The Human Resources Department will list employee accidents or illnesses that are considered 'recordable'. Examples are, loss of consciousness, accident that required medical treatment beyond first aid, days away from work, restricted work activity, job transfer, or death if it resulted from an event or exposure in the work environment.
3. The Human Resources Department will post the Summary of Work-Related Injuries and Illnesses form on the LADD website for the previous year's documentation from February 1st through April 30th. It is also posted on the bulletin board in the lobby of the Corporate Office, as well as entered on the OSHA website for reporting to the State of Michigan.
4. The Human Resources Department will start a new form on January 1st of each year.
5. An accident resulting in death of an employee will be reported to OHSA within eight hours.

