



## OSHA forms

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### Overview

**OSHA Form 300 - Log of Work-Related Injuries and Illnesses:** This is used to classify work-related injuries and illnesses and note each case's extent and severity. When an incident occurs, use the Log to record specific details about what happened and how it happened.

**OSHA Form 300A - Summary:** This shows the totals for the year in each category. At the end of the year, post the Summary in a visible location so that your employees know the injuries and illnesses occurring in their workplace.

**OSHA Form 301 - Injury and Illness Incident Report:** This 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.

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Last modified on 30 November 2023 by [Hannah Door](#)

Created on 31 January 2018 by [Jon Mulhern](#)

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