

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

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

Year 20____

U.S. Department of Labor
Occupational Safety and Health Administration

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____
City _____ State _____

Form approved OMS no. 1213-0176

Identify the person		Describe the case			Classify the case			Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:							
(A) Case no.	(B) Employer's name	(C) Job title (<i>e.g.</i> , Miller)	(D) Date of injury or onset of illness	(E) Where the event occurred (<i>e.g.</i> , Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (<i>e.g.</i> , Small degree burn on right forearm from acetone torch)	(G) Death	(H) Days away from work	(I) Job transfer or restriction	(J) Other recordable cases	(K) Away from work	(L) On job transfer or restriction	(M) Injury	(1) Skin disorder	(2) Respiratory condition	(3) Poisoning	(4) Hearing loss	(5) All other illnesses
_____	_____	_____	_____ / _____ / _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ days	_____ days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____ / _____ / _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ days	_____ days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	_____	_____	_____ / _____ / _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ days	_____ days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search existing data sources, gather the data needed, and complete and review the collection of information. Send comments to Washington, DC 20220. Do not send the completed forms to this office.

Being a Student Can Be Stressful

Here are the most common stressors for college students:

- Death of a loved one
- Relocating to a new city or state
- Divorce of parents
- Encounter with the legal system
- Transfer to a new school
- Marriage
- Lost job
- Elected to leadership position
- New romantic relationship
- Serious argument with close friend
- Increase in course load or difficulty of courses
- Change in health of family member
- First semester in college
- Failed important course
- Major personal injury or illness
- Change in living conditions
- Argument with instructor
- Outstanding achievement
- Change in social life
- Change in sleeping habits
- Lower grades than expected
- Breakup of relationship
- New job
- Financial problems
- Change in eating habits
- Chronic car trouble
- Pregnancy
- Too many missed classes
- Long commute to work/school
- Working more than one job
- Impending graduation
- Argument with family member
- Sexual concerns
- Changes in alcohol and/or drug use
- Roommate problems
- Raising children

Module 13 Safety and Health at Work, Unit 02 Health Hazards at Work VDT Checklist to Reduce Workplace Injuries

Video Display Terminal (VDT) Checklist

Can the work station be adjusted to ensure proper posture by

- adjusting knee and hip angles to achieve comfort and variability, Yes No
- supporting heels and toes on the floor or on a footrest, Yes No
- placing arms comfortably at the side and hands parallel to the floor, and Yes No
- supporting wrist (nearly straight) on a padded surface? Yes No

Does the work area

- provide enough clearance for the feet, knees, and legs relative to the edge of the work surface, Yes No
- provide sufficient space for the thighs between the work surface and the seat, Yes No
- include arm rests for intensive or long duration keying jobs, and Yes No
- include headsets for use when frequent telephone work is combined with hand tasks such as typing, using a calculator, or writing? Yes No

Does the chair

- adjust easily from the seated position, Yes No
- have a padded seat pan, Yes No
- have a seat that is approximately 18 inches wide (45.72 centimeters), Yes No
- have a back rest that provides lumbar support that can be used while working, Yes No
- have a stable base with casters that are suited to the type of flooring, Yes No
- have different seat pan lengths (15 to 17 inches or 38.10 and 43.18 centimeters) with a waterfall design available, and Yes No
- allow the seat pan to adjust for both height (minimum of 4 1/2 inches or 10.16–1.27 centimeters) and angle (plus or minus 5 degrees)? Yes No

Is the keyboard

- height from the floor and the slope of the keyboard surface adjustable, Yes No
- prevented from slipping when in use, and Yes No
- detachable? Yes No

Are other inputs/devices (mouse, pointer, calculator)

- at keyboard height? Yes No

Is the display screen

- clean and free from flickering, and Yes No
- able to swivel horizontally and tilt or elevate vertically? Yes No

Is the monitor situated so that

- the work can be performed with the head in a neutral posture for most of the work shift, Yes No
- it is between 18 and 30 inches (45.72 and 76.20 centimeters, respectively) away from the operator, Yes No
- the top line of text is at or slightly below eye height, and Yes No
- there is sufficient lighting without glare on the screen from lights, windows, or surfaces? Yes No

Does the monitor

- have brightness and contrast controls? Yes No

Is the job organized so that

- workers can change postures frequently, Yes No
- workers can perform different job tasks to reduce intensive keying, Yes No
- workers can leave their workstations for at least 10 minutes after each hour of intensive keying and for at least 15 minutes after every 2 hours of intermittent keying, and Yes No
- the workers have received training in ergonomics and know how to make adjustments to their work stations, chairs, and other accessories? Yes No

BENEFITS TO A SMOKE-FREE WORK ENVIRONMENT AND SAMPLE POLICY

For the employees

- A smoke-free environment helps create a safer, healthier workplace.
- Workers who are bothered by smoke will not be exposed to it at work.
- Smokers who want to quit may have more of a reason to do so.
- Smokers may appreciate a clear company policy about smoking at work.
- Managers are relieved when there is a clearly defined process for dealing with smoking in the workplace.

For the employer

- A smoke-free environment helps create a safer, healthier workplace.
- Direct health-care costs to the company may be reduced.
- A clear plan that is carefully put into action by the employer to lower employees' exposure to secondhand

smoke shows the company cares.

- Employees may be less likely to miss work due to smoking-related illnesses.
- Maintenance costs go down when smoke, matches, and cigarette butts are taken out of work facilities.
- Office equipment, carpets, and furniture last longer.
- The risk of fires is lower.
- It may be possible to get lower rates on health, life, and disability insurance coverage as fewer employees

smoke.

Sample smoking policy

Because we recognize the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of _____ to provide a smoke-free environment for all employees and visitors. This policy

covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco, and it

applies to both employees and nonemployee visitors of _____.

Source: American Cancer Society, <http://www.cancer.org/Healthy/StayAwayfromTobacco/Smoke-freeCommunities/CreateaSmoke-freeWorkplace/smoking-in-the-workplace-a-model-policy> (accessed August 20, 2011).

EXAMPLE OF HEALTH AND SAFETY POLICY

Cordis (A Johnson & Johnson Company) Environmental, Health, and Safety Policy

Cordis Corporation is committed to global Environmental, Health, and Safety (EHS) performance and leadership with respect to its associates, customers, suppliers, contractors, visitors, and communities. To fulfil this commitment, Cordis Corporation conducts its business emphasizing regulatory compliance and collaboration.

We strive for:

- Comprehensive risk management
- Pollution prevention
- Healthy lifestyle culture
- Continuous improvement and sustainability
- Engaging partnerships
- Possession of outstanding EHS capabilities and skill sets

We affirm that EHS is:

- A core business value and a key indicator of organizational excellence
- Considered in every task we perform and in every decision we make

We believe that:

- All incidents and injuries are preventable
- Process Excellence is the driver for continuous improvement and sustainable results in all aspects of EHS
- Every associate is responsible and accountable for complying with all aspects of EHS, creating a safe and healthy work environment while leaving the smallest environmental footprint