

OSHA Tidings



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Veterinary OSHA Management for Your Practice

March 2023

Demystifying 300A Form Requirements

By Dr. Kendrick

OSHA Paperwork Managers Minute

By Laura Conn, CVT, CVPM, CVBL

Common Questions and Answers on 300 Forms

OSHA Management Consulting



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#1 in OSHA Services for the Veterinary Practice

- *Veterinary Specific Manuals*
- *Training*
- *Safety Data Sheet Library*
- *GHS Secondary Container Labels and Charts*
- *Advocacy*
- *Complaint Response*

Chery@vetosha.com



Doc Chery

Dr. Chery F. Kendrick is the Owner, President, and Chief Regulatory Specialist at VetOSHA.

Demystifying 300A Form Requirements

**By Dr. Chery F. Kendrick
VetOSHA**

Each year we receive questions regarding the DOL (Department of Labor) 300 forms, so here is the explanation to take the mystery out of what they are, their use, and your requirements as a veterinary practice owner or Practice Manager.

The 300 forms are a series of Department of Labor (DOL)/OSHA forms that help to track on-the-job injuries across all types of industries.

The 300 and 301 forms are designed to record incidents requiring medical care beyond first aid, to have the information to calculate the required numbers for the 300A form.

Each industry follows specific rules in terms of filing requirements.

The veterinary industry is exempt from filing the 300A summary form with OSHA/DOL. However, we are required to fill them out and post our completed 300A forms from February 1 – April 30, even if we had no injuries.

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Here is a link to the forms and to the instructions:

<https://www.osha.gov/recordkeeping/forms>

On occasion the DOL (Department of Labor) will send the clinic a notice that they have been chosen to supply the DOL with a copy of the 300A form.

This is part of their annual census to make sure that industries that were previously categorized as low injury industries have not changed.

In accordance with the record-keeping requirements, the DOL 300A forms need to be kept for 5 years.

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Laura Conn, CVT, CVPM, CVBL

Laura is the Director of Management and Education at VetOSHA.

Manager's Minute:

OSHA loves documentation, so a managers work is never done when it comes to paperwork! I thought the first quarter is a good time to mention a portion of what we need to maintain for the 2023 year!

- **New hires:**
 - o New employee orientation list to include:
 - OSHA training within the first 3 days of work
 - Tetanus booster form
 - Pregnancy advisement form
 - Training verification form
- **300 forms**
 - o 300, 300A, and 301 (Maintain these for 5 years)
- **Training records**
 - o Initial, Annual, Training throughout the year
- **Safety records**
 - o Radiology
 - o Blood Borne Pathogens (BBP's)
- **Hazard analysis**
 - o Recognize any hazards within the practice
 - o Review and update the chemical inventory list
 - o Update SDS's based on the chemical inventory list

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Manager's Minute:

- **Facility Manual**
- **Injury Bite forms**
 - o Consent for treatment forms and Declination forms
- **Safety Manuals**
 - o Assignment of duties
 - o Hazard assessment forms
 - o Protocols for:
 - BBP's/ Zoonotic diseases
 - Personal Protection Equipment (PPE)
 - Emergency Action Plans (EAP's)
 - Radiation safety
 - Fire safety
 - Hazard Communications (Chemicals)
 - Inspection protocols
 - Eye wash station and fire extinguisher logs

I know this list may seem never ending, but that is why we are here to help you! Our VetOSHA manual contains all the required forms and information you need to manage your clinic OSHA program.

If you have any questions or concerns, please always reach out to us at team@VetOSHA.com. We are always here to help you!

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Questions and Answers on the 300 forms:

What injuries needs to be included:

Injuries that required the employee to seek medical care outside of in clinic first aid.

Do we include COVID cases?

No. COVID cases are not reportable on 300 forms for the veterinary clinics.

What is the NAISC number asked for on the 300A form?

The NAISC number for veterinary clinics is: 541940

Where do we post the 300A form?

Post the 300A form on the employee bulletin board.