

NJOSH 300 LOG OF WORK-RELATED INJURIES & ILLNESSES

One of the most common citations given by New Jersey PEOSH is failure to maintain the NJOSH 300 Log. The NJOSH 300 is used to classify work-related injuries and illnesses and to note the extent and severity of each case. Employers must keep a log for each establishment or site. When an incident occurs, use the NJOSH 300 Log to record specific details about what happened and how it happened.

The [Log of Work-Related Injuries and Illnesses \(NJOSH-300\)](#) is a listing of work-related injuries and illnesses that should be maintained throughout the year. Injuries and illnesses are entered into the Log within 7 days of being notified of the injury/illness. Five years of *NJOSH-300 Logs* must be readily available to NJPEOSH inspectors. **The NJOSH 300 Log must be maintained for each department, for example: one log must be kept for the Police Department and a separate log must be kept for the Department of Public Works, etc.**

New Jersey PEOSH the following resources to assist in maintaining the NJOSH 300 Log:

- [Instructions on How to Fill Out the NJOSH 300 Log](#)
- [A Sample NJOSH 300 Log](#)
- [NJOSH 300 Log \(PDF\)](#)
- [NJOSH 300 Log \(Excel\)](#)