

Fact Sheet

First Reports of Injury and OSHA injury and illness logs

When employees report work-related injuries or illnesses, OSHA and Workers' Compensation laws require several types of documentation. Most importantly, a First Report of Injury (FROI) must be completed, and the case may need to be entered on the OSHA log of injuries and illnesses (OSHA 300 form).

Introduction

An employee reporting a work-related injury or illness to the employer is the first step in a required sequence of events relating to the proper documentation of the report. This fact sheet documents what steps are required.

Legal requirements

The topic of documenting work-related injuries and illnesses involves two legal entities: Minnesota Department of Labor/Workers' Compensation Division and MNOSHA.

For the purpose of this fact sheet, the most important Workers' Compensation requirement is that a state First Report of Injury (FROI) form be completed and submitted.

OSHA also requires a FROI, but they also require that the injury or illness be evaluated to determine if it meets certain criteria to be recorded on the OSHA 300 log.

The First Report of Injury

The First Report of Injury form serves several purposes. It documents the injury/illness and the

circumstances surrounding it, it is official notification to the state that an injury or illness has occurred, and it initiates a workers' compensation claim.

A FROI must be completed whenever an employee reports what he/she believes to be a work-related injury or illness. There is no need for supervisors to make a determination as to whether a case is work-related, or whether some other criteria have been met. In other words, all reports by employees must result in a FROI.

All such reports, system-wide, are to be made to the Office of Risk Management (ORM). Reports may be made online using the following link (requires authentication with U of M internet ID and password):

<https://webapps-prd.oit.umn.edu/froi/>

Or you may download the form and submit it in writing here:

<http://policy.umn.edu/prod/groups/president/@pub/@forms/@hr/documents/form/froi.pdf>

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OSHA injury and illness logs

All FROIs are routed to the Department of Environmental Health and Safety (DEHS), which is responsible for determining whether the case at hand meets certain criteria for entry into the mandatory log of occupational injury and illness (OSHA 300 form).

If/when the case must be entered on the log, DEHS is responsible for making this entry and for updating all necessary records.

Questions

If you have questions on this topic, please contact the Office of Occupational Health and Safety at (612) 626-5008 or uohs@umn.edu, or see the website at <http://www.ohs.umn.edu>.