

Reviewing an OSHA 301 as a Supervisor

When an employee has completed an OSHA 301 form to report an injury or illness and identified you as his or her supervisor, you will receive an email message from ECOMP informing you that the form requires your review. The email will include the employee's initials and the government organization where employed. To access the OSHA 301, click on the link in the email message, which will take you to ECOMP.

First, the employee's name and organization are displayed, along with the date of the reported event and the date the OSHA 301 was initiated. If you have confirmed that you are a supervisor in the employee's organization with authority to review the form, click "Yes, I will review this form" to proceed. Please note that in most cases you will receive forms from employees who are under your direct supervision. However, if an employee's official supervisor is unavailable, your agency's ORK may route forms to you from employees within the organization who are not under your direct supervision.

If you are not the employee's supervisor, or believe the form was sent to you in error or you do not have the authority to review it, you may click "No, I cannot review this form." You must select a reason for refusing to review the form, which will be forwarded to the ORK for follow up action.

If you have agreed to review the form, you will next be shown a summary of information entered by the employee for the OSHA 301. Click "Continue" to proceed.

Next, a summary of the information entered in each field of the OSHA 301 will be displayed. If any changes are needed to the information entered by the employee, the "Go to Field" button may be used to go to a specific field and edit the form.

Finally, you will need to provide your telephone number, indicate whether the reported incident resulted in the employee's death, and the work-related consequences of the incident. You must also indicate whether the incident involved an injury or illness. If illness is selected the type must be selected.

When all information has been entered, click "File Form" to proceed.

You will then receive confirmation that the form has been forwarded to your agency's ORK for final review. The ORK will review the information entered by you and the employee, make the final determination whether the reported injury

or illness is recordable, and update the agency's injury and illness log as appropriate.

A PDF copy of the OSHA 301 may be viewed or saved using the "View" or "Get PDF" buttons.

When finished, click "Done" to exit.