



OK Form 300 - Log of Work-Related Injuries & Illnesses

Oklahoma Department of Labor

405-528-1500; 888-269-5353; www.labor.ok.gov

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 2009

Muskogee Public Schools

Agency Name

Establishment name

City

You must record information 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 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 (2) single lines for a single case if you need to. You must complete an Injury & Illness Incident Report (OK 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 the Oklahoma Department of Labor for help at 1-888-269-5353, Ext. 251.

Identify the person		Describe the case				Classify the case				Enter number of days injured or ill worker was:		"X" injury column or choose one illness type:							
(A) Case no.	(B) Employee's name	(C) Job Title <i>(e.g., Welder)</i>	(D) Date of Injury or onset of illness	(E) Event Location <i>(e.g., Loading dock, north end)</i>	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill <i>(e.g., Second degree burns on right forearm from acetylene torch)</i>	Using these four categories, "X" ONLY the most serious result for each case:													
						Death	Days away from work	Remained at work		Away from work (K)	On job transfer or restriction (L)	Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)		
								On job transfer or restriction	Other recordable cases										
						(G)	(H)	(I)	(J)										
1	para		1 / 16	blind school	bite from student				x										
2	CNS		3 / 11	Harris Jobe	fell over box of apples		x	x		2									
3	Secretary		3 / 13	Creek	fell while shutting gate at school driveway		x			1+23rd									
4	Teacher		4 / 10	BFSA	student pulled on her, tripped her and pulled shoulder out		x			1+13th									
5	Teacher		4 / 8	Whittier	tripped on step going to playground				x										
6	Teacher		5 / 8	RAA	spider bite				x										x
7	custodian		6 / 15	RAA	hit his back nd tail bone on door scooting a box		x			3									
8	Director		7 / 13	Best	fell in computer room		x	x		??									
9	Teacher		8 / 5	7th & 8th ctr	fell on steps, slick from fresh wax			x											
10	wareh/del		8 / 6	cns warehouse	cut finger while unloading boxes from van				x										
11	bus driver		8 / 20	transportation	fell while leaving school bus				x										
12	principal		8 / 24	ECC	fell on wet floor				x										
13	bus monitor		9 / 21	transportation	trying to get a child to sit down and he fought her pulling arm			x											
14	cns		10 / 6	mhs	burn on juice			x											
Page totals >						0	5	5	6	5	7	13	0	0	0	0	0	1	

Transfer these totals to the Summary Page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. If you have any comments about these estimates or any other aspects of this data collection, contact: Oklahoma Department of Labor, 4001 North Lincoln Boulevard, Oklahoma City, OK 73105; 1-888-269-5353, Ext. 251.



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Year 2008

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Agency Name

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City

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					(G)	(H)	On job transfer or restriction	Other recordable cases	(K)	(L)	(1)						
1	[REDACTED]	paraprofess	1 / 7	BFSA	diaper storage fell from wall and she caught it with wrist		x			14	1	x					
2	[REDACTED]	CNS	1 / 22	Creek	fell on the ice		x			18		x					
3	[REDACTED]	teacher	1 / 22	BEST ctr	fell on the ice							x					
4	[REDACTED]	teacher	2 / 1	Irving park lot	fell on the ice				x			x					
5	[REDACTED]	elt teacher	2 / 6	Whittier	kicked by student				x			x					
6	[REDACTED]	n teacher asst	2 / 13	ECC	student's head hit her tooth and broke it				x			x					
7	[REDACTED]	teacher	2 / 25	BFSA	student ran into teacher's back with his head				x			x					
8	[REDACTED]	mechanic	4 / 16	bus barn	fell from a ladder and landed on his back				x			x					
9	[REDACTED]	ne teacher	5 / 9	7th & 8th ctr	twisted right ankle while walking				x			x					
10	[REDACTED]	custodian	7 / 29	ECC	fell on knees while stripping the floor		x			13		x					
11	[REDACTED]	teacher	8 / 13	MHS	slipped and fell broke knee		x			22	9	x					
12	[REDACTED]	Counselor	8 / 14	7th & 8th ctr	slipped and fell on water		x					x					
13	[REDACTED]	CNS	8 / 25	BFSA cafeter	hand caught in mixer				x		1	x					
14	[REDACTED]	teacher	8 / 27	RAA	slipped in hallway				x			x					
Page totals >						0	5	1	7	31	0	14	0	0	0	0	0

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