



MIOSHA Fact Sheet

Consultation Education & Training Division Injury and Illness Recordkeeping Requirements for Temporary Workers

MIOSHA Injury and Illness Log Requirements

MIOSHA Part 11 – Recording and Reporting of Occupational Injuries and Illnesses requires employers to record work related injuries and illnesses on the MIOSHA 300 log for all employees on their payroll. Host employers who use the services of temporary staffing agencies and who provide day-to-day supervision of the temporary employee are required to record the employee’s injuries on the host employer’s log. If the temporary staffing agency provides the day-to-day supervision of the activities of the temporary employee, then the injury should be recorded on the staffing agency’s log.

“Day-to-day supervision” occurs when “in addition to specifying the output, product or result to be accomplished by the person’s work, the employer supervises the details, means, methods and processes by which the work is to be accomplished.” Essentially, an employer is performing day-to-day supervision when that employer controls conditions and directs the worker’s activities around, and exposure to hazards. In most cases, the host employer provides day-to-day supervision.

Employee Involvement

The MIOSHA Recordkeeping standard also provides provision for employee involvement as it relates to the reporting of occupational injuries and illness. Employers are required to ensure that their employees know how to report an injury or illness. Employers also must provide employees and their representatives limited access to injury and illness records. . Employee involvement can be facilitated by establishing a system by which employees can report a work-related injury and illness promptly.

Recording and Reporting Occupational Injuries and Illnesses

Keeping track of accidents, injuries, and illnesses can help prevent them in the future. Using accident, injury, and illness data helps identify problem areas. The more that is known, the better to identify and correct hazardous workplace conditions.

Accurate record keeping will allow an employer to better administer safety and health programs. As employee awareness about accidents, injuries, illnesses, and hazards in the workplace improves, employees are more likely to follow safe work practices and report workplace hazards.



LARA is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

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Here are some important tips:

- The staffing agency should involve the host staff responsible for safety and health when placing temporary employees to ensure they have reporting/emergency contact information for the temporary agency on file and it is readily accessible.
- Host safety and health staff should maintain a list of temporary employees in the work area and the responsible staffing agencies to ensure they have correct forms, etc. on file.
- The host employer should ensure all temporary employees are included in a company orientation that is essentially the same as company employees orientation (especially includes safety and health procedures).
- Host employers who regularly use the same temporary agency may wish to include a link to the temporary agency's incident forms with the contact information for the temporary agency on the host employer's website. This information should be included during the temporary employees' orientation.
- Read and refer to MIOSHA Part 11 - Recording and Reporting of Occupational Injuries and Illnesses.

Resources

MIOSHA's Consultation Education and Training (CET) Division offers statewide safety and health assistance to employers and employees. To learn more about free services available from the CET Division, or to request a visit, call the Lansing office at 517-322-1809 or 800-866-4674, or submit your request electronically at www.michigan.gov/cetra.

Download free materials from the MIOSHA and OSHA websites:

[Recordkeeping Standard](#)

[Recordkeeping Forms & Guidelines](#)

[Updates to OSHA's Recordkeeping Rule](#)