

April 15, 2004

Captain Michael A. Thompson
Maintenance Coordinator
Lane County Fire District #1
P.O. Box 275
Veneta, OR 97487

Dear Captain Thompson:

This is in response to your question to me requesting information on recordkeeping and the OSHA 300 log.

The situation you described is that you have several fire stations that are normally unmanned, except when there is a fire call. Volunteer firefighters report to these locations to retrieve their equipment, and then go to the fire. Afterwards, they may return to the station to perform whatever tasks are necessary so that the equipment is ready before the next fire call, and then the station is unmanned again.

For recordkeeping purposes, each station is required to maintain their own 300 log, and the 300 Summary log must reflect only those incidents, if any, that occurred at that location or to employees who report to that location.

However, you can use one master log to record all of the incidents at all of your locations, but the data for each location must be extractable; that is, you must be able to create a 300 log for each location upon request. The shortest amount of time is 4 hours when an Oregon OSHA representative requests it.

You must also create a separate 300A Summary form for each location annually, and keep it posted from February 1 through April 30.

If you have any questions or if we can be of further assistance, please contact David McLaughlin in our Technical Section at (503) 947-7457.

Sincerely,

Marilyn K. Schuster, Manager
Standards and Technical Resources Section
Oregon Occupational Safety and Health Division