

OR-OSHA 300A Log, create

This job aid provides step by step instructions on how to create an OR-OSHA 300A Log utilizing current Workday data.

Step 1: Type *Schedule a Report* into the search field and select it from the search results.

Step 2: Type *300A* in the **Report** field and hit enter. Select **OR-OSHA 300A Log** from the results.

Step 3: Click **OK**.

Step 4: Type your agency acronym in the **Location Value** field, such as *DAS*, to return a list of your agency locations. Choose one and only one location from the list.

Step 5: Choose a **Start and End Date Value**.

Step 6: Click **OK**.

Step 7: It may take several minutes to populate this report. Click on the *Excel report* in your notifications when it appears.

Step 8: Open the Excel document. This process works best if you use Chrome or Internet Explorer web browsers. Typically, the document shows up at the bottom left corner of your screen.

Automation notification, do not use.

OR-OSHA 300A Log - created on 12/30/2020 13:18 by Dan Jones - Your job has finished.

OR-OSHA 300A Log 2020-12-30 13_18 PST is now available in My Reports

Refresh

Process Info | Output Files (0) | Messages (0) | Child Processes (0)

Process Type: Report

Scheduled Start Date and Time: 12/30/2020 01:18 PM

Actual Start Date and Time: 12/30/2020 01:18 PM

Submitted by: Dan Jones

OR-OSHA 300A

Step 9: Once the Excel document is open, you must **Enable Editing** for it to populate all fields.

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

OSHA's Form 300A
Summary of Work-Related Injuries and Illnesses

Year 0
Department of Consumer and Business Services
Oregon Occupational Safety and Health Division (Oregon)

Establishment information

Your establishment name: 0
Street: 0
City: 0 State: 0 Zip: 0
Industry description (e.g., manufacture of motor truck trailers)
North American Classification System (NAICS), if known (e.g., NAICS 4441)

Employment information

Annual average number of employees 0
Total hours worked by all employees last year 0

Sign here

Knowingly falsifying this document may result in a fine.
I certify that I have examined this document and that, to the best of my knowledge, the entries are true, accurate, and complete.

Company executive _____ Title _____
Phone _____ Date _____

Step 10: Enter the **Industry Description** and **NAICS #** if you would like. Save it and print on legal size (8.5 x 14) paper.