

**WAC 296-27-02101 Multiple business establishments.** (1) The employer must keep a separate OSHA 300 Log for each establishment that is expected to be in operation for one year or longer.

(2) The employer must keep injury and illness records for short-term establishments (i.e., establishments that will exist for less than a year). The employer does not have to keep a separate OSHA 300 Log for each such establishment. The employer may keep one OSHA 300 Log that covers all of your short-term establishments. The employer may also include the short-term establishments' recordable injuries and illnesses on an OSHA 300 Log that covers short-term establishments for individual company divisions or geographic regions.

(3) If the employer keeps records for an establishment at their headquarters or other central location, the employer must be able to:

(a) Transmit information about the injuries and illnesses from the establishment to the central location within seven calendar days of receiving information that a recordable injury or illness has occurred; **and**

(b) Produce and send the records from the central location to the establishment within the time frames required by WAC 296-27-02111, 296-27-03101(1), and 296-27-03103 when the employer is required to provide records to a government representative, employees, former employees, or employee representatives.

(4) If the employer has employees that work at different locations or do not work at any of their establishments, they must link each of their employees with one of their establishments for record-keeping purposes. The employer must record the injury and illness on the OSHA 300 Log of the injured or ill employee's establishment, or on an OSHA 300 Log that covers that employee's short-term establishment.

(5) If an employee of one of your establishments is injured or becomes ill while visiting or working at another of your establishments, or while working away from any of your establishments, the employer must record the injury or illness on the OSHA 300 Log of the establishment at which the injury or illness occurred. If the employee is injured or becomes ill and is not at one of your establishments, the employer must record the case on the OSHA 300 Log at the establishment at which the employee normally works.

[Statutory Authority: RCW 49.17.010, 49.17.040, and 49.17.050. WSR 19-17-068, § 296-27-02101, filed 8/20/19, effective 1/1/20; WSR 15-11-066, § 296-27-02101, filed 5/19/15, effective 7/1/15; WSR 02-01-064, § 296-27-02101, filed 12/14/01, effective 1/1/02.]