


California State University, Long Beach Foundation

Memorandum

TO: CSULB Foundation Employees

FROM: Lila Brown, Benefits Coordinator 

DATE: March 26, 2003

SUBJECT: Notification Regarding the Cal OSHA 300 Privacy Log

California Occupational Health and Safety Administration (Cal OSHA) regulations require every employer to maintain a record of employee work related injuries and illnesses. This record is the OSHA 300 log and is maintained by the Human Resources Department. A change in governing regulations requires employers to maintain an additional "Privacy" log. Recording an injury or illness on the Privacy log will protect the privacy of the injured or ill employee if or when another employee, a former employee, or an authorized employee representative is provided access to the Cal OSHA 300 log.

Some injuries and illnesses must always be placed on the Privacy Log, they are: 1) any injury or illness involving an intimate body part, 2) an injury or illness resulting from a sexual assault, 3) any mental illness, 4) any case of HIV infection, hepatitis, or tuberculosis, 5) any needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material. In addition, any other illness or injury will be recorded on the Privacy Log if the employee independently and voluntarily requests that his or her name be entered on the Privacy log.

Employees may request privacy by completing a Privacy Log Election Form when filing a workers' compensation claim for a condition other than those listed above. A Privacy Log Election Form must be completed for each workers' compensation claim filed. The Privacy Log Election Forms are available in the Human Resources department. Employees may also obtain a Privacy log Election form from our website

<http://www.foundation.csulb.edu/departments/hr/IIPP/index.htm>.

If you have any questions feel free to contact me at extension 5-7635.

Privacy Log Election Form (optional):

Foundation Human Resources department must maintain a log of all workrelated injuries and illnesses. This is the Cal OSHA 300 log. Some injuries and illnesses are not listed on the Cal OSHA 300 log but are listed instead on a Privacy Log. Any employee may request to have his or her injury or illness listed on the Privacy Log. Recording the injury or illness on the Privacy Log will protect the privacy of the employee if or when another employee, a former employee, or an authorized employee representative is provided access to the Cal OSHA 300 log.

To request this injury or illness entered on the Privacy Log, please sign and date this request below.

Date: _____

Date of Injury/Illness: _____

Employee Name: _____

Employee Signature: _____