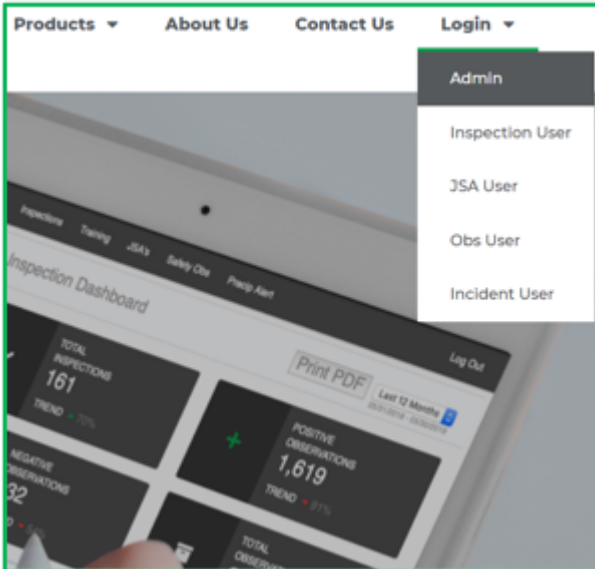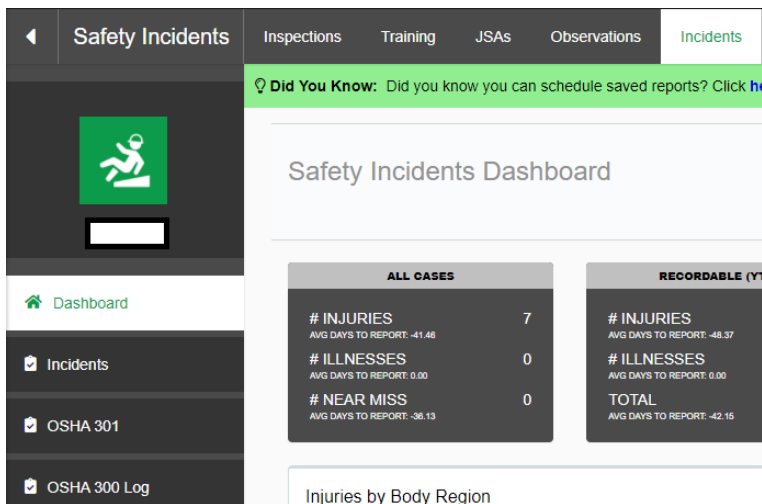## Add OSHA 300 Log

1. Log-in to your Safety Reports Admin page

2. Select Incidents along the grey bar at the top of the screen

3. At the far left, choose OSHA 300 Log

4. Click Add New OSHA 300 Log

5. Add OSHA 300 Information and click Update