

Disability Management Office (DMO)

PROCESS – Request a MIOSHA Log (300)

According to the Michigan Occupational Safety and Health Administration (MIOSHA) website; employers must be able to produce and send the records from a central location, to the needed establishment, within four hours, when they are required to provide the records to a government representative.

In the event that your agency is requested to produce a 300 Log to MIOSHA, please follow these steps:

1. **EMAIL** the following four staff members in DMO:
 - Michelle Suchner SuchnerM2@michigan.gov
 - Kristina Lechler LechlerK@michigan.gov
 - Kimberly Scates ScatesK@michigan.gov
 - Rachel Sherrell SherrellR@michigan.gov

2. In the **SUBJECT LINE** of the email:
 - MIOSHA 300 Log Request

3. **TAG** the Email
 - ! High Importance

4. In the **BODY** of the email
 - Your agency name
 - The name of the building that they are requesting
 - Location code (if you don't know the location code leave blank)
 - The time frame that they are requesting
 - Your name and direct contact information