How to interpret Amazon workplace records

Our investigation found that Amazon’s obsession with speed has turned its warehouses into injury mills. With help from warehouse workers, we obtained never-before-public injury logs from more than 20 Amazon facilities across the country. There are more than 80 more out there we don’t have yet.

If you joined our network and don’t see any 300 forms available in your area, don’t fret. We’ve written a handy guide on how current and former employees can acquire them, then pass them along to journalists like you.

If you do see documents for your area, here’s your guide to interpreting them.

About the forms

Every Amazon warehouse is required by federal regulations to report its injuries each year through two types of so-called 300 forms. One of these is a summary that provides a breakdown of all workplace injuries at a given Amazon facility; the other is a longer, more detailed list of all injuries, complete with workers’ names and the nature of their injuries.

If a current or former Amazon employee requests these forms, the company is required to produce them by the end of the next business day. According to guidance from the federal Occupational Safety and Health Administration, once employees get them, they can share them with you.

Amazon might send the forms back with a disclaimer that calls them confidential and asks the employee not to share them. But OSHA says the company is not allowed to require workers to keep them secret.

The 300A form – also known as a Summary of Work-Related Injuries and Illnesses

The most important information on this form can be found in the table on the left side. Columns H, I and J detail the consequences of workplace injuries in a given year: “days away from work” (the injury required time off), “job transfer or restriction” (the injury required changes to the worker’s job) and “other recordable cases” (the injury required medical treatment beyond first aid, but no time off or job restrictions). Companies are required to record only injuries that result in these three things. The first two categories are considered serious injuries.

Add these up and you can say how many injuries that facility had that year.

Column G reflects the number of work-related deaths that occurred in that facility that year.
Under “Injuries and Illness Types,” you can find a more detailed breakdown of the nature of worker injuries, broken down into six categories. Almost all simply are listed as “injuries.” Added up, these numbers should equal the sum of columns H, I and J above them. All the injuries explained in detail on the 300A log (discussed below) also should be accounted for on the 300A form.

In a column on the right side, under “Establishment Information,” you’ll find a bunch of information about that particular facility, including its address and Amazon warehouse code, which is always three letters followed by a number. You’ll also see “Total hours worked by all employees last year.” More on that in a moment.
Calculating injury rates

So how do you calculate the overall injury rate of a given Amazon warehouse, then square that against the national average for comparable facilities? It’s simple math.

- First, you take the total number of injuries specified on your 300A form and multiply it by 200,000. Why 200,000? It’s the amount of hours 100 employees would work if each one put in a 40-hour week for 50 weeks per year. This is the official government standard for calculating injury rates used by the Bureau of Labor Statistics.
- Next, you divide that number by the total number of work hours, which appear on the right side of your 300A form under the heading “Employment Information.” That is your rate of injury.

Comparing that to the industry standard is easy. All Amazon fulfillment centers fall under one category – “general warehousing and storage” – whose overall injury rate the Bureau of Labor Statistics designated at 5.2 in 2018.
In our story, we calculated the rates of “serious injuries” – those resulting in days away or job restrictions. It’s also known as the DART rate. For that, add columns H and I, multiply by 200,000 and divide by the work hours. The industry rate for 2018 was 4.

Average injury rates across industries vary year to year, though. To make sure you’re getting the most accurate rate for the correct industry, follow these steps:

- Complete steps 1, 2 and 3 with information from your 300A form. Note: Don’t use commas in any of these fields – just numerals. Otherwise, you will get an error message.

### Injuries, Illnesses, and Fatalities

#### Incidence Rate Calculator and Comparison Tool

**STEP 1 - Enter the number of hours actually worked by all employees at your establishment in the given year**

[where to find this number]

**STEP 2 - Enter a value for at least one of the following data elements**

- Total number of non-fatal work-related injury and illness cases
  [where to find this number]

- Number of cases involving days away from work
  [where to find this number]

- Number of cases involving job transfer or restricted work activity only
  [where to find this number]

**STEP 3 - Select Year and then Area, Supersector and Industry**

Select a Year: 2018

- Next, select the proper year, area, supersector and industry. For an Amazon fulfillment center, it should be “Private industry, All U.S.” > “Trade, transportation, and utilities” > “493110 General warehousing and storage.” Like this:
From there, you should see two tables: The first restates your selections from the previous screen. Below it, another shows how “Your Establishment” stacks up against the industry in terms of its injury totals, as well as three subcategories of injuries: “Days Away,” “Job Transfer/Restriction” and “DART.” Explanations of these terms are underneath that table.

**Injuries, Illnesses, and Fatalities**

**Injury And Illness Incidence Rate Calculator and Comparison Tool**

<table>
<thead>
<tr>
<th>Case Type</th>
<th>Your Establishment</th>
<th>Private industry, All U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>7.4</td>
<td>5.2</td>
</tr>
<tr>
<td>Days Away</td>
<td>1.9</td>
<td>2.2</td>
</tr>
<tr>
<td>Job Transfer/Restriction</td>
<td>3.2</td>
<td>1.8</td>
</tr>
<tr>
<td>DART</td>
<td>5.1</td>
<td>4.0</td>
</tr>
</tbody>
</table>

You have just calculated your establishment’s nonfatal injury and illness incidence rate(s) per 100 full-time employees for a given year. Four different incidence rates can be calculated:

- **Total Rate** = Total recordable injury and illness cases
- **Days Away Rate** = Cases involving days away from work
- **Job Transfer/Restriction Rate** = Cases involving job transfer or restricted work activity only
- **DART Rate** = Total cases involving days away from work, days of restricted work activity, and/or job transfer
The 300A log – also known as a Log of Work-Related Injuries and Illnesses

You’ve calculated the injury rate at an Amazon warehouse near you. Now, if you’ve decided to pursue a story, you need sources.

As mentioned above, the 300A logs are longer and more detailed records of injuries in a given year. Columns A-F show case numbers, employee names, job titles, date of injury, incident locations and basic descriptions of injuries. Many are classified as “sprain/strain,” though that can include a wide range of debilitating injuries.

The other 12 columns, listed under the heading “Classify the case,” show the same information that’s present on the 300A form, but broken down by individual incidents. There’s also a tally of how many days away from work or days of job restrictions the injury has caused. This maxes out at 180 days. It can be an indication of the severity of the injury.

Note: To protect workers’ privacy, we have redacted all names from the forms we’ve shared. However, we are willing to share unredacted documents with journalists, provided that they follow these steps:

1. Request an unredacted version from reporter Will Evans: wevans@revealnews.org.
2. Guarantee in writing, as part of this request, that you will not publish any employee names without the consent of those employees.
To summarize: The 300A form provides an overview of injury numbers at your nearest Amazon warehouse. It’s a great tool to consult immediately and determine whether there might be an actionable story.

The 300A log offers finer-grain detail about the injuries themselves. And for local reporters, it can serve as an important tool for source-gathering.

If you have any questions about these forms and how to interpret them, please do not hesitate to reach out to injured@revealnews.org.