OSHA Recordkeeping and Reporting Update February 5, 2015

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Objectives

- New reporting requirements
- Industries newly required to maintain OSHA records
- Industries partially exempt from maintaining OSHA records
- Common recordkeeping mistakes

New OSHA Reporting

- Effective January 1, 2015
- Report to OSHA within 8 hours of finding out about:
  - Fatality
- Report to OSHA within 24 hours of finding out about:
  - In-patient hospitalization (for care or treatment) of 1 or more persons
  - Amputation
  - Loss of eye
- Must report these events even if exempt from routinely keeping OSHA records

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Call 919-779-6560 or 1-800-025-2267
Amputations

- Amputations include:
  - Limb or other external body part
  - Severed, cut off, amputated (either completely or partially)
  - Finger amputations with or without bone loss
  - Medical amputations due to irreparable damage
  - Amputations of body parts that have been reattached

- Amputations DO NOT include:
  - Avulsions (tissue torn away from body)
  - Degloving (skin torn away from underlying tissue)
  - Removal of the scalp
  - Severed ears
  - Chipped or broken teeth

Report to OSHA or Not?

- Report fatality if it occurs within 30 days of the work-related incident
  - Record on log if required
- Report in-patient hospitalization, amputation, or loss of an eye if it occurs within 24 hours of the work-related incident
  - Record on log if required

- If the Area Office is closed, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye using either the 800 number (1-800-321-OSHA or 1-800-321-6742) or the reporting application located on OSHA's public website.

Info to be provided to OSHA

- Establishment name
- Location of work-related incident
- Time of work-related incident
- Type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye)
- Number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye
- Names of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye
- Your contact person and his or her phone number
- Brief description of work-related incident
Industries Newly Required to Keep OSHA Records

OSHA Recordkeeping Preamble

Industries Newly Partially Exempt From Keeping Records

NAICS CODE

- You can use the search feature at the U.S. Census Bureau NAICS main webpage.
- http://www.census.gov/eos/www/naics/
Common Recordkeeping Mistakes

OSHA Recordkeeping FAQ
https://www.osha.gov/recordkeeping/entryfaq.html