

# 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

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## 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 car 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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## 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

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## 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](#).

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## 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

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**Industries Newly Required to Keep OSHA Records**  
OSHA Recordkeeping Preamble



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**Industries Newly Partially Exempt From Keeping Records**



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**NAICS CODE**

- ▶ You can use the search feature at the [U.S. Census Bureau NAICS main webpage](http://www.census.gov/eos/www/naics/).
- ▶ <http://www.census.gov/eos/www/naics/>



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Common Recordkeeping  
Mistakes

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OSHA Recordkeeping  
FAQ

<https://www.osha.gov/recordkeeping/entryfaq.html>

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