



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington, D.C. 20420

October 19, 2005

VBA Letter 20-05-57

Director (00)

All VACO Services and Offices and VA Regional Offices and Centers

SUBJ: Federal Occupational Safety and Health Recordkeeping Requirements

Purpose

This letter provides guidance on the Department of Labor's Occupational Safety and Health Administration (OSHA) new requirements for recording and reporting work-related injuries and illnesses.

Background

On January 1, 2005, OSHA issued a final rule to all Federal agencies amending requirements for recording and reporting occupational injuries and illnesses pursuant to Title 29 Code of Federal Regulations. Federal agencies are required to use the same injury and illness recordkeeping forms that the private sector is required to use. The final rule not only aligns federal recordkeeping standards with those of the private sector, it also creates reporting and recording criteria that are consistent among Federal agencies. This will enable injury and illness comparisons between the Federal and private sectors, and promote improved employee awareness and involvement in the recording and reporting of job-related injuries and illnesses. Agencies are required to comply with the new rule by January 1, 2006.

Summary of New Rule

The OSHA 2014 (revised 1986) publication will be withdrawn and, effective January 1, 2006, all work-related injuries and illnesses must be recorded on the forms described below which are found on VA's Office of Occupational Safety and Health (OSH) website at <http://vaww1.va.gov/vasafety/page.cfm?pg=626>.

(A) OSHA Form 300, Log of Work-Related Injuries and Illnesses (replaces OSHA Form 200, the Log and Summary of Occupational Injuries and Illnesses). This form is used to classify work-related injuries and illnesses and to note the extent and severity of each case.

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(B) OSHA Form 300-A, Summary of Work-Related Injuries and Illnesses. This new form is used to record specific details about work-related injuries or illnesses.

(C) OSHA Form 301, Injury and Illness Incident Report (replaces OSHA Form 101, Supplemental Injury and Illness Log). This form is to be used to report work-related illnesses or injuries.

Training Aids and Guidance

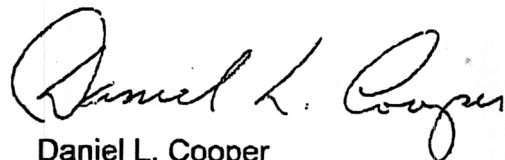
All Safety Officers should access the OSH website to review the OSH educational video, become familiar with the newly required forms, and obtain additional guidance. Safety Officers should participate in the upcoming conference calls with the VA OSH Manager who will provide specifics on the new rule throughout the 2006 reporting cycle.

Compliance Due Date

OSHA will begin issuing notices for violations to all Federal agencies not attempting in good faith to meet this recordkeeping obligation and bring their records into compliance effective January 1, 2006.

Questions

Any questions may be referred to Ms. Beverly Young, OSH Manager, at 202-273-7082.



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Under Secretary for Benefits