

RECORDKEEPING

It's new, it's improved, and it's easier



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Employers now have a **new system** for tracking workplace injuries and illnesses. OSHA's new recordkeeping log is easier to understand and to use. Written in plain language using a **question and answer format**, the revised recordkeeping rule answers questions about recording occupational injuries and illnesses and **explains how to classify particular cases**. Flowcharts and checklists **make it easier to follow the recordkeeping requirements**.

LEAF AND SUMMARY
Complete this year's
version of this form.
Over 10 back issues are
available during the year.
Fold along line to the
right and post this
form from February 1
to January 31 where
employees can read

OSHA's new recordkeeping log is easier to understand and to use. Written in plain language using a question and answer format, the revised recordkeeping rule answers questions about recording occupational injuries and illnesses and explains how to classify particular cases. Flowcharts and checklists make it easier to follow the recordkeeping requirements.

I have examined this Log and Summary
and certify its accuracy and completeness. X

(Responsible Company Official)

Knowingly falsifying this document ca

What has changed?

The new rule:

- Offers flexibility by letting employers computerize injury and illness records;
- Updates three recordkeeping forms:
 - OSHA Form 300 (*Log of Work-Related Injuries and Illnesses*); simplified and reformatted to fit legal size paper.
 - OSHA Form 301 (*Injury and Illness Incident Report*); includes more data about how the injury or illness occurred.
 - OSHA Form 300A (*Summary of Work-Related Injuries and Illnesses*); a separate form created to make it easier to calculate incidence rates;
- Continues to exempt smaller employers (employers with 10 or fewer employees) from most requirements;
- Changes the exemptions for employers in service and retail industries;
- Clarifies the definition of workrelationship, limiting the recording of pre-existing cases and adding new exceptions for some categories of injury and illness;
- Includes new definitions of medical treatment, first aid, and restricted work to simplify recording decisions;
- Eliminates different criteria for recording work-related injuries and work-related illnesses; one set of criteria will be used for both;
- Changes the recording of needlestick injuries and tuberculosis;
- Simplifies the counting of days away from work, restricted days and job transfer;
- Improves employee involvement and provides employees and their representatives with access to the information; and
- Protects privacy for injured and ill workers.



Simplified, clearer definitions also make it easier for **employers** to determine which cases must be recorded. Posting an annual summary of workplace injuries and illnesses for a longer period of time improves **employee** access to information, and as employees learn how to report workplace injuries and illnesses, their involvement and participation increase.

Which recordkeeping requirements apply to me?

Reporting fatalities and catastrophes: All employers covered by the *Occupational Safety and Health Act of 1970* (P.L. 91-596) must report to OSHA any workplace incident resulting in a fatality or the in-patient hospitalization of three or more employees within 8 hours.

Keeping injury and illness records: If you had 10 or fewer employees during all of the last calendar year or your business is classified in a specific low-hazard retail, service, finance, insurance, or real estate industry, you **do not** have to keep injury and illness records unless the Bureau of Labor Statistics or OSHA informs you in writing that you must do so.





How can I tell if I am exempt?

OSHA uses the Standard Industrial Classification (SIC) Code to determine which establishments must keep records. You can search for SIC Codes by keywords or by four-digit SIC to retrieve descriptive information of specific SICs in OSHA's online Standard Industrial Classification Search, available on OSHA's website at: <http://www.osha.gov/oshstats/sicser.html>.

Establishments classified in the following SICs are exempt from most of the recordkeeping requirements, regardless of size:

525	Hardware Stores	726	Funeral Service and Crematories
542	Meat and Fish Markets	729	Miscellaneous Personal Services
544	Candy, Nut, and Confectionary Stores	731	Advertising Services
545	Dairy Products Stores	732	Credit Reporting and Collection Services
546	Retail Bakeries	733	Mailing, Reproduction, and Stenographic Services
549	Miscellaneous Food Stores	737	Computer and Data Processing Services
551	New and Used Car Dealers	738	Miscellaneous Business Services
552	Used Car Dealers	764	Reupholstery and Furniture Repair
554	Gasoline Service Stations	78	Motion Picture
557	Motorcycle Dealers	791	Dance Studios, Schools, and Halls
56	Apparel and Accessory Stores	792	Producers, Orchestras, Entertainers
573	Radio, Television, and Computer Stores	793	Bowling Centers
58	Eating and Drinking Places	801	Offices and Clinics of Medical Doctors
591	Drug Stores and Proprietary Stores	802	Offices and Clinics of Dentists
592	Liquor Stores	803	Offices of Osteopathic Physicians
594	Miscellaneous Shopping Goods Stores	804	Offices of Other Health Practitioners
599	Retail Stores, Not Elsewhere Classified	807	Medical and Dental Laboratories
60	Depository Institutions (Banks and Savings Institutions)	809	Health and Allied Services, Not Elsewhere Classified
61	Nondepository Institutions (Credit Institutions)	81	Legal Services
62	Security and Commodity Brokers	82	Educational Services (Schools, Colleges, Universities, and Libraries)
63	Insurance Carriers	832	Individual and Family Services
64	Insurance Agents, Brokers, and Services	835	Child Day Care Centers
653	Real Estate Agents and Managers	839	Social Services, Not Elsewhere Classified
654	Title Abstract Offices	841	Museums and Art Galleries
67	Holding and Other Investment Offices	86	Membership Organizations
722	Photographic Studios, Portrait	87	Engineering, Accounting, Research, Management, and Related Services
723	Beauty Shops	899	Services, Not Elsewhere Classified
724	Barber Shops		
725	Shoe Repair and Shoeshine Parlors		



What do I have to do if I am not exempt?

Employers not exempt from OSHA's recordkeeping requirements must prepare and maintain records of work-related injuries and illnesses. You need to review *Title 29 of the Code of Federal Regulations (CFR) Part 1904*—"Recording and Reporting Occupational Injuries and Illnesses," to see exactly which cases to record.

- Use the *Log of Work-Related Injuries and Illnesses* (Form 300) to list injuries and illnesses and track days away from work, restricted, or transferred.
- Use the *Injury and Illness Report* (Form 301) to record supplementary information about recordable cases. You can use a workers' compensation or insurance form, if it contains the same information.
- Use the *Summary* (Form 300A) to show totals for the year in each category. The summary is posted from February 1 to April 30 of each year.



What's so important about recordkeeping?

Recordkeeping is a critical part of an employer's safety and health efforts for several reasons:

- Keeping track of work-related injuries and illnesses can help you prevent them in the future.
- Using injury and illness data helps identify problem areas. The more you know, the better you can identify and correct hazardous workplace conditions.
- You can better administer company safety and health programs with accurate records.
- As employee awareness about injuries, illnesses, and hazards in the workplace improves, workers are more likely to follow safe work practices and report workplace hazards.

OSHA compliance officers can rely on the data to help them properly identify and focus on injuries and illnesses in a particular area. The agency also asks about 80,000 establishments each year to report the data directly to OSHA, which uses the information as part of its site-specific inspection targeting program. The Bureau of Labor Statistics (BLS) also uses injury and illness records as the source data for the *Annual Survey of Occupational Injuries and Illnesses* that shows safety and health trends nationwide and industrywide.

How can I get more information on recordkeeping?

The full preamble and text of the new rule is available online. You can find it by searching the Index on OSHA's website at <http://www.osha.gov>. You can also receive a copy of the regulation from OSHA's Office of Publications, P.O. Box 37535, Washington, DC 20013-7535; phone (202) 693-1888.

If your workplace is in a state operating under an OSHA-approved plan, state plan recordkeeping regulations, although similar to federal ones, may have some more stringent or supplemental requirements such as reporting fatalities and catastrophes. Industry exemptions may also differ. For further information and assistance, you may call OSHA at 1-800-321-OSHA.

Teletypewriter (TTY) number is 1-877-889-5627. Also visit OSHA's website at www.osha.gov to get contact information for the following states: Alaska, Arizona, California, Hawaii, Indiana, Iowa, Kentucky, Maryland, Michigan, Minnesota, Nevada, New Mexico, North Carolina, Oregon, Puerto Rico, South Carolina, Tennessee, Utah, Vermont, Virginia, Virgin Islands, Washington, Wyoming.

In other states, contact the nearest OSHA Regional Office listed here and ask for the recordkeeping coordinator:

Atlanta	(404) 562-2300
Boston	(617) 565-9860
Chicago	(312) 353-2220
Dallas	(214) 767-4731
Denver	(303) 844-1600
Kansas City	(816) 426-5861
New York	(212) 337-2378
Philadelphia	(215) 861-4900
San Francisco	(415) 975-4310
Seattle	(206) 553-5930



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