



# Navigating OSHA Recordkeeping & Reporting

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- Basics of OSHA Recordkeeping
- Upcoming OSHA Reporting Guidelines
- Reporting Severe Injuries
- Best Practices for Recordkeeping & Reporting
- Accessing McGriff Resources & Helpful Links



# Basics of OSHA Recordkeeping Requirements



# Basics of OSHA Recordkeeping Requirements



Who must keep  
OSHA records  
(exemptions)



OSHA Recordkeeping  
Flowchart & Criteria



General Recording  
Criteria



Employee Privacy  
Cases & Retention  
Periods

# Who Must Keep OSHA Records (exemptions)

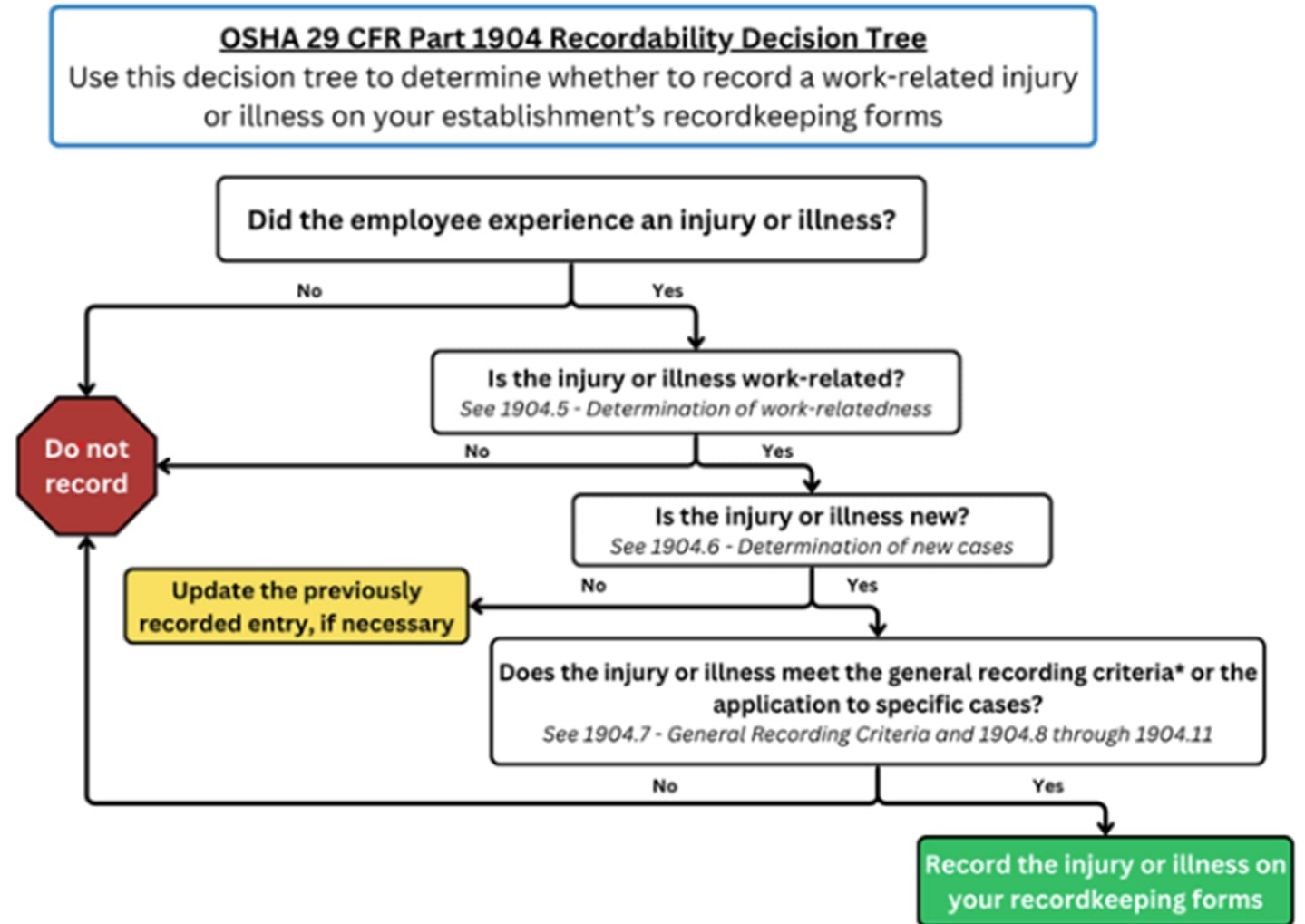
- Most employers with 10 or fewer employees are exempt from keeping OSHA injury and illness records:
  - 10 or fewer employees at all times during the previous calendar year
- Employers in Partially Exempt Industries
  - Examples of low hazard industries exempt from keeping OSHA injury and illness records include retail, finance, insurance, schools, restaurants, physician offices, etc.
  - <https://www.osha.gov/recordkeeping/presentations/exempttable>
  - All employers, including those partially exempted by reason of company size or industry classification, must report to OSHA any workplace incident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye.
- State and federal government-regulated industries, such as mining and nuclear power, are also exempt

*Note: The Bureau of Labor Statistics may select exempted employers to participate in an annual statistical survey*

# OSHA Recordkeeping Flowchart & Criteria

*The employer that supervises the day-to-day details, methods, and processes of the work is responsible for recording the injury or illness.*

*Ex. If a subcontractor's employee is under the day-to-day supervision of the GC, the GC must record the injury or illness on their log.*



# General Recording Criteria

What is a recordable injury or illness?

If a work-related injury or illness results in medical treatment beyond first aid, you must record it on the OSHA Form 300 Log of Work-Related Injuries and Illnesses.

- Under section [1904.7](#), General Recording Criteria, a work-related injury or illness must be recorded if it results in:
  - Death
  - Days away from work
  - Restricted work, or transfer to another job
  - Loss of consciousness
  - A significant injury or illness diagnosed by a physician or other licensed health care professional - [1904.7\(b\)\(7\)](#)
- There are also special recording criteria for work-related cases involving:
  - Section [1904.8](#) - Needlesticks and sharps
  - Section [1904.9](#) - Medical removal
  - Section [1904.10](#) - Hearing loss: [Hearing Loss Chart](#)
  - Section [1904.11](#) - Tuberculosis

# General Recording Criteria

What does OSHA consider first aid? (note – visits to a physician for observation / diagnostics is not “first aid”)

- Using a non-prescription medication at non-prescription strength
- Administering tetanus immunizations
- Cleaning, flushing or soaking wounds on the surface of the skin
- Using wound coverings such as bandages, adhesive bandages, gauze pads, etc.; or using butterfly bandages
- Using hot or cold therapy
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- Using temporary immobilization devices while transporting an accident victim (such as splints, slings, neck collars, back boards, etc.)
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister
- Using eye patches
- Removing foreign bodies from the eye using only irrigation or a cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Using finger guards
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes)
- Drinking fluids for relief of heat stress



OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

Identify the person			Describe the case			Classify the case				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:						
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Away from work (K)		On job transfer or restriction (L)	(M) Check the "injury" column or choose one type of illness:					
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)				Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Stress/loss (5)	All other illnesses (6)
			month/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ days	____ days		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			month/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ days	____ days		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			month/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ days	____ days		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			month/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ days	____ days		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			month/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ days	____ days		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			month/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ days	____ days		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			month/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ days	____ days		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page totals >>> \_\_\_\_\_  
Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Injury  
(1)

Skin disorder  
(2)

Respiratory condition  
(3)

Poisoning  
(4)

Stress/loss  
(5)

All other illnesses  
(6)

Page \_\_\_\_ of \_\_\_\_

# OSHA's Form 301 (Rev. 04/2004)

## Injury and Illness Incident Report

**Note: You can type input into this form and save it.** Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#). In addition, the forms are programmed to auto-calculate as appropriate.

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy the printout or insert additional form pages in the PDF, and then use as many as you need.

### Information about the employee

- 1) Full name
- 2) Street   
City  State  ZIP
- 3) Date of birth   
Month Day Year
- 4) Date hired   
Month Day Year
- 5) ☐ Male ☐ Female

### Information about the physician or other health care professional

- 6) Name of physician or other health care professional
- 7) If treatment was given away from the worksite, where was it given?  
Facility   
Street   
City  State  ZIP
- 8) Was employee treated in an emergency room?  
☐ Yes  
☐ No
- 9) Was employee hospitalized overnight as an in-patient?  
☐ Yes  
☐ No

### Information about the case

- 10) Case number from the Log  (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness   
Month Day Year
- 12) Time employee began work (HH:MM)  ☐ AM ☐ PM
- 13) Time of event (HH:MM)  ☐ AM ☐ PM ☐ Check if time cannot be determined

\* **Re fields 14 to 17:** Please do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or Social Security numbers).

- 14)\* **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

- 15)\* **What Happened? Tell us how the injury occurred.** *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

- 16)\* **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected. *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

- 17)\* **What object or substance directly harmed the employee?** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*

- 18) **If the employee died, when did death occur?** Date of death   
Month Day Year

Add a Form Page

Reset

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

# Employee Privacy Cases & Retention Periods

Section 1904.29(b)(6) and (b)(7) requires employers to protect the privacy of injured or ill employees in certain types of cases.

- A privacy case exists under these circumstances:
  - An injury or illness to an intimate body part or the reproductive system
  - An injury or illness resulting from a sexual assault
  - A mental illness
  - HIV infection, Hepatitis, or Tuberculosis
  - Needlestick and sharps injuries that are contaminated with another person's blood or other potentially infectious material
  - Other illnesses, if the employee independently and voluntarily requests that their name not be entered on the OSHA 300 Log
- Under the circumstances, these are called “privacy cases”
  - On the OSHA 300 log, the injured or ill employee's name is titled “privacy case.”
  - Maintain a separate & confidential list containing the identifying information for those individuals.
- Retention Period for OSHA 300, 301, and 300A documents is 5 years from the end of the calendar year it covers

# Upcoming Deadlines for Annual OSHA Reporting

# Upcoming Deadlines for Annual OSHA Reporting



Reporting deadlines vary by employer size and industry



Key Posting: OSHA 300A Summary



Electronic submission requirements



Importance of timely compliance



# Reporting Deadlines vary by: Category, Employer/Establishment Size, and Industry

Reporting Deadlines				
Category	10 or fewer employees over the entire company's peak employment in prior year	11 - 19 employees at the establishment level	20 - 249 employees at the establishment level	250+ employees at the establishment level
Routine Recordkeeping	Exempt, unless notified in writing by OSHA or BLS	Must keep records if not in a partially exempt industry listed in Appendix A to Subpart B, unless notified in writing by OSHA or BLS	Must keep records if not in a partially exempt industry listed in Appendix A to Subpart B, unless notified in writing by OSHA or BLS	Must keep records if not in a partially exempt industry listed in Appendix A to Subpart B, unless notified in writing by OSHA or BLS
OSHA Forms 300, 301, 300A Record Retention Period	NA	5 years, after the end of the calendar year they cover	5 years after the end of the calendar year they cover	5 years, after the end of the year they cover
OSHA Form 300A Posting Dates	NA	February 1 - April 30	February 1 - April 30	February 1 - April 30
Electronic Submission	NA	NA	Required, if industry is listed in Appendix A to Subpart E (higher hazard)	Required, if not in a partially exempt industry listed in Appendix A to Subpart B
Electronic Submission Deadline	NA	NA	March 2 via ITA	March 2 via ITA

<https://www.osha.gov/sites/default/files/enforcement/directives/CPL-02-00-172.pdf>

\*\*\*If your organization is subject to a state plan, ensure you follow the state plan requirements\*\*\*

# Key Posting – OSHA 300A Summary

- The OSHA 300A summary report is an annual count of all work-related injuries and illnesses:
  - Totals for number of OSHA recordable cases
  - Totals for days away and days of job restriction
  - Injury and illness types
  - Establishment information (will need annual average # of employees and total hours worked). A separate OSHA 300A is required for each establishment.
- Post from February 1 through April 30 for preceding year (even if zero cases)
  - Conspicuous, common place where employees will see it (such as a breakroom)
  - Only the 300A report should be posted, do NOT post the full OSHA 300 log (confidential information)
  - Ensure it is not altered, defaced, or covered
  - Signed by a company executive (owner, officer of corporation, or highest-ranking company official at the establishment)
  - For remote employees, provide electronic access
  - Retain all forms for 5 years following the end of the calendar year covered


# Key Posting – OSHA 300A Summary

OSHA's Form 300A (Rev. 04/2004)

## Summary of Work-Related Injuries and Illnesses

**Note: You can type input into this form and save it.**  
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#).

Year 20

  
**U.S. Department of Labor**  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types			
Total number of . . . (M)			
(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW.

**Establishment information**

Your establishment name

Street

City  State  Zip

Industry description (e.g., *Manufacture of motor truck trailers*)

North American Industrial Classification (NAICS), if known (e.g., 336212)

**Employment information** (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees

Total hours worked by all employees last year

**Sign here**

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive  Title

Phone  Date

Reset

# Electronic Submission Requirements

The electronic submission process does not add to or change an employer's obligation to complete, retain, and certify injury and illness records. It only requires certain employers to electronically submit some of the information from these records to OSHA.

- The ITA Coverage Application helps determine if your establishment is required to electronically submit OSHA 300A and 300/301 data through the ITA (Injury Tracking Application). <https://www.osha.gov/itareportapp>
- Most state plans have identical requirements as Federal OSHA regarding electronic submission via the ITA
- Minnesota requires additional establishment submission data (check with state plan)

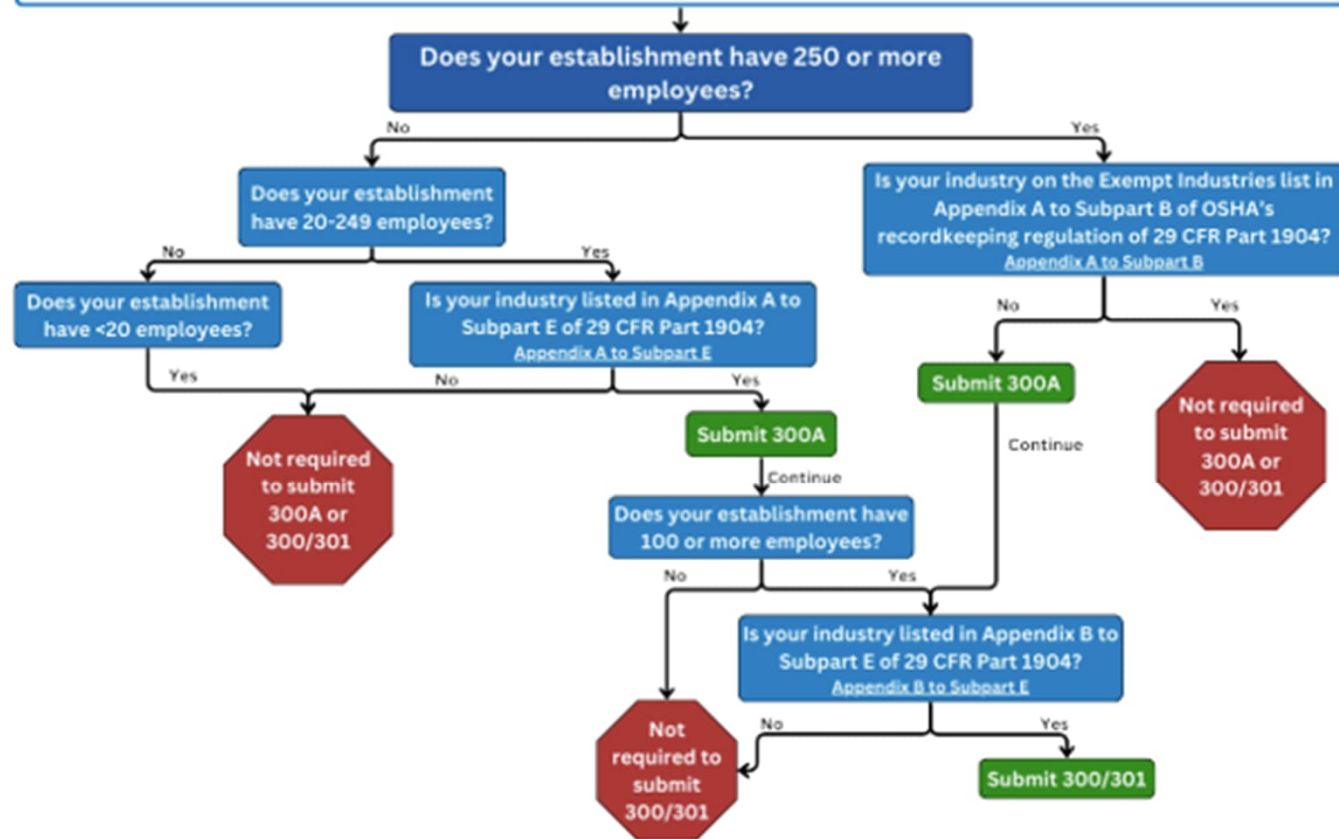
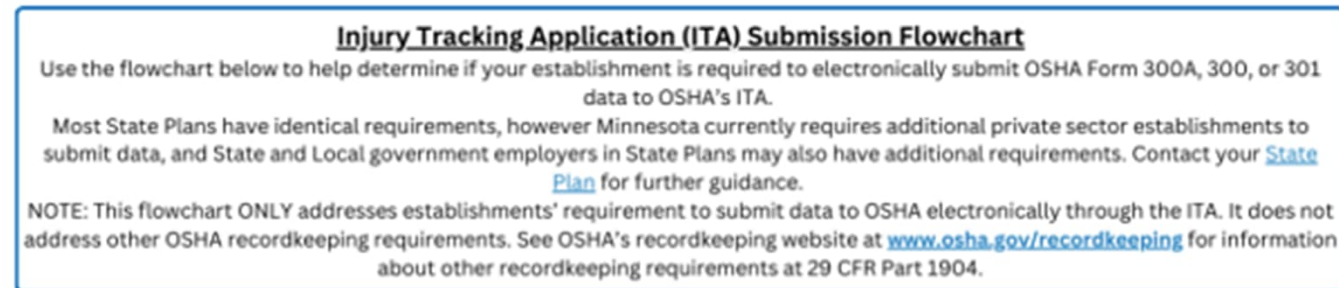
You MUST submit OSHA 300A data if your establishment meets one of the following criteria:

1. 250 or more employees and is *not* in an industry listed in the Partially Exempt Industries list in [Appendix A to Subpart B of OSHA's Recordkeeping Regulation of 29 CFR Part 1904](#)
2. 20-249 employees and is in an industry listed in [Appendix A to Subpart E of 29 CFR Part 1904](#)

You MUST also submit 300/301 data if your establishment(s) has 100 or more employees and is:

1. In an industry listed in [Appendix B to Subpart E of 29 CFR 1904](#)

# Injury Tracking Application (ITA) Submission Flowchart





# OSHA's Injury Tracking Application (ITA)



Log In to OSHA's Injury Tracking Application (ITA)

Sign in with  LOGIN.GOV

or

New User? Create an ITA Account

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## Get help submitting your injury and illness data

- First time using the ITA, or looking for help? Start at [OSHA's Injury Reporting page](#)
- Have a question about the requirements or using the ITA? Review the [ITA Frequently Asked Questions](#)
- Questions about recordkeeping? Visit [OSHA's Recordkeeping page](#)
- Need assistance? Submit a [Help Desk ticket](#)
- Looking for OSHA's publicly available ITA data? Visit [OSHA's ITA Data page](#)

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You are about to access a U.S. Government computer/information system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of [Title 18, United States Code, Section 1030](#) and other federal or state criminal and civil laws. These systems and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user.

If monitoring reveals possible misuse or criminal activity, notice of such may be provided to supervisory personnel and law enforcement officials as evidence.

Anyone who accesses a Federal computer system without authorization or exceeds their access authority, and by any means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, may be subject to fine or imprisonment, or both.

Your use of this system indicates understanding that you are personally responsible for your use and any misuse of your access including your system account and password. Use further indicates understanding that by accessing a U.S. Government information system that you must comply with the prescribed policies and procedures. Lastly, your use shall serve as acknowledgement of receipt of, your understanding of your responsibilities, and your willingness to comply with the rules of behavior for this system.

# OSHA's Injury Tracking Application (ITA) Login

The image displays two screenshots of the OSHA Injury Tracking Application (ITA) website. The left screenshot shows the login page, and the right screenshot shows the ITA Home page.

**Left Screenshot: Injury Tracking Application Login**

United States Department of Labor  
Occupational Safety and Health Administration

ABOUT OSHA - WORKERS - EMPLOYERS - REGULATIONS - ENFORCEMENT - TOPICS - NEWS & PUBLICATIONS - DATA - TRAINING

OSHA / Injury Tracking Application Login

## Injury Tracking Application Login

Log in or [create an account](#).

Username or Email Address  
Place email or username here

Password  
Place password here

[Forgot Password?](#)

Log In

**Right Screenshot: Injury Tracking Application Home**

United States Department of Labor  
Occupational Safety and Health Administration

ABOUT OSHA - WORKERS - EMPLOYERS - REGULATIONS - ENFORCEMENT - TOPICS - NEWS & PUBLICATIONS - DATA - TRAINING

Injury Tracking Application Home

129 days left in the 2017 filing period

Get Started Here

**For Manual Data Entry**

- [Create Establishment](#): Add a new establishment to your account
- [View Establishment List](#): View the establishments which have been added to your account

**For Batch Data Transmission**

- [Upload a Batch File](#): Upload a CSV file containing your establishment and 300 A summary data
- [View Your API Token](#): Access your authentication token for use in electronically transmitting data via API

**Overview of Data Submission Process**

- Step 1**: Create an Establishment
- Step 2**: Add 300A Summary Data
- Step 3**: Submit Data to OSHA
- Step 4**: Review Confirmation Email

**2016 Data Submission Status**

300A Summary Status	Establishments
Not Added	1
Not Submitted	1
Submitted	9
<b>Total</b>	<b>2</b>

# Importance of Timely and Accurate Compliance

## 1. Regulatory Compliance:

Timely reporting ensures compliance with legal requirements, helping employers avoid penalties, fines, or legal action.

## 2. Workplace Safety Improvement:

Prompt reporting allows OSHA and employers to identify patterns or trends in workplace injuries and illnesses quickly.

## 3. Transparency and Accountability:

Timely recordkeeping promotes transparency about workplace safety conditions.

## 4. Data Accuracy:

Reporting within deadlines helps ensure that the data collected is accurate and reflects the current state of workplace safety.

## 5. Resource Allocation:

OSHA uses reported data to allocate resources, conduct inspections, and prioritize enforcement efforts.

## 6. Workers Compensation:

Carriers review DART rates as a means of determining premiums.

# Reporting Severe Injuries





# When and How to Report Severe Injuries

## Report a Fatality or Severe Injury

- All employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye.
- A fatality must be reported within 8 hours.
- An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.

*[Reference: 29 CFR 1904.39 - Reporting fatalities, hospitalizations, amputations, and losses of an eye as a result of work-related incidents to OSHA.]*

## To Make a Report

- Call the nearest OSHA office
- Call the OSHA 24-hour hotline at 1-800-321-6742 (OSHA)
- Report online  
Required: Business name; names of employees affected; location and time of the incident, brief description of the incident; contact person and phone number.



# When and How to Report Severe Injuries

- Who is required to report?

All employers under OSHA jurisdiction, even employers exempt from routine recordkeeping

- How does OSHA define "in-patient hospitalization"?

A formal admission to the in-patient service of a hospital or clinic for care or treatment.

- How does OSHA define "amputation"?

Traumatic loss of all or part of a limb or other external body part. Amputations include a part, such as a limb or appendage, that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of body parts that have since been reattached. Amputations do not include avulsions, enucleations, degloving, scalpings, severed ears, or broken or chipped teeth.

- Who should report a fatality or in-patient hospitalization of a temporary worker?

The employer that provides the day-to-day supervision of the worker

# When and How to Report Severe Injuries

- What if the fatality, in-patient hospitalization, amputation, or loss of an eye does not occur during or right after the work-related incident?

If a fatality occurs within 30 days of the work-related incident, or if an in-patient hospitalization, amputation, or loss of an eye occurs within 24 hours of the work-related incident, then you must report the event to OSHA.

- Under what circumstances am I not required to report an incident?

Employers do not have to report an event if it: Resulted from a motor vehicle accident on a public street or highway (except in a construction work zone); Occurred on a commercial or public transportation system, such as airplane or bus; Involved hospitalization for diagnostic testing or observation only.

- What if I am in a state not covered by federal OSHA?

Many states operate their own occupational safety and health programs for private sector and/or state and local government workers. Reporting requirements may vary by state, although all states must have or be in the process of developing requirements that are at least as effective as OSHA's. Refer to the [status of reporting requirements in these states](#). For more information, visit the Office of State Programs' [webpage](#).

# Best Practices for Recordkeeping & Reporting

# Best Practices for Recordkeeping & Reporting

- Establish Clear Procedures
  - Develop and document standardized procedures for OSHA recordkeeping to ensure consistency and compliance.
  - Clearly define roles, responsibilities, and timelines for reporting and maintaining records.
  - Ensure procedures align with OSHA regulations and are easily accessible to all relevant personnel.
- Train Responsible Personnel
  - Provide comprehensive training to employees responsible for OSHA recordkeeping.
  - Cover regulatory requirements, proper documentation methods, and use of any recordkeeping systems.
  - Conduct refresher training regularly to keep staff updated on changes in regulations or internal processes.
- Regular Audits and Reviews
  - Schedule periodic audits to verify accuracy and completeness of OSHA records.
  - Review records for compliance with OSHA standards and identify any discrepancies or gaps.
  - Use audit findings to improve procedures and address any compliance issues proactively.

# Best Practices for Recordkeeping & Reporting

- Use Technology for Tracking and Reporting
  - Implement digital tools or software to streamline data collection, tracking, and reporting.
  - Automate alerts and reminders for deadlines to reduce human error and ensure timely submissions.
  - Utilize reporting features to generate OSHA-required reports efficiently and accurately.
- Maintain Confidentiality
  - Protect sensitive employee information contained in OSHA records by limiting access to authorized personnel only.
  - Use secure storage methods and encryption for electronic records.
  - Train staff on confidentiality policies and legal obligations regarding employee privacy.
- Manage Electronic and Physical Copies
  - Maintain both electronic and physical copies of OSHA records as required by regulations.
  - Ensure physical records are stored in a secure, organized, and accessible manner.
  - Regularly back up electronic records and verify data integrity to prevent loss.



# Accessing McGriff Resources & Helpful Links

# Accessing McGriff Resources

- Ask your service team or Risk Control Consultant for access to McGriff Resource Net, an online portal that houses guides and tools to assist with OSHA Recordkeeping and Reporting.
- McGriff's OSHA Recordkeeping Guide is an excellent resource.
- Plan to attend our annual McGriff's OSHA Update webinar on June 18<sup>th</sup> at 2pm ET.



# Helpful Links

OSHA Recordkeeping - <https://www.osha.gov/recordkeeping>

Exempt Industries - <https://www.osha.gov/recordkeeping/presentations/exempttable>

OSHA Reporting - <https://www.osha.gov/report/>

OSHA ITA Determination - <https://www.osha.gov/itareportapp>

OSHA ITA Reporting - <https://www.osha.gov/injuryreporting/ita>

State Plan States - <https://www.osha.gov/stateplans>

OSHA Recordkeeping FAQ - <https://www.osha.gov/recordkeeping/resources>

# Questions?



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Never settle for less.

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