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## ACCESSING SAFETY KNOWLEDGE (ASK) SHEET: *OSHA RECORD KEEPING REQUIREMENTS*

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OSHA's recordkeeping rule addresses the recording and reporting of occupational injuries and illnesses. A number of specific industries that are classified as 'low hazard' and businesses with 10 or fewer employees are exempt from the 'recording' requirements unless specifically requested to keep records by the Bureau of Labor Statistics (BLS) or OSHA.

A big change to OSHA's recordkeeping and reporting requirements went into effect January 1<sup>st</sup>, 2015. Work related fatalities must still be reported to OSHA within 8 hours. The first change is that now any in-patient hospitalization, amputation, or loss of an eye that occurs within 24 hours of a work related incident must be reported to OSHA within 24 hours. Small and low hazards businesses are not exempt from the 'reporting' requirements. The second change involved updating the list of 'low hazard' industries.

OSHA Recordkeeping requirements are found in 29 CFR 1904 and there are three main forms associated with the OSHA recordkeeping requirements:

**OSHA Form 300** – Log of Work Related Injuries and Illnesses (used to list injuries and illnesses and track days away from work, restricted, or transferred)

**OSHA Form 301** – Injury and Illness Incident Report – (used to record supplementary information about recordable cases. You can use a workers' compensation or insurance if it contains the same information)

**OSHA Form 300A** – Summary of Work-Related Injuries and Illnesses (used to show totals for the year in each category and must be posted from February 1 to April 30 of each year and certified by a company executive.

OSHA recordkeeping forms must be retained for five years following the end of the calendar year that the records cover. Upon request of an authorized government representative the company must produce the records within four business hours.

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

Types of work-related injuries and illnesses that are recorded include death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid.

Recordable injuries and illnesses must be recorded within 7 calendar days after receiving information about a case. Employees have a right to review injury and illness records.

The OSHA website, [www.osha.gov](http://www.osha.gov) has additional guidance and information related to recordkeeping and the new reporting requirements. You can view and download the recordkeeping forms, the recordkeeping handbook, Fact Sheets, slide presentations and more.

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