




OSHA 7845 Recordkeeping Rules Seminar




1





Objectives





At the end of this session,
participants will be able to



- Identify the OSHA requirements for recordkeeping, posting and reporting
- Correctly complete each of the three forms required by OSHA - the 300, 300A, and 301



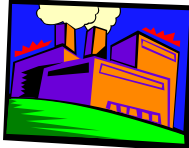



2




Lesson 1 - Recordkeeping


Purpose and Scope



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Purpose (of the rule)

- To require employers to record and report work-related fatalities, injuries and illnesses
 - Note: Recording or reporting a work-related injury, illness, or fatality does not mean the employer or employee was at fault, an OSHA rule has been violated, or that the employee is eligible for workers' compensation or other benefits.
- OSHA injury and illness recordkeeping and Workers' Compensation are independent of each other

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Subpart B - Scope

- 1904.1 – Small employer partial exemptions
- 1904.2 – Industry partial exemptions (see Appendix A to Subpart B for complete list)
- 1904.3 – Keeping records for other Federal agencies



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Partial Exemption

- Employers that are partially exempt from the recordkeeping requirements because of their size or industry must continue to comply with:
 - 1904.39, Reporting fatalities, hospitalizations, amputations, and loss of an eye as a result of work-related incidents
 - 1904.41, Annual OSHA injury and illness survey (if specifically requested to do so by OSHA)
 - 1904.42, BLS Annual Survey (if specifically requested to do so by BLS)

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1904.1 - Size Exemption

- If your company had 10 or fewer employees at all times during the last calendar year, you do not need to keep the injury and illness records unless surveyed by OSHA or BLS
- The size exemption is based on the number of employees in the entire company
- Include temporary employees who you supervised on a day to day basis in the count

7



1904.2 - Industry Exemption

- All industries in agriculture, construction, manufacturing, transportation, utilities and wholesale trade sectors are covered
- In the retail and service sectors, some industries are partially exempt
- Appendix A to Subpart B lists partially exempt industries



<https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>

Page 54

8



1904.31 - Covered Employees

- Employees on payroll
- Employees not on payroll who are supervised on a day-to-day basis
- Exclude self-employed and partners
- Temporary help agencies should not record the cases experienced by temp workers who are supervised by the using firm

9




1904.30 - Multiple Business Establishments

- Keep a separate OSHA Form 300 for each establishment that is expected to be in operation for more than a year
- May keep one OSHA Form 300 for all short-term establishments
- Each employee must be linked with one establishment





10

Lesson 2 - Recordkeeping Forms and Recording Criteria



- OSHA 300
- OSHA 300A
- OSHA 301


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1904.29 - Forms

- OSHA Form 300, Log of Work-Related Injuries and Illnesses
- OSHA Form 300A, Summary of Work-Related Injuries and Illnesses
- OSHA Form 301, Injury and Illness Incident Report

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Recording Criteria



- Subpart C: Recordkeeping forms and recording criteria
 - 1904.4 Recording criteria
 - 1904.5 Work-relatedness
 - 1904.6 New case
 - 1904.7 General recording criteria
 - 1904.8 Needlesticks and sharps
 - 1904.9 Medical removal
 - 1904.10 Hearing loss
 - 1904.11 Tuberculosis
 - 1904.29 Forms

15

1904.4 - Recording Criteria



- Covered employers must record each fatality, injury or illness that:
 - Is work-related, and
 - Is a new case, and
 - Meets one or more of the criteria contained in sections 1904.7 through 1904.11

16



1904.5 - Work-Relatedness

- Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment
- A case is presumed work-related if, and only if, an event or exposure in the work environment is a discernable cause of the injury or illness or of a significant aggravation to a pre-existing condition. The work event or exposure need only be one of the discernable causes; it need not be the sole or predominant cause.

17



1904.5 - Work Environment

- The work environment is defined as the establishment and other locations where one or more employees are working or present as a condition of employment
- The work environment includes not only physical locations, but also the equipment or materials used by employees during the course of their work

18

1904.5 - Significant Aggravation

- A pre-existing injury or illness is *significantly* aggravated when an event or exposure in the work environment results in any of the following (which otherwise would not have occurred):
 - Death
 - Loss of consciousness
 - Days away, days restricted or job transfer
 - Medical treatment

19

1904.5 - Exceptions

- Present as a member of the general public
- Symptoms arising in work environment that are solely due to non-work-related event or exposure (Regardless of where signs or symptoms surface, a case is work-related only if a work event or exposure is a discernable cause of the injury or illness or of a significant aggravation to a pre-existing condition.)
- Voluntary participation in wellness program, medical, fitness or recreational activity
- Eating, drinking or preparing food or drink for personal consumption



20

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1904.5 - Exceptions

- Personal tasks outside assigned working hours
- Personal grooming, self medication for non-work-related condition, or intentionally self-inflicted
- Motor vehicle accident in parking lot/access road during commute
- Common cold or flu
- Mental illness, unless employee voluntarily provides a medical opinion from a physician or licensed health care professional (PLHCP) having appropriate qualifications and experience that affirms work-relatedness



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1904.5 - Travel Status

- An injury or illness that occurs while an employee is on travel status is work-related if it occurred while the employee was engaged in work activities in the interest of the employer
- Home away from home
- Detour for personal reasons is not work-related



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1904.5 - Work at Home

- Injuries and illnesses that occur while an employee is working at home are work-related if they:
 - occur while the employee is performing work for pay or compensation in the home, and
 - they are directly related to the performance of work rather than the general home environment

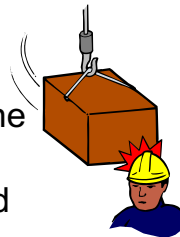


23

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1904.6 - New Case

- A case is new if:
 - The employee has not previously experienced a recordable injury or illness of the same type that affects the same part of the body; or
 - The employee previously experienced a recordable injury or illness of the same type that affects the same part of the body, but had recovered completely and an event or exposure in the work environment caused the signs and symptoms to reappear



24



1904.6 - New Case

- If there is a medical opinion regarding resolution of a case, the employer must follow that opinion
- If an exposure triggers the recurrence, it is a new case (e.g., asthma, rashes)
- If signs and symptoms recur even in the absence of exposure, it is not a new case (e.g., silicosis, tuberculosis, asbestosis)

25



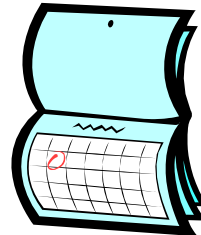
1904.7 - General Recording Criteria

- An injury or illness is recordable if it results in one or more of the following:
 - Death
 - Days away from work
 - Restricted work activity
 - Transfer to another job
 - Medical treatment beyond first aid
 - Loss of consciousness
 - Significant injury or illness diagnosed by a PLHCP

26

1904.7(b)(3) - Days Away Cases

- Record if the case involves one or more days away from work
- Check the box for days away cases and count the number of days
- Do not include the day of injury/illness



1904.7(b)(3) - Days Away Cases

- Day counts (days away or days restricted)
 - Count the number of calendar days the employee was unable to work (include weekend days, holidays, vacation days, etc.)
 - Cap day count at 180 days away and/or days restricted
 - May stop day count if employee leaves company for a reason unrelated to the injury or illness
 - If a medical opinion exists, employer must follow that opinion

1904.7(b)(4) - Restricted Work **W** Cases

- Record if the case involves one or more days of restricted work or job transfer
- Check the box for restricted/transfer cases and count the number of days
- Do not include the day of injury/illness



1904.7(b)(4) - Restricted Work **W**

- Restricted work activity occurs when:
 - An employee is kept from performing one or more routine functions (work activities the employee regularly performs at least once per week) of his or her job; or
 - An employee is kept from working a full workday; or
 - A PLHCP recommends either of the above

1904.7(b)(4) - Job Transfer

- Job transfer
 - An injured or ill employee is assigned to a job other than his or her regular job for part of the day
 - A case is recordable if the injured or ill employee performs his or her routine job duties for part of a day and is assigned to another job for the rest of the day



1904.7(b)(5) - Medical Treatment

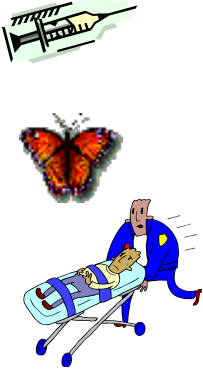
- Medical treatment is the management and care of a patient to combat disease or disorder
- It does not include:
 - Visits to a PLHCP solely for observation or counseling
 - Diagnostic procedures
 - First aid





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1904.7(b)(5) - First Aid

- Using nonprescription medication at nonprescription strength
- Tetanus immunizations
- Cleaning, flushing, or soaking surface wounds
- Wound coverings, butterfly bandages, Steri-Strips
- Hot or cold therapy
- Non-rigid means of support
- Temporary immobilization device used to transport accident victims



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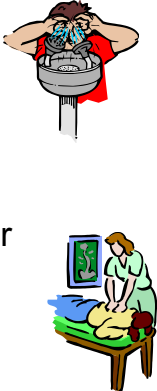
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1904.7(b)(5) - First Aid

- Drilling of fingernail or toenail, draining fluid from blister
- Eye patches
- Removing foreign bodies from eye using irrigation or cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Finger guards
- Massages
- Drinking fluids for relief of heat stress



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1904.7(b)(6) - Loss of Consciousness

- All work-related cases involving loss of consciousness must be recorded



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1904.7(b)(7) - General Criteria

- Significant diagnosed injuries and illnesses:
 - Cancer
 - Chronic irreversible disease
 - Fractured or cracked bone
 - Punctured eardrum

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1904.8 - Bloodborne Pathogens

- Record all work-related needlesticks and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material (includes human bodily fluids, tissues and organs; other materials infected with HIV or HBV such as laboratory cultures)
- Record splashes or other exposures to blood or other potentially infectious material if they result in diagnosis of a bloodborne disease or meets the general recording criteria



37

1904.9 - Medical Removal

- If an employee is medically removed under the medical surveillance requirements of an OSHA standard, you must record the case
- The case is recorded as either one involving days away from work or days of restricted work activity
- If the case involves voluntary removal below the removal levels required by the standard, the case need not be recorded



38



1904.10 – Hearing Loss

- Must record all work-related hearing loss cases where:
 - Employee has experienced a Standard Threshold Shift (STS)¹, and
 - Employee's hearing level is 25 decibels (dB) or more above audiometric zero [averaged at 2000, 3000, and 4000 hertz (Hz)] in the same ears as the STS

¹ An STS is defined in OSHA's noise standard at 29 CFR 1910.95(g)(10)(i) as a change in hearing threshold, relative to the baseline audiogram, of an average of 10 dB or more at 2000, 3000, and 4000 Hz in one or both ears.



1904.10 – Hearing Loss (cont'd)

- Must compute the STS in accordance with OSHA's noise standard, 1910.95
- Compare employee's current audiogram to the original baseline audiogram or the revised baseline audiogram allowed by 1910.95(g)(9)
- May adjust for aging to determine whether an STS has occurred using tables in Appendix F of 1910.95
- May not adjust for aging to determine whether or not hearing level is 25 dB or more above audiometric zero



1904.11 - Tuberculosis

- Record a case where an employee is exposed to someone with a known case of active tuberculosis, and subsequently develops a TB infection
- A case is not recordable when:
 - The worker is living in a household with a person who is diagnosed with active TB
 - The Public Health Department has identified the worker as a contact of an individual with active TB
 - A medical investigation shows the employee's infection was caused by exposure away from work



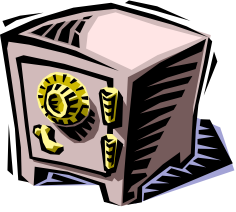
Forms Completion


- Medical or first aid treatment
- Days away from work, restricted work or job transfer
- Counting the days
- Privacy cases


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1904.29 - Privacy Protection

- Do not enter the name of an employee on the OSHA Form 300 for “privacy concern cases”
- Enter “privacy case” in the name column
- Keep a separate confidential list of the case numbers and employee names



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1904.29 - Privacy Protection

- Privacy concern cases are:
 - An injury or illness to an intimate body part or reproductive system
 - An injury or illness resulting from sexual assault
 - Mental illness
 - HIV infection, hepatitis, tuberculosis
 - Needlestick and sharps injuries that are contaminated with another person’s blood or other potentially infectious material
 - Employee voluntarily requests to keep name off for other illness cases

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1904.29 - Privacy Protection

- Employer may use discretion in describing the case if employee can be identified
- If you give the forms to people not authorized by the rule, you must remove the names first
 - Exceptions for:
 - Auditor/consultant,
 - Workers' compensation or other insurance
 - Public health authority or law enforcement agency



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

Summary of Work-Related Injuries and Illnesses

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 302 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 |
| (a) | (b) | (c) | (d) |

| Number of Days | |
|-------------------------------------|---|
| Total number of days away from work | Total number of days of job transfer or restriction |
| (e) | (f) |

| Injury and Illness Types | |
|----------------------------------|-------------------------------|
| Total number of . . . (g) | Total number of . . . (h) |
| (1) Injuries _____ | (4) Poisonings _____ |
| (2) Skin disorders _____ | (5) Hearing loss _____ |
| (3) Respiratory conditions _____ | (6) All other illnesses _____ |

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 30 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington, DC 20503. Do not send this information to the collection of information officer. Send comments to the Office of Management and Budget, Paperwork Project Director, Washington, DC 20503.

Establishment information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (e.g., Manufacturer of motor truck trailers) _____

Standard Industrial Classification (SIC), if known (e.g., 3713) _____

OR

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

Employment information (If you don't have these figures, see the Worksheet on the back of this page or contact:)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowing 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 _____

Date _____

46

**OSHA's Form 301
Injury and Illness Incident Report**

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 record-keeping 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 and use as many as you need.

Information about the employee

1) Full name _____
 2) Street _____
 City _____ State _____ ZIP _____
 3) Date of birth ____/____/____
 4) Sex listed ____/____/____
 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 workplace, 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 ____/____/____
 12) Time employee began work ____:____ AM / PM
 13) Time of event ____:____ AM / PM Check if time cannot be determined

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 material"; "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 10 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; be more specific than "hurt," "pain," or "sore." 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 ____/____/____

Completed by _____
 Title _____
 Phone (____) _____ Date ____/____/____


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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington, DC 20503. Do not send this collection of information to OSHA.

Page 95 47

47

1904.35 - Employee Involvement

- Must inform each employee of how to report an injury or illness
 - You must set up a way for employees to report work-related injuries and illnesses promptly; and
 - You must tell each employee how to report work-related injuries and illnesses to you



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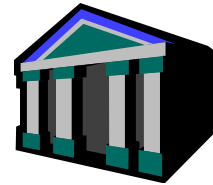
48

1904.35 - Employee Involvement

- Must provide limited access to injury and illness records to employees, former employees and their personal and authoritative representatives
 - Provide copy of OSHA Form 300 by end of next business day
 - Provide copy of OSHA Form 301 to employee, former employee or *personal* representative by end of next business day
 - Provide copies of OSHA Form 301 to *authorized* representative within 7 calendar days. Provide only “Information about the case” section of form.



1904.40 - Providing Records to Government Representatives

- Must provide copies of the records within 4 business hours
- Use the business hours of the establishment where the records are located



1904.33 - Retention and Updating

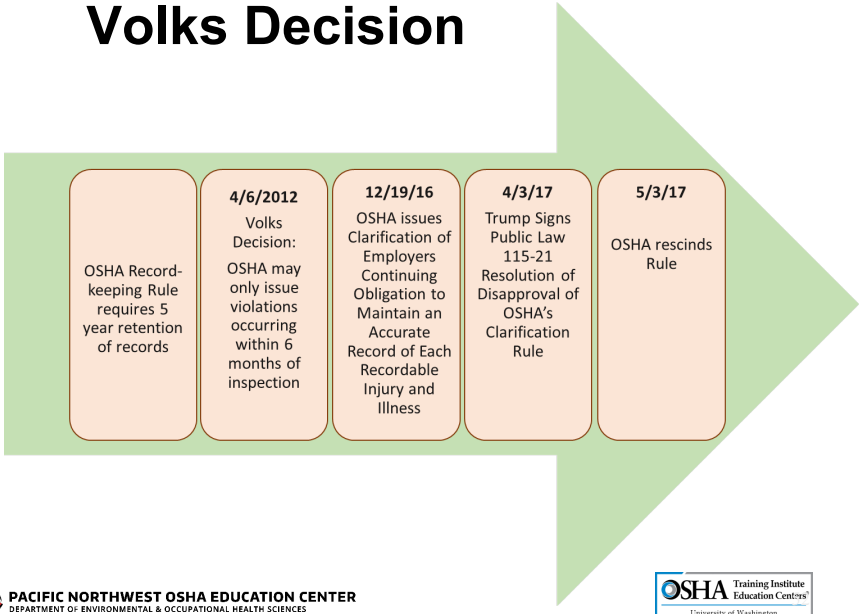
- Retain forms for 5 years following the year that they cover
- Update the OSHA Form 300 during that period
- Do not need to update the OSHA Form 300A or OSHA Form 301





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51

Volks Decision



| | | | | |
|---|--|--|---|-------------------------------------|
| OSHA Record-keeping Rule requires 5 year retention of records | 4/6/2012 Volks Decision: OSHA may only issue violations occurring within 6 months of inspection | 12/19/16 OSHA issues Clarification of Employers Continuing Obligation to Maintain an Accurate Record of Each Recordable Injury and Illness | 4/3/17 Trump Signs Public Law 115-21 Resolution of Disapproval of OSHA's Clarification Rule | 5/3/17 OSHA rescinds Rule |
|---|--|--|---|-------------------------------------|



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52



1904.36 - Prohibition Against Discrimination

- Section 11(c) of the Act prohibits you from discriminating against an employee for reporting a work-related fatality, injury or illness
- Section 11(c) also protects the employee who files a safety and health complaint, asks for access to the Part 1904 records, or otherwise exercises any rights afforded by the OSH Act



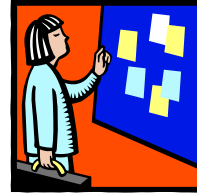
1904.37 - State Plans

- State-Plan States must have the same requirements as Federal OSHA for determining which injuries and illnesses are recordable and how they are recorded
- For other Part 1904 requirements, State-Plan requirements may be more stringent
- 1952.4 reflects these concepts



Lesson 3 - Posting

- Annual summary, OSHA 300A
- Job safety/health poster
- Citations and corresponding documents



1904.32 - Annual Summary


- Review OSHA Form 300 for completeness and accuracy, correct deficiencies
- Complete OSHA Form 300A
- Certify summary
- Post summary


The image shows a screenshot of OSHA Form 300, titled "Summary of Work-Related Injuries and Illnesses". The form is dated 2004 and includes sections for "Number of Injuries", "Number of Days", "Days and Hours Lost", and "Employee Involvement". It also contains a "Remarks" section and a "Certification" section at the bottom. The form is used for reporting and tracking workplace safety incidents.


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1904.32 - Annual Summary

- A company executive must certify the summary:
 - An owner of the company
 - An officer of the corporation
 - The highest ranking company official working at the establishment, or
 - His or her supervisor
- Must post for 3 month period from February 1 to April 30 of the year following the year covered by the summary



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New: Electronic Reporting

- If > 250 employees, and required to keep records, must submit 300A, 300 and 301 once per year.
- If >20 and < 250 employees, submit 300A once per year.

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58



Electronic Reporting Compliance Dates

| Submission Year | > 250 Employees | >20 and < 250 Employees | Submission Deadline |
|-----------------|--|-------------------------|--|
| 2016 | 300A | 300A | July 1, 2017 Dec. 15, 2017 |
| 2017 | 300A 300 301 | 300A | July 1, 2018 |
| 2018 and after | 300A 300 (?) 301 (?) | 300A | March 2, 20XX |

<https://youtu.be/uZlzlX-5jM>

Note: Washington has not yet adopted this rule, but has initiated rulemaking



State Plan States-Oregon

Oregon OSHA is enforcing the [federal OSHA requirements for electronic recordkeeping](#) submission as of Jan. 1, 2018.

Oregon OSHA is enforcing recordkeeping for schools (NAICS 6111, 6116, 6117) as of Jan. 1, 2018. Oregon School Employees Association petitioned Oregon OSHA to initiate rulemaking to remove NAICS codes from the exempt status of Table 1 in OAR 437-001-0700 Recording Workplace Injuries and Illnesses.

<https://osha.oregon.gov/Pages/topics/recordkeeping-and-reporting.aspx>

State Plan States-Washington

OSHA's new electronic reporting requirement does not apply to Washington employers.

On Jan. 1, 2017, the federal Occupational Safety and Health Administration (OSHA) implemented a [new requirement](#) that certain employers must submit injury and illness data electronically using OSHA's new Injury Tracking Application (ITA). Enforcement is set to begin Dec. 1, 2017.

The requirement does not apply to Washington employers. That is because Washington State has not yet adopted the new electronic reporting requirement. If you are an employer in the state of Washington, you do not have to provide this information to OSHA until Washington adopts the same requirement in our state.

Rulemaking activity is underway to adopt the electronic reporting requirement in Washington State in 2018.

In the meantime, continue to keep your OSHA 300 Log as before.

<https://www.lni.wa.gov/Safety/Topics/AtoZ/RecordkeepingReporting/rules.asp>

State Plan States-Washington

The purpose of this rulemaking is to update certain sections of Chapter 296-27 WAC, Recordkeeping and Reporting, to ensure we are at least as effective as the Occupational Safety and Health Administration (OSHA). OSHA recently published changes to section 29 CFR 1904.35, Employee Involvement, leaving some of our rules not as effective. Requirements for electronic injury and illness reporting have not yet been adopted in Washington State and employers under DOSH jurisdiction do not have to provide this information to OSHA until these requirements have been adopted. ***This is the second time in two years that OSHA has made updates to their recordkeeping and reporting rules in 29 CFR 1904.35.*** Other housekeeping amendments may also be proposed in this chapter.

<http://www.lni.wa.gov/Safety/Rules/WhatsNew/Proposed.asp?RuleID=103>



State Plans-OSHA says:

Q: Does this rule apply to employers in State Plan states?

Yes, within six months after publication of this final rule, State Plan states will have to adopt requirements that are substantially identical to the requirements in this final rule. Some states may choose to allow employers in their state to use the federal OSHA data collection website to meet the new reporting obligations. Other states may provide their own data collection sites. OSHA will provide further information and guidance as the States decide how to implement these new reporting requirements.

Electronic Submission



Occupational Safety and Health Administration English | Spanish

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

[Final Rule](#) / Injury Tracking Application (ITA) - Electronic Submission of Injury and Illness Records to OSHA

Injury Tracking Application

[Launch ITA](#)

Electronic Submission of Injury and Illness Records to OSHA

ANNOUNCEMENTS

Employers can now begin to electronically report their Calendar Year (CY) 2017 Form 300A data to OSHA. All covered establishments must submit the information by July 1, 2018. Employers can view their submitted CY 2016 Form 300A summary information, but they cannot edit or submit additional 2016 data on this website. **Remember, not all establishments are covered by this requirement.** To review which establishments need to provide their 2017 data, [click here](#).

Covered establishments with 250 or more employees are only required to provide their 2017 Form 300A summary data. OSHA is not accepting Form 200 and 301 information at this time. OSHA announced that it will issue a notice of proposed rulemaking (NPRM) to reconsider, revise, or remove provisions of the "Improve Tracking of Workplace Injuries and Illnesses" final rule, including the collection of the Forms 300/301 data. The Agency is currently drafting that NPRM and will seek comment on those provisions.

Click on "Launch ITA" to provide OSHA your 2017 OSHA Form 300A information.

Note: Establishments with 250 or more employees that are currently required to keep OSHA injury and illness records, and establishments with 20-249 employees that are classified in [certain industries](#) with historically high rates of occupational injuries and illnesses. Note that the following OSHA-approved State Plans have not yet adopted the requirement to submit injury and illness reports electronically: CA, MD, MN, SC, UT, VA and WV. Establishments in these states are not currently required to submit their summary data through the ITA. Similarly, **state and local government establishments** in IL, ME, NJ, and NY are not currently required to submit their data through the ITA. Contact information for each of the State Plans can be found at <https://www.osha.gov/dsp/ospstates.html>.

What: Covered establishments must electronically submit information from their 2017 OSHA Form 300A.

When: In 2018, covered establishments must submit information from their completed 2017 Form 300A by July 1, 2018. Beginning in 2019 and every year thereafter, covered establishments must submit the information by March 2.


How: OSHA will provide a secure website that offers three options for data submission. First, users will be able to manually enter data into a web form. Second, users will be able to upload a CSV file to process single or multiple establishments at the same time. Last, users of automated recordkeeping systems will have the ability to transmit data electronically via an API (application programming interface). We will provide status updates and related information here as it becomes available.

- [View the CSV instructions](#)
- [Download a CSV file template](#)
- [Download a CSV sample file](#)
- [View the API technical specifications](#)


ITA Job Aids: These instructions are available to support users through the submission process.


- [Getting started in ITA](#)
- [Setting up an account](#)
- [Creating an establishment](#)
- [Adding 300A summary data](#)


<https://www.osha.gov/injuryreporting/index.html>



Lesson 4 - Reporting

- Reporting fatalities, hospitalizations, amputations, loss of an eye - 1904.39
- Annual OSHA injury and illness surveys 1904.41
- BLS annual survey 1904.42
- Providing records to NIOSH/OSHA 1904.40 


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65

1904.39 - Reporting work-related fatalities, hospitalizations, amputations, loss of an eye

- Report fatality within 8 hours
- Report all work-related in-patient hospitalizations, amputations and loss of an eye with 24 hours
- Do not need to report highway or public street motor vehicle accidents (outside of a construction work zone)
- Do not need to report commercial airplane, train, subway or bus accidents

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66



How to Report

- Call the nearest **OSHA office**.
<https://www.osha.gov/html/RAmap.html>
- Call the OSHA 24-hour hotline at **1-800-321-6742** (OSHA).
- **Report online**
<https://www.osha.gov/pls/ser/serform.html>
- Be prepared to supply: Business name; names of employees affected; location and time of the incident, brief description of the incident; contact person and phone number.

67



Alaska Reporting Requirements

Occupational accidents that result in the **death or overnight hospitalization** of one or more employees must be reported to AKOSH within **8 hours**. Immediately report accidents to:

- **1-800-770-4940**
or (907) 269-4940
(8 am to 5 pm M-F; AK time)
- **1-800-321-6742**
(After 5 pm or on weekends and holiday)

68

Oregon Reporting Requirements

W

Report within eight hours

You must report the **death** of any employee or a **catastrophe** within **eight** hours of when it happened or when it was reported to you or your agents.

A catastrophe occurs when **two or more employees are fatally injured, or three or more employees are admitted to a hospital or clinic** as a result of the same incident.

69

Oregon Requirements Continued

W

- **Report within 24 hours**
- You must report an in-patient hospitalization, loss of an eye, and either an amputation **or avulsion that results in bone loss** within 24 hours of when it happened or when it was reported to you or your agents.

70

Oregon Requirements Continued

W

Temporary employees

A staffing agency or host employer must follow the same reporting rules. They should also establish a procedure by which both are informed if a temporary worker is injured.

71

How to Report in Oregon

W

- **in person, or**
- **by calling 800-922-2689, or**
- **contact your nearest Oregon OSHA office:**
 - Bend: 541-388-6066
 - Eugene: 541-686-7562
 - Medford: 541-776-6030
 - Pendleton: 541-276-9175
 - Portland: 503-229-5910
 - Salem: 503-378-3274

72

Washington Reporting Requirements

W

- A workplace fatality or in-patient hospitalization of any employee within eight (8) hours of the incident.
- A non-hospitalized amputation or loss of an eye(s) of any employee within twenty-four (24) hours of the incident.

73

How to Report in Washington:

W

- Call 1-800-423-7233
- Visit an L&I Office to report in person

74



For More Help

- [OSHA's Recordkeeping Page](http://www.osha.gov/recordkeeping2014/)
www.osha.gov/recordkeeping2014/
- Regional Recordkeeping Coordinators
- State Plans and State Consultation

