

OSHA Reporting and Recordkeeping

Effective Date: December 15, 2017
Function: Human Resources
Contact: Vice President of Human Resources

Basis for Procedure

This document describes the procedures for Research Foundation (RF) Occupational Safety and Health Administration (OSHA) reporting and recordkeeping.

Procedure Summary

Many employers with more than 10 employees are required to keep a record of serious work related injuries and illnesses. This information helps employers, workers and OSHA evaluate the safety of a workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards –preventing future workplace injuries and illnesses. The RF is categorized as a low risk industry and partially exempt from these reporting requirements. As a partially exempt industry, the RF is only required to report to OSHA any workplace incident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye, unless a survey request for serious injury reporting is received from OSHA.

Severe Injury Reporting

RF must report to OSHA work-related fatalities within eight hours of finding out about them. RF must only report fatalities that occur within 30 days of a work-related incident.

RF must report any work-related in-patient hospitalizations, amputations or loss of an eye within 24 hours of learning about them. RF must only report an inpatient hospitalization, amputation or loss of an eye that occurs within 24 hours of the work-related incident.

Incidents can be reported by calling OSHA's confidential number at 1-800-321-OSHA; calling the closest [area OSHA office](#) during normal business hours; or using the [online form](#). Incidents must also be recorded on OSHA Form 300.

Survey Requests

OSHA, the Bureau of Labor Statistics (BLS), or a state agency operating under the authority of OSHA or the BLS may send a survey request to a campus location asking that they record all serious work related injuries or illnesses in the coming year. If an RF location receives a Survey of Occupational Injuries and Illnesses form, the required injury and illness records must be kept and a survey report completed for the year covered by the survey.

Procedure Steps

Step	Role or Responsibility	References or Tips
Calendar Year 2016 Submit information to OSHA from form 300A.	RF office responsible for OSHA reporting at the campus location	All establishments with 250 or more RF employees must submit information for calendar year 2016 electronically by December 15, 2017. All other establishments may submit by paper or electronically.
Calendar Year 2017 Submit information to OSHA from forms 300A, 300 and 301	RF office responsible for OSHA reporting at the campus location	All establishments with 250 or more RF employees must submit information for calendar year 2017 electronically by July 1, 2018. All other establishments may submit by paper or electronically.
Calendar Year 2018 and	RF office responsible for OSHA reporting at the campus location	All establishments with 250 or more RF employees must

beyond Submit information to OSHA from forms 300A, 300 and 301	submit information for calendar year 2018 and subsequent years electronically by March 2 of the next calendar year. All other establishments may submit by paper or electronically.
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Maintaining and Posting Records

OSHA records must be maintained at the worksite for at least five years. Also, if requested, copies of the records must be provided to current and former employees, or their representatives.

Each February through April, locations must post a summary of the prior year's severe injuries and illnesses, if any, using OSHA form 300A. If a location received a survey request for the prior year, that location should post a summary of serious and severe injuries and illnesses on OSHA form 300A.

Posting Requirements

Locations must inform employees of their right to report work-related injuries and illnesses free from retaliation which is satisfied by posting the [OSHA workplace poster](#).

Definitions

Term 1- Definition [Provide terms and definitions that help the reader understand be specific items in the procedure or those that may have multiple meanings but one for the purpose of this procedure. These should be capitalized in the above sections. Enter "None" if there aren't any for the procedure.]

Partially Exempt Industry- Establishments with 10 or fewer employees and those classified in certain North American Industry Classification System (NAICS) codes.

Establishment- a single physical location where business is conducted or where services are performed. A campus is considered an establishment. To determine if you need to provide OSHA with the required data for a campus electronically, you need to determine the campus' peak RF employment during the last calendar year.

Work Related Incident- an injury or illness is work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness.

Work Environment- OSHA defines the work environment as "the establishment and other locations where one or more employees are working or are present as a condition of their employment. The work environment includes not only physical locations, but also the equipment or materials used by the employee during the course of his or her work."

Serious Injury or Illness-

Any work-related fatality

Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.

Any work-related injury or illness requirement medical treatment beyond first aid

Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.

There are also special recording criteria for work-related cases involving: [needle sticks and sharps injuries](#); [medical removal](#); [hearing loss](#); and [tuberculosis](#).

Severe Injury or Illness- Any work-related fatality, loss of an eye, or hospitalization.

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

Related Information

[Occupational Exposure to Bloodborne Pathogens](#)

[Instructions for recording work-related injuries and illnesses](#)

[Workers' Compensation Insurance](#)

[OSHA Recordkeeping website](#)

Forms

[OSHA Form 300](#), [OSHA Form 300A](#), [OSHA Form 301](#)

[Serious Event Reporting Online Form](#)

Change History

Date	Summary of Change
December 15, 2017	Updated to reflect new OSHA electronic recordkeeping guidelines along with new reporting procedures. Title has been changed from Recording and Reporting Occupational Injuries and Illnesses.
January 25, 2008	Revised
January 16, 2002	New document

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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