

Recordkeeping and Reporting Program

This Recordkeeping and Reporting Program is for _____ (*person's name*). It applies to all work operations.

_____ (*person's name*) will be responsible for the overall direction of this program.

Introduction

The Occupational Safety and Health Administration (OSHA) issued a revised recordkeeping rule (29 C.F.R. 1904) to track and record workplace injuries and illnesses. The final rule became effective Jan. 1, 2002. These are exempt from most requirements of this rule:

- Companies with 10 or fewer employees
- Industries classified as low-hazard:
 - Retail
 - Service
 - Finance
 - Insurance
 - Real estate

The rule requires you to change how you track and report workplace illnesses and injuries. You must record injuries and illnesses on OSHA-supplied forms (or their equivalent). You must do this once a year. You must make entries on the forms at the time employees' injuries and illnesses occur. Do not send completed forms to OSHA or anyone else. You must keep the forms for five years in case of an inspection.

Recordkeeping and Reporting Requirements

The OSHA rule requires you to keep accurate records of work-related deaths, injuries and illnesses that involve:

- Loss of consciousness.
- Restrictions of work or motion.
- Transfer to another job.

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."

The work environment does not include employer-controlled athletic facilities, recreational facilities and parking lots, provided the employee is not present as a condition of his or her employment. For example, an employee injured in the parking lot while arriving for or leaving work would not be a recordable case. But the same employee injured in the parking lot while performing maintenance would constitute a recordable case.

You can determine if a pre-existing injury or illness has been significantly aggravated when an event or exposure in the work environment results in:

- Death, provided that the pre-existing injury or illness would likely not have resulted in death but for the occupational event or exposure.

- Loss of consciousness, provided that the pre-existing injury or illness would likely not have resulted in loss of consciousness but for the occupational event or exposure.
- One or more days away from work, or days of restricted work, or days of job transfer that otherwise would not have occurred but for the occupational event or exposure.
- Medical treatment in a case where no medical treatment was needed for the injury or illness before the workplace event or exposure, or a change in medical treatment was necessitated by the workplace event or exposure.
- An injury or illness is considered a pre-existing condition if it resulted solely from a non-work-related event or exposure that occurred outside the work environment.

Injuries or illnesses that occur while an employee is on travel status are work-related. They are only work-related if, at the time of the injury or illness, the employee was engaged in work activities “in the interest of the employer.” Examples include:

- Travel to and from customer contacts.
- Conducting job tasks.
- Entertaining or being entertained to transact, discuss or promote business. (Work-related entertainment includes only entertainment activities being engaged in at the direction of the employer.)

Is the Injury or Illness a New Case?

You must consider whether the injury or illness is a “new case” if:

- The employee has not previously experienced a recorded injury or illness of the same type that affects the same part of the body.
- The employee previously experienced a recorded injury or illness of the same type that affected the same part of the body but had recovered completely (all signs and symptoms had disappeared) from the previous injury or illness, and an event or exposure in the work environment caused the signs or symptoms to reappear.

If you see occupational illnesses or symptoms return or continue in when there is no exposure in the workplace, only record the case once. Examples include cancer, asbestosis, byssinosis and silicosis.

If an event or exposure in the workplace caused the episode or recurrence, treat the incident as a new case.

You do not have to seek a physician or other health care professional’s advice. But if you do seek advice, you must follow the physician or other licensed health care professional’s recommendation about whether the case is a new case or a recurrence. If you receive recommendations from two or more physicians or other licensed health care professionals, you must make a decision as to which recommendation is the most authoritative (best documented or best reasoned). Then record the case based on that recommendation.

Is This an Injury or Illness Case?

You must record an injury or illness if it results in:

- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid

- Loss of consciousness

You must also record a case when a physician or other licensed health care professional diagnoses the employee with a significant injury or illness. You must do this even if it does not result in the five criteria above.

Reporting Fatalities and Multiple Hospitalizations

You must report, within eight hours after the occurrence, any incidents resulting in the death or hospitalization of three or more employees.

Report this to the nearest area director of OSHA, unless the state in which the accident occurred is administering an approved plan. The report must contain three pieces of information:

1. The circumstances surrounding the incident.
2. The number of fatalities.
3. The extent of any injuries.