



OSHA Recordkeeping

HS01-029D(06-15)

Highlights of OSHA's Recordkeeping Rule

Updates to OSHA's Recordkeeping Rule

The Occupational Safety and Health Administration's (OSHA) updated recordkeeping rule as of January 1, 2015 includes two key changes:

1. The rule updates the list of industries that are exempt from the requirement to routinely keep OSHA injury and illness records due to relatively low occupational injury and illness rates.

2. The rule expands the list of severe work-related injuries and illnesses that all covered employers must report to OSHA.

Recordkeeping

OSHA regulations require certain employers to routinely keep records of serious employee injuries and illnesses. However, two classes of employers are partially exempt from routinely keeping records:

1. Employers with ten or fewer employees at all times during the previous calendar year.

2. Establishments in certain low-hazard industries. The updated list of exempt industries can be found on the OSHA website at <http://www.osha.gov>.

Reporting



OSHA's updated recordkeeping rule expands the list of severe injuries and illnesses that employers must report to OSHA. As of January 1, 2015 all employers, even those who are exempt from keeping injury and illness records, must report:

- All work-related fatalities within 8 hours; and
- All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours of finding out about the incident.

You can report to OSHA by:

- Calling OSHA's free and confidential number at 1-800-321-OSHA(6742);
- Calling your closest OSHA Area Office during normal business hours; or
- Using OSHA's new online form located at https://www.osha.gov/report_online/.



Employers must only report fatalities occurring within 30 days of the work-related incident. Further, they must report inpatient hospitalizations, amputations or losses of eyes, only if they occur within 24 hours of the work-related incident.

For other free Division of Workers' Compensations (DWC) safety publications on this and other safety topics, visit the Texas Department of Insurance (TDI) website at <http://www.tdi.texas.gov/wc/safety/videoresources/index.html>.

The DWC features a free occupational safety and health audiovisual loan library. Call 1-800-252-7031, option 2 for more information or visit the TDI website at <http://www.tdi.texas.gov/wc/safety/videoresources/avcatalog.html>.

Division of Workers' Compensation Workplace Safety 1-800-252-7031, option 2, or resourcecenter@tdi.texas.gov