OSHA Recordkeeping Cheat Sheet

REPORTABLE?

Did it involve...

- Inpatient hospitalizations of one or more employees? Yes
  - A fatality?
    - Yes
    - Report to OSHA within 8 hours
    - No
  - Loss of an eye?
    - Yes
    - Report to OSHA within 24 hours
    - No
- Amputations (including fingertip amputations without bone loss)?
  - Yes
  - No

Employers can report to OSHA by:
- Calling 1-800-321-OSHA (6742)
- Calling or visiting your regional OSHA office (www.osha.gov/html/RAmap.html)
- Using OSHA’s online reporting form (www.osha.gov/report_online/)

Remember:
OSHA has revised the list of industries that are exempt from the injury and illness recordkeeping requirements, dropping the Standard Industrial Classification (SIC) system in favor of the North American Industry Classification System (NAICS) to determine whether certain industries are required to keep records.

Learn more about new exemptions on OSHA’s website: www.osha.gov/recordkeeping/ppt1/RK1exempttable.html

RECORDABLE?

Did exposure in the work environment cause the injury/illness to significantly aggravate a pre-existing condition?

Definition of Work Environment:
- Location where 1 or more employees are working or present as a condition of employment
- Can include typical work establishments, plus locations like employer-owned parking lots and sidewalks, work-from-home or travel sites, and anywhere equipment and materials are used to perform work tasks.

General Criteria (1904.7):
- Death
- Days away from work
- Restricted work or job transfer
- Medical treatment beyond first aid
- Loss of consciousness

Significant injury/illness diagnosed by a licensed healthcare professional
- Additional Criteria (1904.8-12)
- Needlesticks and sharps injuries
- Tuberculosis
- Hearing loss
- Medical removal under OSHA standards
- Musculoskeletal disorders

Did it involve...

- An employee injury or illness?
  - Yes
  - A work related injury or illness?
    - Yes
    - An injury or illness that meets General or Additional Recording Criteria?
      - Yes
      - Record
      - No
      - Don’t Record
    - No
  - No
  - A new injury or illness?
    - Yes
    - Update the previously recorded injury/illness record if necessary. Don’t create a new record.
    - No
  - No