

NEWS ALERT

Recordable

What is a recordable injury? An incident is recordable if it goes beyond first aid treatment and/or the employee is put on restricted duty and/or loses time at work. There are a few exceptions though and the specifics on a case by case basis can be found by clicking [here](#).

Where do I record these injuries? Through your Keystone Risk Essentials Safety Subscription you have access to oshalogs.com, this website makes OSHA compliance easy!

Am I required to keep OSHA Logs? We recommend that all industries keep track of their injuries and illnesses, but for certain companies this is a legal requirement. You are legally required to keep OSHA logs if the following two bullet points are true:

- Your company employed more than 10 people at any point throughout the year
 - An example of this would be if a landscaping company has 2 full time employees and in the summer hires 9 part time employees. $2+9=11$ so this company would be required to keep an OSHA log.
- You are not in an exempt industry
 - Self Employed
 - State and Local Government
 - Including Boroughs and Municipalities
 - Some Water Authorities
 - Schools

Reportable

What is a reportable injury? An incident is reportable if it meets any of the following criteria:

- Fatality
- Hospitalization
- Amputation
- Loss of an Eye

How long do I have to report these injuries? This answer and many other answers can be found on our OSHA Reporting Guidelines Poster, which you will find on the next page. We recommend that you post this at your desk and consult it whenever an accident is reported. OSHA has fined many companies for late reporting these incidents. Any further questions, Please call the safety hotline!



OSHA's New Incident Reporting Requirements

What is a reportable injury? An incident is reportable if it meets any of the following criteria:

- Fatality
- Hospitalization
- Amputation
- Loss of an Eye

How long do I have to report these injuries?

Type of Injury	Reporting Timeline
Fatality:	Within 8 hours.
Hospitalization	Within 24 hours.
Amputation	Within 24 hours.
Loss of an Eye	Within 24 hours.

All Industries must report any incident from above. NO EXCEPTIONS

How do I report these injuries?

By Phone: 1-800-321-6742

On Line: <https://www.osha.gov/pls/ser/serform.html>

What OSHA will ask during reporting?

- Establishment name
- Location of the work-related incident
- Time of the work-related incident
- Type of reportable event (i.e., fatality, in-patient hospitalization, amputation or loss of an eye)
- Number of employees who suffered the event
- Names of the employees who suffered the event
- Contact person and his or her phone number
- Brief description of the work-related incident

Additional Notes and Exemptions to Reporting Requirements:

For any fatality that occurs within 30 days of a work-related incident, employers must report the event within 8 hours of finding out about it.

For an in-patient hospitalization, amputation or loss of an eye, these incidents must be reported to OSHA only if they occur within 24 hours of the work-related incident.

Employers do not have to report an event if it:

- Resulted from a motor vehicle accident on a public street or highway, except in a construction work zone; employers must report the event if it happened in a construction work zone.
- Occurred on a commercial or public transportation system (airplane, subway, bus, ferry, street car, light rail, train).
- Occurred more than 30 days after the work-related incident in the case of a fatality or more than 24 hours after the work-related incident in the case of an in-patient hospitalization, amputation, or loss of an eye.

Employers do not have to report an in-patient hospitalization if it was for diagnostic testing or observation only. An in-patient hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

Employers do have to report an in-patient hospitalization due to a heart attack, if the heart attack resulted from a work-related incident.

Any Questions?

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