

**COVID and OSHA Recordkeeping**

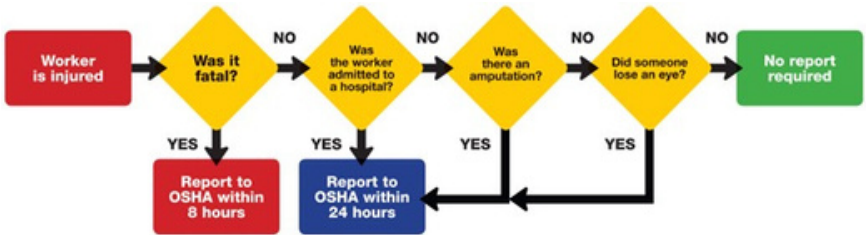
OSHA states that a case is not recordable if it "involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment."

### Fatality/ Severe Injury Reporting

All workplace fatalities must be reported to OSHA regardless of exemptions, within 8 hours of occurrence. Reporting is only required if the fatality occurs within 30 days of the work-related incident.

In-patient hospitalization, amputation, or loss of an eye, must be reported to OSHA if it occurs within twenty-four (24) hours of the work-related incident.

**Options to report:** By telephone to [OSHA Area Office](#); or by telephone to 1-800-321-OSHA; or by [electronic submission](#). Be prepared to supply: Business name; names of employees affected; location and time of the incident, brief description of the incident; contact person and phone number.



### New OSHA Reporting Requirements

*47256 Federal Register/Vol. 88, No. 139/Friday, July 21, 2023/Rules and Regulations*

January 1, 2024, a new OSHA reporting standard went into effect and is to be used for next submissions. Companies have until **March 2** to submit the data to OSHA. The final rule requires three groups of establishments to electronically submit information from their injury and illness recordkeeping forms to OSHA annually.

**Group 1:** Establishments with 20–249 employees in certain designated industries listed in appendix A [https:// www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartBAppA](https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartBAppA) will continue to be required to electronically submit information from their Form 300A annual summary to OSHA once a year.

**Group 2:** Establishments with 250 or more employees in industries that are required to routinely keep OSHA injury and illness records will continue to be required to electronically submit information from the Form 300A to OSHA once a year.

**New!** **Group 3:** Establishments with 100 or more employees in certain designated industries listed in new appendix B [https:// www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartEAppB#](https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartEAppB#) will now be required to electronically submit detailed information about each recordable injury and illness entered on their previous calendar year’s OSHA Forms 300 and 301 to OSHA once a year.

#### How to Submit Data

OSHA has established a secure website called the **Injury Tracking Application (ITA)**. The site and additional information and tutorials on record keeping and reporting can be accessed at <https://www.osha.gov/injuryreporting/>



For more information on OSHA Injury and Illness Recordkeeping and Reporting Requirements, click [here](#).



## OSHA Record Keeping 29 CFR 1904

### Who is required to keep OSHA illness and injury records?

Many but not all employers. **Exceptions** are based on:

- Small employer exemption – 10 or fewer employees at all times during the year, or
- Low-hazard industry exemption listed in appendix A to subpart B <https://www.osha.gov/recordkeeping/presentations/exempttable>

**Note:** Temporary or employment service employees must be counted if supervised day to day.

### What cases need to be recorded?

- 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 requiring 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: [needlesticks and sharps injuries](#); [medical removal](#); [hearing loss](#); and [tuberculosis](#).

OSHA's Form 300 (Rev. 01/2004)  
Log of Work-Related Injuries and Illnesses

This form must be completed for every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, lost work days, or medical treatment beyond first aid. However, not every work-related injury or illness that is diagnosed by a physician or health care professional must be recorded. You must also record work-related injury and illness that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. For more information, see the instructions for this form.

OSHA's Form 300 is used to record work-related injuries and illnesses that require medical treatment beyond first aid, loss of consciousness, restricted work activity or job transfer, or loss of work days. It is used to track the number of injuries and illnesses that occur in your establishment and to identify the types of injuries and illnesses that are most common. The form is used to calculate the OSHA recordable injury and illness rate for your establishment.

OSHA's Form 301  
Injury and Illness Incident Report

This form is used to report each OSHA recordable injury or illness that occurs in your establishment. It is used to provide information about the incident to OSHA and to help you identify the causes of the incident and prevent similar incidents from occurring in the future.

OSHA's Form 300A  
Summary of Work-Related Injuries and Illnesses

This form is used to summarize the OSHA recordable injuries and illnesses that occurred in your establishment during the calendar year. It is used to provide information about the injuries and illnesses to OSHA and to help you identify the causes of the injuries and illnesses and prevent similar incidents from occurring in the future.

### What are the criteria for recording a work-related injury or illness?

- 1) Death
- 2) Loss of consciousness
- 3) Days away from work
- 4) Restricted work activity or job transfer
- 5) Medical treatment beyond first aid

**What forms need to be completed?** All forms must be completed and maintained at the worksite for 5 years. Click [here](#) for instructions on how to complete the forms.

- **OSHA Form 300** – Log of Work-Related Injuries and Illnesses
- **OSHA Form 301** – Injury and Illness Incident Report (or company accident report)
- **OSHA Form 300A** – Summary of Work-Related Injuries and Illnesses

**Note:** Form 300A must be posted in each establishment in a conspicuous place or places where notices to employees are customarily posted. The form must be posted from February 1 of the year following the year covered by the records and keep the posting in place until April 30.

**OSHA's Definition of First Aid for Recordkeeping Purposes**

- Using a nonprescription medication at nonprescription strength.
- Administering tetanus immunizations.
- Cleaning, flushing or soaking wounds on the surface of the skin.
- Using wound coverings such as bandages, Band-Aids, gauze pads, etc.; or using butterfly bandages or Steri-Strips.
- Using hot or cold therapy,
- Drinking fluids for relief of heat stress.
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- Using temporary immobilization devices while transporting an accident victim.
- Drilling of a fingernail or toenail to relieve pressure or draining fluid from a blister.
- Removing foreign bodies from the eye using only irrigation or a cotton swab,
- Using eye patches.
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
- Using finger guards.
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes).