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## **Important Changes to OSHA's Recordkeeping Rule Effective January 1, 2015**

The Occupational Safety and Health Administration (OSHA) has recently announced changes to both reporting and recordkeeping guidelines effective January 1, 2015.

### **As of January 1, 2015, all employers covered under the Occupational Safety and Health Act must report:**

- All work-related fatalities within 8 hours.
- All work-related inpatient hospitalizations, any amputation or loss of an eye within 24 hours.
- Employers can report to OSHA by:
  1. Calling OSHA's free and confidential number at 1-800-321-OSHA (6742)
  2. Calling their closest OSHA Area Office during normal business hours
  3. Using the new online form which will soon be available.

Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA. Further, for an inpatient 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. Previously, work-related fatalities and hospitalization of three or more employees required reporting.

OSHA has also updated the Recordkeeping Rule. Employers with ten or fewer employees at all times during the previous calendar year are still exempt from routinely keeping OSHA injury and illness records unless asked to do so by OSHA or Bureau of Labor Statistics (BLS). However, the rule updates the list of industries that are exempt from the requirement to keep OSHA injury and illness records due to relatively low occupational injury and illness rates.

### **What is recordable under OSHA's Recordkeeping Regulation?**

- Covered employers must record all work-related fatalities.
- Covered employers must record all work-related injuries and illnesses that result in days away from work, restricted work or transfer to another job, loss of consciousness or medical treatment beyond first aid (see OSHA's definition of first aid.) In addition, employers must record significant work-related injuries or illnesses diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation.  
Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease (i.e. contact dermatitis), respiratory disorder (i.e. occupational asthma, pneumoconiosis), or poisoning (i.e. lead poisoning, solvent intoxication).



Effective January, 1, 2015, the employers listed below have been added to the list of employers required to keep records. For a complete list of all employers required to keep records, go to OSHA's Recordkeeping page at: [www.osha.gov](http://www.osha.gov).

| NAICS CODE | Title of NAICS Code  |
|------------|--|
| 3118       | Bakeries and tortilla manufacturing                                  |
| 4411       | Automobile dealers   |
| 4413       | Automotive parts, accessories, and tire stores                       |
| 4441       | Building material and supplies dealers                               |
| 4452       | Specialty food stores  |
| 4453       | Beer, wine, and liquor stores  |
| 4539       | Other miscellaneous store retailers                                  |
| 4543       | Direct selling establishments  |
| 5311       | Lessors of real estate   |
| 5313       | Activities related to real estate                                    |
| 5322       | Consumer goods rental  |
| 5324       | Commercial and industrial machinery and equipment rental and leasing |
| 5419       | Other professional, scientific, and technical services               |
| 5612       | Facilities support services  |
| 5617       | Services to buildings and dwellings                                  |
| 5619       | Other support services   |
| 6219       | Other ambulatory health care services                                |
| 6241       | Individual and family services                                       |
| 6242       | Community food and housing, and emergency and other relief services  |
| 7111       | Performing arts companies  |
| 7113       | Promoters of performing arts, sports, and similar events             |
| 7121       | Museums, historical sites, and similar institutions                  |
| 7139       | Other amusement and recreation industries                            |
| 7223       | Special food services  |
| 8129       | Other personal services  |

For additional compliance assistance, contact RiskControl360° by email at [info@riskcontrol360.com](mailto:info@riskcontrol360.com) or by phone at 1-877-360-3608.