

Recordkeeping Resource Guide

It is an employer's responsibility to maintain timely and accurate OSHA logs to comply with statute 29 CFR 1904, unless they are part of the specified exempt workplaces. These logs can also help you identify, and address, any injury trends within your organization. 29 CFR 1904 is available for review at www.osha.gov.

Exemptions to the recordkeeping rule are:

The number of employees in your organization does not meet or exceed 10 employees at any time during the year, including temporary workers.

-OR-

You are in a North American Industry Classification System (NAICS) code specifically exempt from this requirement.

The following workplace incidents must be reported directly to OSHA, regardless of your recordkeeping status:

- Fatalities must be reported within 8 hours by calling 1.800.321.6742.
- All amputations, hospitalizations or loss of an eye must be reported to OSHA within 24 hours.

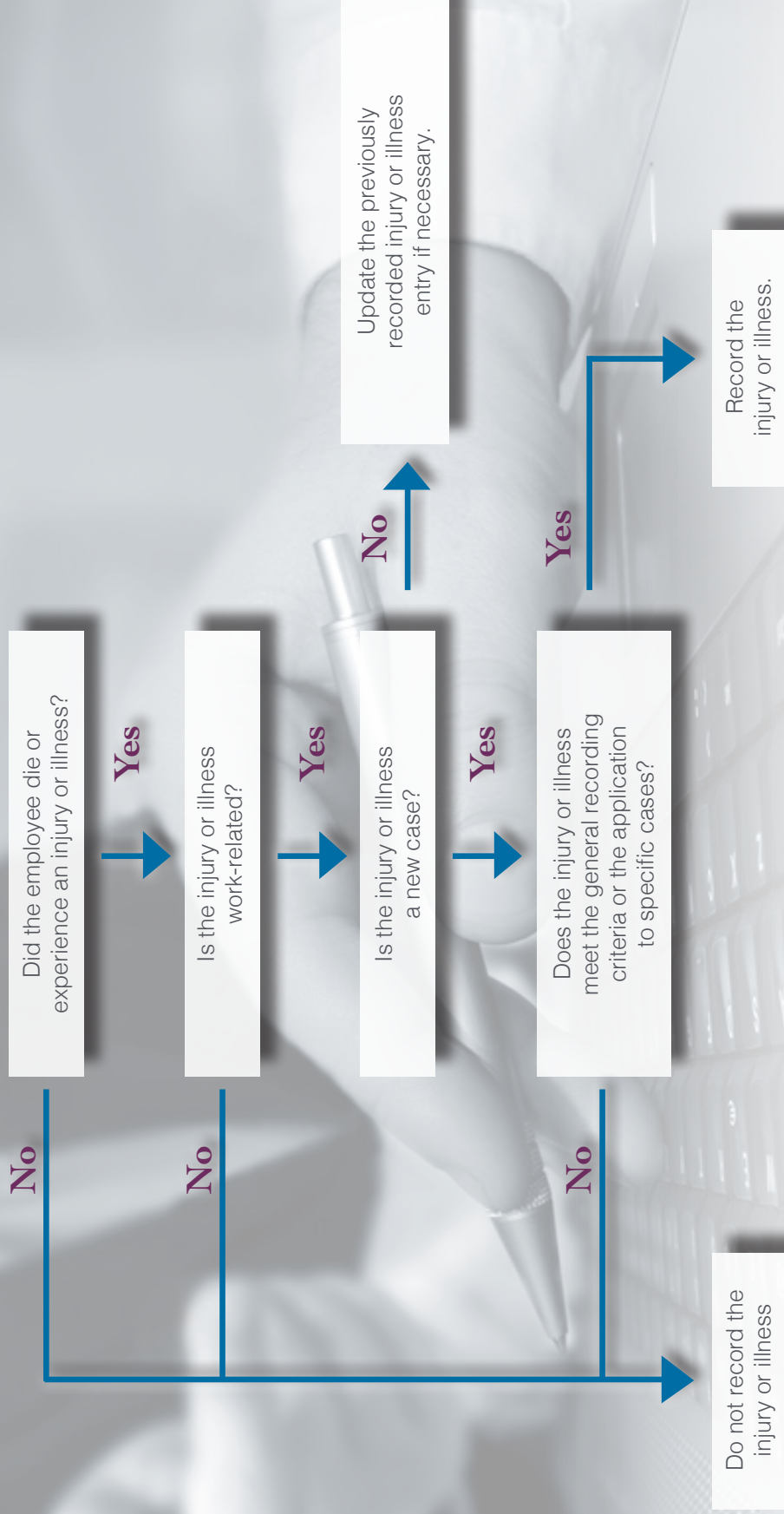
General Recordkeeping criteria is outlined on the back of this document. Other key guidelines include:

- Update OSHA logs within 7 days of the recordable incident, or within 7 days of any updates to that incident.
- Post the OSHA 300-A in a conspicuous place from February 1 through April 30.
- Some establishments must electronically submit their OSHA 301 through the Injury Tracking Application at osha.gov/injuryreporting
- Only record incidents which meet recordkeeping requirements. This excludes first aid (as defined by OSHA) which includes the following:
 1. Using a non-prescription medication at nonprescription strength
 2. Administering tetanus immunizations
 3. Cleaning, flushing or soaking wounds on the surface of the skin
 4. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™
 5. Using hot or cold therapy
 6. Using any non-rigid means of support such as: elastic bandages, wraps and non-rigid back belts
 7. Using temporary immobilization devices while transporting an accident victim
 8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister
 9. Using eye patches
 10. Removing foreign bodies from the eye using only irrigation or a cotton swab
 11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
 12. Using finger guards
 13. Using massages
 14. Drinking fluids for relief of heat stress

If you have specific questions on OSHA recordability, please contact your risk management professional or our corporate risk management team at riskmanagement@keyrisk.com

OSHA Recordkeeping Flow Chart To Record or Not to Record?

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