



# OSHA Incident Reporting

The Occupational Safety and Health Administration's (OSHA) recently updated the recordkeeping rule, which has expanded the list of severe injuries that all employers must report to OSHA. Employers located in states under Federal OSHA jurisdiction must comply with the new requirements effective Jan. 1, 2015. Employers located in states that operate their own safety and health programs should check with their state plan for the implementation date of the new requirements.

## What events am I required to report to OSHA?

All employers under OSHA jurisdiction, even employers who are exempt from routinely keeping OSHA injury and illness records due to company size or industry, must report all work-related:

- Fatalities
- Inpatient hospitalizations of one or more employees
- Amputations
- Loss of an eye

## How do I report an event to OSHA?

Call OSHA's 24-hour hotline at 800-321-OSHA (6742). Online reporting is currently being developed and will be available soon at [www.osha.gov](http://www.osha.gov).

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## What information do I need to provide when reporting to OSHA?

- Employer name
- Location of the work-related incident
- Time of the work-related incident
- Type of reportable event (e.g., fatality, inpatient hospitalization, amputation or loss of an eye)
- Number of employees who were effected by the event
- Names of the employees who were effected by the event
- Contact person and their phone number
- Brief description of the work-related incident



## How soon should I report a fatality or severe injury/illness?

- Employers must report work-related fatalities within eight hours of being notified of the incident.
- Employers must report fatalities that occurred within 30 days of a work-related incident.
- For any inpatient hospitalization, amputation or eye loss, employers must report the incident within 24 hours of learning about it.
- Employers must report an inpatient hospitalization, amputation or loss of an eye that occurs within 24 hours of a work-related incident.

## Employers are not required to report an event when it:

- Resulted from a motor vehicle accident on a public street or highway. However, 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, streetcar, 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 inpatient hospitalization, amputation or loss of an eye.
- Was for diagnostic testing or observation only. Employers do have to report an inpatient hospitalization due to a heart attack, if the heart attack resulted from a work-related incident.

Refer to the complete text of the OSHA Recordkeeping compliance requirements, 29 CFR 1904, if more information is needed.

