

GENERAL OSHA RECORDKEEPING REQUIREMENTS

The Occupational Safety and Health Act of 1970 requires most private sector employers to prepare and maintain records of work related injuries and illnesses. These records include the OSHA Form No. 200, Log and Summary of Occupational Injuries and Illnesses, and the OSHA Form No. 101, Supplementary Record of Occupational Injuries and Illnesses.

EMPLOYERS REQUIRED TO KEEP RECORDS

All employers with 11 or more employees in the following industries, as determined by their Standard Industrial Classification (SIC), must keep injury and illness records: Agriculture, Forestry, and Fishing (SIC's 01-02 and 07-09), Oil and Gas Extraction (SIC 13), Construction (SIC's 15-17), Manufacturing (SIC's 20-39), Transportation, Communications, and Public Utilities (SIC's 41-42 and 44-49), Wholesale Trade (SIC's 50-51), Building Materials, Hardware, Garden Supply and Mobile Home Dealers (SIC 52); General Merchandise Stores (SIC 53); Food Stores (SIC 54); Hotels, Rooming Houses, Camps, and Other Lodging Places (SIC 70); Repair Services (SIC's 75 and 76); Amusement and Recreation Services (SIC 79); and Health Services (SIC 80).

EMPLOYERS NORMALLY EXEMPT, BUT PERIODICALLY REQUIRED TO KEEP RECORDS

The following employers are normally exempt from these recordkeeping requirements unless notified in advance by the Bureau of Labor Statistics (BLS) that they have been selected to participate in the mandatory Annual Survey of Occupational Injuries and Illnesses:

- employers who had no more than ten employees (full- and part-time) at any time during the previous calendar year; or
- employers who conduct business primarily in one of the following SIC's, regardless of the number of employees:

MAJOR GROUP TITLE

Retail Trade

- 55 Automotive Dealers and Gasoline Service Stations
- 56 Apparel and Accessory Stores
- 57 Furniture, Home Furnishings and Equipment Stores
- 58 Eating and Drinking Places
- 59 Miscellaneous Retail

Finance, Insurance and
Real Estate

- 60 Banking
- 61 Credit Agencies other than Banks
- 62 Security and Commodity Brokers, and Services
- 63 Insurance
- 64 Insurance Agents, Brokers and Services
- 65 Real Estate
- 67 Holding and other Investment Offices

Services

- 72 Personal Services
- 73 Business Services
- 78 Motion Pictures
- 81 Legal Services
- 82 Educational Services
- 83 Social Services
- 84 Museums, Botanical and Zoological Gardens
- 86 Membership Organizations
- 87 Engineering, Accounting, Research, Management,
and Related Services
- 88 Private Households
- 89 Miscellaneous Services

These exemptions do not excuse any employer from coverage by OSHA or from compliance with all applicable safety and health standards (which may include other types of recordkeeping requirements).

The recordkeeping exemptions apply to all eligible workplaces under the jurisdiction of Federal OSHA. However, 25 states and territories operate their own OSHAs. Employers in the following areas should contact the state agency to determine if it has or intends to adopt the exemptions: Alaska, Arizona, California, Hawaii, Indiana, Iowa, Kentucky, Maryland, Michigan, Minnesota, Nevada, New Mexico, North Carolina, Oregon, Puerto Rico, South Carolina, Tennessee, Utah, Vermont, Virginia, Virgin Islands, Washington, and Wyoming. Connecticut and New York cover state and local government employees only.

RECORDS THAT MUST BE KEPT

OSHA requires the use of OSHA Form No. 200, the Log and Summary of Occupational Injuries and Illnesses, or an equivalent form. On the OSHA Log employers provide some brief descriptive information then use a simple check-off procedure to maintain a running total of occupational injuries and illnesses for the year. Authorized Federal and State government officials, employees, and their representatives are guaranteed access, upon request, to the injury and illness log for the establishment.

Employers are required to post an annual summary of occupational injuries and illnesses for the previous calendar year. The summary must be posted no later than February 1 and must remain in place until March 1.

OSHA Form No. 101 is used to supply supplementary information regarding each injury and illness entered on the log. This form names the person and describes the circumstances of his or her injury or illness. Substitute forms (such as workers' compensation reports) may be used if they contain all the specified information. Authorized government officials shall be provided access to these records also.

Injury and illness records shall be maintained at each workplace. In the absence of a regular workplace, records shall be maintained at some central location. The records shall be retained and updated for five years following the calendar year they cover.

Each workplace, regardless of the number of employees or type of business, must:

- * display either an OSHA or State poster containing information for employees, and
- * report to the nearest OSHA office within 48 hours all accidents which result in a work-related fatality or the hospitalization of five or more employees.

FOR MORE INFORMATION

For official instructions on recording occupational injuries and illnesses please refer to the **Recordkeeping Guidelines for Occupational Injuries and Illnesses, 1986**. You may obtain copies of the Guidelines and OSHA forms by calling the OSHA Area Office or the State OSHA Office in your jurisdiction.