

Better Outcomes In Workers Compensation

Accurate recordkeeping is an important part of your responsibility as an employer. It helps you know what is going on in your organization and helps you measure improvement. Good records are an integral part of your compliance efforts as well. OSHA's recordkeeping requirements apply to you unless:

- The number of employees in your organization does not meet or exceed 10 at any time during the year, including temporary workers OR
- You are in a North American Industry Classification System (NAICS) code that is exempt from this requirement.

If you are unsure whether you might be exempt or not, you can find the list at www.osha.gov. Details on recordkeeping requirements can be found in an OSHA General Industry manual or at the website mentioned above. Look for 29 CFR 1904.

Your OSHA 300 log should be kept up to date at all times. Here are some tips for success:

- Privacy cases and sharps/cut injuries should be recorded on separate logs
- Update the log weekly if anything has changed
- Record only those incidents that meet OSHA's recordkeeping requirements
- Never use white-out or delete entries; line through them if you determine they were not actually recordable
- Your OSHA 300-A summary must be posted for all employees to see from February 1 to April 30 of each year

Here are some additional pertinent references:

Citation	Reference Topic
1904.8	Needle-sticks & Sharps Injuries
1904.9	Cases Involving Medical Removal
1904.11	Work-related Tuberculosis

New injuries that are automatically recordable:

Deaths
Lost time or restricted duty
Prescription Medication

Deaths of any employee (29 CFR 1904.39)

- Must be reported within eight hours of the death of an employee from a work related incident. The toll free number is 800.321.6742. Use the same number to report hospitalization of any employee.
- Does not have to be reported if the death occurs on a public street or highway unless it occurs within a construction zone.
- Does not have to be reported if the death occurs on a commercial plane, train, subway or bus. Those incidents do have to be recorded.

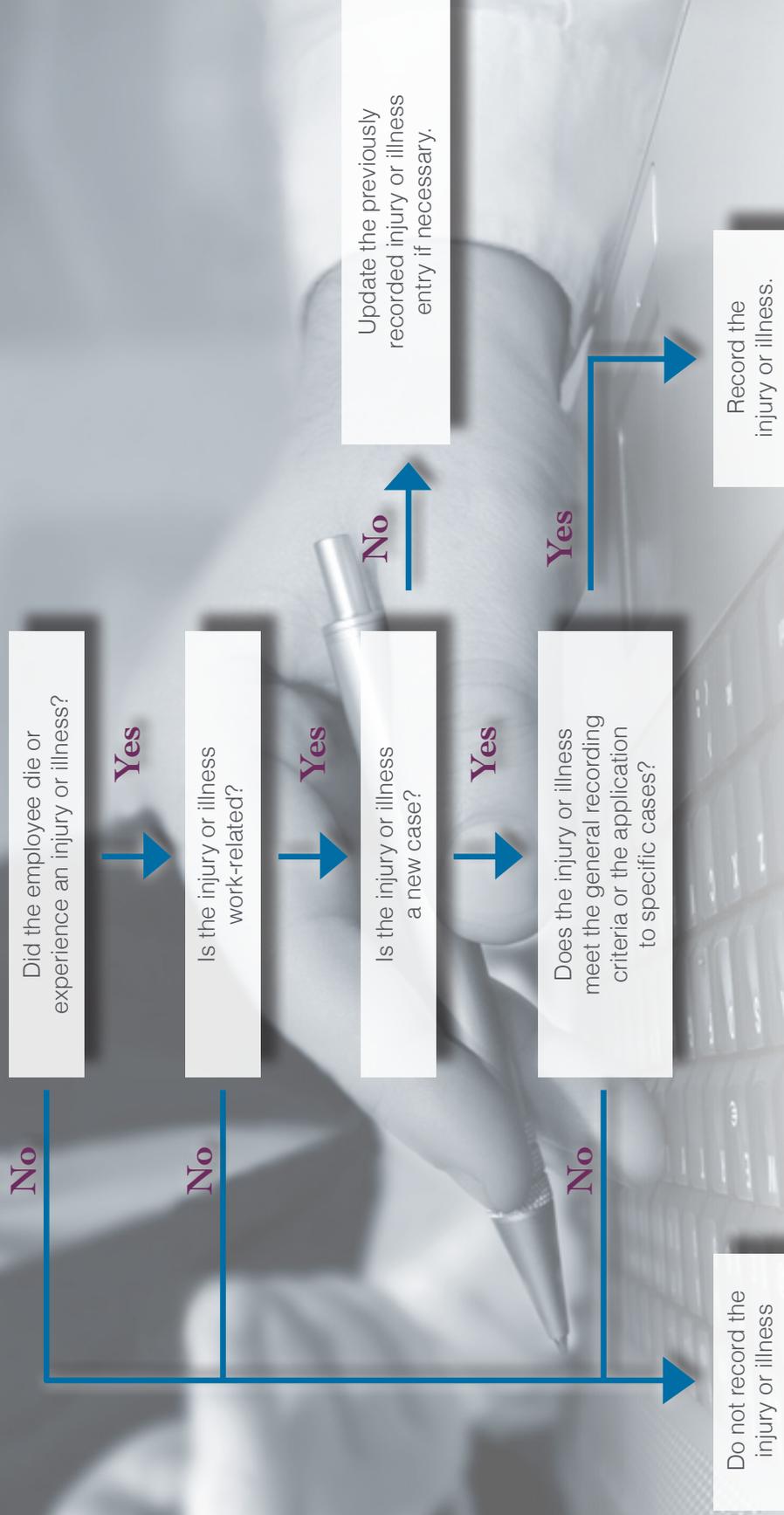
Federal OSHA requires the following occurrences be reported to them telephonically.

- Hospitalization of any employee (work-related)
- Any amputation
- Loss of an eye

If you have specific questions regarding this topic, contact your designated 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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