

## Updates to OSHA's Reporting and Recordkeeping Rule:

The Occupational Safety and Health Administration's updated recordkeeping rule includes two key changes. First, the rule updates the list of industries that are required to keep OSHA injury and illness records. This means that some industries were removed from the list and some industries have been added to the list (see page two for newly added industries). Note: The new rule retains the exemption for any establishment with ten or fewer employees, regardless of their industry classification, from the requirement to routinely keep records.

Second, the rule expands the list of severe work-related injuries and illnesses that all covered employers **must report** to OSHA. The revised rule retains the current requirement to report all fatalities within 8 hours and adds the requirement to report all inpatient hospitalizations, amputations and loss of an eye within 24 hours to OSHA.

**The new requirements will take effect on January 1, 2015. Establishments located in states under Federal OSHA jurisdiction must begin to comply with the new requirements on January 1, 2015. Establishments 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.**

The final rule will allow OSHA to focus its efforts more effectively to prevent fatalities and severe work-related injuries and illnesses. The final rule will also improve access by employers, employees, researchers and the public to information about workplace safety and health and increase their ability to identify and abate serious hazards.

---

*The Western OSHA Education Center at Arizona State University provides training, continuing education and Professional Certificate programs for working adults.*

---



### Changes to reporting requirements: What needs to be reported to OSHA?

OSHA's updated recordkeeping rule expands the list of severe injuries and illnesses that employers must report to OSHA.

As of January 1, 2015, all employers must report:

- All work-related fatalities within 8 hours.
- All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.
- You can report to OSHA by:
  - ⊗ Calling OSHA's free and confidential number at 1-800-321-OSHA (6742)
  - ⊗ Calling your closest OSHA Area Office during normal business hours
  - ⊗ Using the new online form that 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.

### Where can I find more information?

For more information about the new requirements and training that is available to assist you with compliance, visit our webpage on the updated recordkeeping rule at <http://osha.asu.edu/7845>.

**Industries That Include Establishments Newly Required to Keep Records**

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

This is an informational fact sheet highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. Arizona State University is an OSHA Training Institute Education Center, operating under a co-operative agreement between ASU and the US Department of Labor. The Center operates training and education programs to assist OSHA in educating employers and employees about their rights, responsibilities and obligations related to employee safety and health.