

OSHA Compliance & Record Keeping

Dr. Brandon Rhine
Doctor of Public Health and Epidemiology

WHAT IS
OSHA

COMPLIANCE

RECORD
KEEPING

ADDITIONAL
RESOURCES

QUESTIONS

OSHA Act of 1970

Public Law 91-596
84 STAT. 1590
91st Congress, S.2193
December 29, 1970

To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health; and for other purposes.

DOL / OSHA

LARA / MIOSHA



Occupational Safety and Health Administration

English | Spanish

OSHA ▾ WORKER ▾ EMPLOYER ▾ STANDARDS ▾ ENFORCEMENT ▾ CONSTRUCTION TOPIC ▾ NEWS/RESOURCES ▾ DATA ▾ TRAINING ▾

About OSHA

- Loren Sweatt, Deputy Assistant Secretary of Labor for Occupational Safety and Health - [Biography](#)
- Krisann Pearce, Chief of Staff - [Biography](#)

OSHA's Mission

With the [Occupational Safety and Health Act of 1970](#), Congress created the [Occupational Safety and Health Administration \(OSHA\)](#) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

Organization

OSHA is part of the [United States Department of Labor](#). The administrator for OSHA is the Assistant Secretary of Labor for Occupational Safety and Health. OSHA's administrator answers to the [Secretary of Labor](#), who is a member of the cabinet of the President of the United States.

- [OSHA Organizational Chart](#)
- [OSHA Directory](#)
 - [National Office](#), Frances Perkins Bldg., Washington, D.C.
 - [Regional and Area Offices](#)
 - [State Plan Offices](#)
 - [Consultation Program Offices](#)
- [Find Locations of OSHA Offices](#)

OSHA Coverage

The [OSH Act](#) covers most private sector employers and their workers, in addition to some public sector employers and workers in the 50 states and certain territories and jurisdictions under federal authority. Those jurisdictions include the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam, Northern Mariana Islands, Wake Island, Johnston Island, and the Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act.

Frequently Asked Questions (FAQs)

Additional Resources

- [State Plans](#)
- [The OSH Act](#)
- [OSHA History \(Archive\)](#)
- [OSHA's Former Assistant Secretaries](#)
- [OSHA at-a-Glance \[PDF\]](#) [En Español \[PDF\]](#) [Vietnamese \[PDF\]](#) [Portuguese \[PDF\]](#)
- [About OSHA Inspections \[PDF\]](#)
- [All About OSHA \[PDF\]](#) [En español \[PDF\]](#) [Vietnamese \[PDF\]](#)
- [Notice of Class Action](#)

QuickTakes

OSHA
Occupational
Safety and Health
Administration

Keep up with the latest news
through our free online newsletter.

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LICENSING AND REGULATORY AFFAIRS

BUREAU LIST

SEARCH LICENSE TYPES

VERIFY A LICENSE

FILE A COMPLAINT

LARA NEWS RELEASES

FOIA REQUEST

LARA / BUREAU LIST / MI OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION

A to Z Topic Index

Compliance

Consultation Education and
Training

Cooperative Programs

Frequently Asked Questions

Inside MIOSHA

Laboratory & Equipment Services

Policies & Procedures

Publications, Posters, Forms &
Media

Radiation Safety

Recordkeeping & Statistics

Standards & Legislation

Strategic Plan & Initiatives

MI Occupational Safety & Health
Administration

WELCOME TO MIOSHA

Michigan Occupational Safety and Health Administration



The Michigan Occupational Safety and Health Administration strives to work collaboratively with employers and employees to better prevent workplace injuries, illnesses, and fatalities. MIOSHA health and safety activities include: setting and enforcing occupational safety and health standards; providing extensive safety and health training and education; and working with partners to develop innovative programs to prevent workplace hazards. All agency activities focus on meeting the MIOSHA mission to help protect the safety and health of Michigan workers.

Customer Feedback: "I am very happy with MIOSHA. My go-to resource and educator."
~ Christy Mayhew, Butcher & Butcher Construction

NEWS & UPDATES

MIOSHA Celebrates Graduates of Training Institute
at Statewide Safety Conference in Grand Rapids

2019 Michigan Safety Conference Presentation
Handouts

MIOSHA Hosts Excavation and Trench Stand Down
Events Across the State

MIOSHA Launches Campaign to Prevent Roadway
Accidents

Employee Training Can Help Eliminate Excavation
and Trench Accidents

New Data Systems for the Radiation Safety Section

ShapeCorp Best Practices

Stop Falls. Save Lives.

Electronic Submission of Injury and Illness Data

April 2, 2019 MIOSHA eNews

Spring 2019 MIOSHA News

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Spotlight

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WHAT IS
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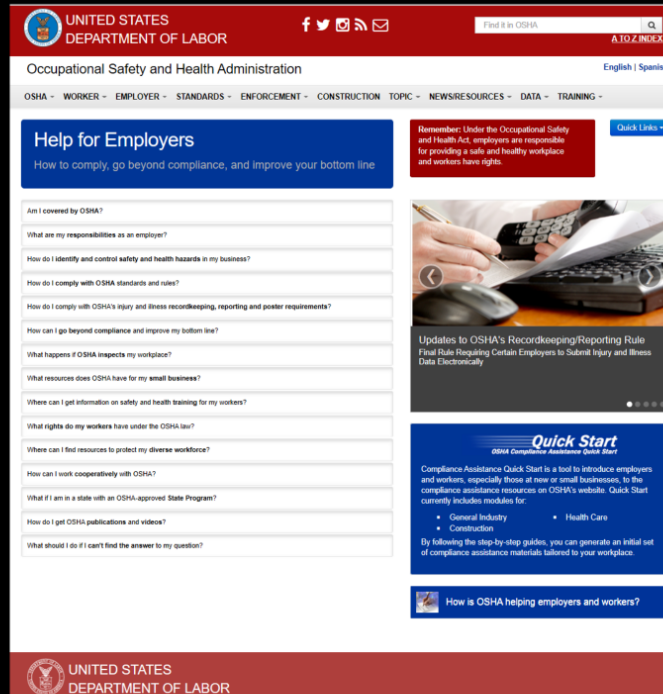
COMPLIANCE

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OSHA COMPLIANCE



The screenshot shows the official OSHA website. At the top is the header with the OSHA logo, 'UNITED STATES DEPARTMENT OF LABOR', and social media icons. Below the header is a navigation bar with links for 'OSHA - WORKER - EMPLOYER - STANDARDS - ENFORCEMENT - CONSTRUCTION TOPIC - NEWS/RESOURCES - DATA - TRAINING'. The main content area is titled 'Help for Employers' and includes a list of frequently asked questions such as 'Am I covered by OSHA?', 'What are my responsibilities as an employer?', and 'How do I identify and control safety and health hazards in my business?'. To the right of the FAQ list are two featured articles: 'Remember: Under the Occupational Safety and Health Act, employers are responsible for providing a safe and healthy workplace and workers have rights' and 'Updates to OSHA's Recordkeeping/Reporting Rule'. Below these is a 'Quick Start' section titled 'OSHA Compliance Assistance Quick Start' which provides a tool to introduce employers and workers to OSHA compliance resources. The footer of the website displays the OSHA logo and 'UNITED STATES DEPARTMENT OF LABOR'.

OSHA Industries
&
Sub Parts

General Duty
Clause

MOST COMMONLY USED SUB-PARTS

General
Industry
29 CFR **1910**

Refers to all industries not included
in Construction, Agriculture, or
Maritime.


Construction
Industry
29 CFR **1926**

Refers to all conditions that exist
on construction sites and all
construction industry employees.

Record Keeping
29 CFR **1904**

Refers to the employer requirements
for documenting, maintaining and the
submission of records.

ADDITIONAL
SUB PARTS

 UNITED STATES
DEPARTMENT OF LABOR

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[Home](#) / [Law and Regulations](#)

Law and Regulations



Walking-Working Surfaces

Read the recently updated [Frequently Asked Questions on the 2016 final rule.](#)

Photo: Architect of the Capitol

OSHA's mission is to ensure that employees work in a safe and healthful environment by setting and enforcing standards, and by providing training, outreach, education and assistance. Employers must comply with all applicable OSHA standards. They must also comply with the [General Duty Clause](#) of the [OSH Act](#), which requires employers to keep their workplace free of serious recognized hazards.

Standards

- Search Standards
- General Industry
- Construction
- Maritime
- Agriculture
- Recordkeeping
- Whistleblower
- Preambles to Final Rules ¹
- Other

Resources

- Safety & Health Topics A-Z
- Training Requirements in OSHA Standards
- Frequently Cited Standards
- Compliance Directives ¹
- Standard Interpretations ¹
- Lookback Reviews ¹

Rulemaking

- Regulatory Agenda
 - Current Actions ¹
 - Long Term Actions ¹
- Latest Federal Register Notices
- Open for Public Comment
- Small Business Input (SBREFA) ¹
- OSHA Rulemaking Process



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[OSHA Laws & Regulations](#) / [OSH Act of 1970](#)

OSH Act of 1970

[Table of Contents](#)

[General Duty Clause](#)

[Complete OSH Act Version \("All-in-One"\)](#)

SEC. 5. Duties

(a) Each employer --

- (1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;

29 USC 654

- (2) shall comply with occupational safety and health standards promulgated under this Act.

(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.



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RECORD KEEPING



The screenshot displays the OSHA website's 'Recordkeeping and Reporting Requirements' page. The header includes the 'UNITED STATES DEPARTMENT OF LABOR' logo, social media icons, and a search bar. The main navigation bar lists categories like OSHA, WORKER, EMPLOYER, STANDARDS, ENFORCEMENT, CONSTRUCTION, TOPIC, NEWS/RESOURCES, DATA, and TRAINING. The page title is 'Occupational Safety and Health Administration'. The content area is titled 'Recordkeeping and Reporting Requirements' and includes a sub-header 'OSHA Injury and Illness Recordkeeping and Reporting Requirements'. A blue box contains a 'Final Rule' announcement regarding electronic submission of OSHA Form 300. The page is divided into sections: 'Recordkeeping Requirements' (explaining the need for records and providing links to FAQs), 'Maintaining and Posting Records' (detailing retention and posting rules), 'Updated Electronic Submission of Records' (describing the ITA system), and 'Severe Injury Reporting' (outlining reporting deadlines for fatalities and hospitalizations).

UNITED STATES DEPARTMENT OF LABOR

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Recordkeeping and Reporting Requirements

What's New - Forms - Requirements - Related Documents and Information - Training

OSHA Injury and Illness Recordkeeping and Reporting Requirements

OSHA published a **Final Rule** to amend its recordkeeping regulation to remove the requirement to electronically submit to OSHA information from the OSHA Form 300 (Log of Work-Related Injuries and Illnesses) and OSHA Form 301 (Injury and Illness Incident Report) for establishments with 250 or more employees that are required to routinely keep injury and illness records. Covered establishments are only required to electronically submit information from the OSHA Form 300A (Summary of Work-Related Injuries and Illnesses). The requirement to keep and maintain OSHA Forms 300, 300A, and 301 for five years is not changed by this Final Rule.

Recordkeeping Requirements

Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. (Certain low-risk industries are exempted.) Minor injuries requiring first aid only do not need to be recorded.

- How does OSHA define a recordable injury or illness?
- How does OSHA define first aid?

This information helps employers, workers and OSHA evaluate the safety of a workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards –preventing future workplace injuries and illnesses.

Maintaining and Posting Records

The records must be maintained at the worksite for at least five years. Each February through April, employers must post a summary of the injuries and illnesses recorded the previous year. Also, if requested, copies of the records must be provided to current and former employees, or their representatives.

- Get recordkeeping forms 300, 300A, 301, and additional instructions.
- Read the full OSHA Recordkeeping regulation (29 CFR 1904).

Updated Electronic Submission of Records

The Injury Tracking Application (ITA) is accessible from the ITA launch page, where you can provide the Agency your OSHA Form 300A information. The date by which **certain** employers are required to submit to OSHA the information from their completed Form 300A is March 2nd of the year after the calendar year covered by the form.

Severe Injury Reporting

Employers must report any worker fatality within 8 hours and any amputation, loss of an eye, or hospitalization of a worker within 24 hours.

- Learn details and how to report online or by phone.

Occupational
Injury and Illness

"LOSS"
Notifications

Reports, Forms,
Documentation
& Submission

Classification

*OSHA 1904.07
General Recording Criteria*

Non - Recordable

Recordable

Lost Time

1904.7(b)(4)(i)

How do I decide if the injury or illness resulted in restricted work? Restricted work occurs when, as the result of a work-related injury or illness:

1904.7(b)(4)(i)(A)

You keep the employee from performing one or more of the routine functions of his or her job, or from working the full workday that he or she would otherwise have been scheduled to work; or

1904.7(b)(4)(i)(B)

A physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of his or her job, or not work the full workday that he or she would otherwise have been scheduled to work.

1904.7(b)(4)(ii)

What is meant by "routine functions"? For recordkeeping purposes, an employee's routine functions are those work activities the employee regularly performs at least once per week.

1904.7(b)(4)(iii)

Do I have to record restricted work or job transfer if it applies only to the day on which the injury occurred or the illness began? No, you do not have to record restricted work or job transfers if you, or the physician or other licensed health care professional, impose the restriction or transfer only for the day on which the injury occurred or the illness began.

1904.7(b)(4)(iv)

If you or a physician or other licensed health care professional recommends a work restriction, is the injury or illness automatically recordable as a "restricted work" case? No, a recommended work restriction is recordable only if it affects one or more of the employee's routine job functions. To determine whether this is the case, you must evaluate the restriction in light of the routine functions of the injured or ill employee's job. If the restriction from you or the physician or other licensed health care professional keeps the employee from performing one or more of his or her routine job functions, or from working the full workday the injured or ill employee would otherwise have worked, the employee's work has been restricted and you must record the case.

1904.7(b)(4)(v)

How do I record a case where the worker works only for a partial work shift because of a work-related injury or illness? A partial day of work is recorded as a day of job transfer or restriction for recordkeeping purposes, except for the day on which the injury occurred or the illness began.

1904.7(a)

Basic requirement. You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. You must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

1904.7(b)

Implementation.

1904.7(b)(1)

How do I decide if a case meets one or more of the general recording criteria? A work-related injury or illness must be recorded if it results in one or more of the following:

1904.7(b)(1)(i)

Death. See § 1904.7(b)(2).

1904.7(b)(1)(ii)

Days away from work. See § 1904.7(b)(3).

1904.7(b)(1)(iii)

Restricted work or transfer to another job. See § 1904.7(b)(4).

1904.7(b)(1)(iv)

Medical treatment beyond first aid. See § 1904.7(b)(5).

1904.7(b)(1)(v)

Loss of consciousness. See § 1904.7(b)(6).

1904.7(b)(1)(vi)

A significant injury or illness diagnosed by a physician or other licensed health care professional. See § 1904.7(b)(7).

1904.7(b)(5)(ii)

What is "first aid"? For the purposes of Part 1904, \"first aid\" means the following:

1904.7(b)(5)(ii)(A)

Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);

1904.7(b)(5)(ii)(B)

Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);

1904.7(b)(5)(ii)(C)

Cleaning, flushing or soaking wounds on the surface of the skin;

1904.7(b)(5)(ii)(D)

Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);

1904.7(b)(5)(ii)(E)

Using hot or cold therapy;

1904.7(b)(5)(ii)(F)

Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);

1904.7(b)(5)(ii)(G)

Using temporary immobilization devices while transporting an accident victim (*e.g.*, splints, slings, neck collars, back boards, etc.).

1904.7(b)(5)(ii)(H)

Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;

1904.7(b)(5)(ii)(I)

Using eye patches;

1904.7(b)(5)(ii)(J)

Removing foreign bodies from the eye using only irrigation or a cotton swab;

1904.7(b)(5)(ii)(K)

Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;

1904.7(b)(5)(ii)(L)

Using finger guards;

1904.7(b)(5)(ii)(M)

Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or

1904.7(b)(5)(ii)(N)

Drinking fluids for relief of heat stress.



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Report a Fatality or Severe Injury

- All employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye.
- A fatality must be reported within 8 hours.
- An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.



To Make a Report

- Call the nearest [OSHA office](#).
- Call the OSHA 24-hour hotline at [1-800-321-6742](#) (OSHA).
- [Report online](#)

Be prepared to supply: Business name; names of employees affected; location and time of the incident, brief description of the incident; contact person and phone number.



300 Forms

**Electronic
Submission**



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Final Rule / Injury Tracking Application

Injury Tracking Application



Launch the
Injury Tracking Application

Who

What

When

How

Job Aids (How-To documentation)

ANNOUNCEMENTS

March 2, 2020, is the deadline for electronically reporting your OSHA Form 300A data for calendar year 2019. Collection will begin January 2, 2020.

OSHA published a **Final Rule** to amend its recordkeeping regulation to remove the requirement to electronically submit to OSHA information from the OSHA Form 300 (Log of Work-Related Injuries and Illnesses) and OSHA Form 301 (Injury and Illness Incident Report) for establishments with 250 or more employees that are required to routinely keep injury and illness records. Covered establishments are only required to electronically submit information from the OSHA Form 300A (Summary of Work-Related Injuries and Illnesses). The requirement to keep and maintain OSHA Forms 300, 300A, and 301 for five years is not changed by this Final Rule.

Remember, not all establishments are covered by this requirement. To review which establishments need to provide their data, [click here](#).

Frequently Asked Questions

ITA

Reporting Requirements

OSHA Recordkeeping Requirements

FAQs about the ITA

Account Access

I want multiple staff members to access our account. Can I create multiple logins?

The person who submitted the data for us has left the company. How do I change his or her account information to my own?

I am submitting the required data for multiple clients. Can I create more than one account in the ITA?

I want to transfer establishment information from a co-worker's account to my own. How can I do this?

What are the requirements for creating a password?

NAICS Codes



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Home / QuickTakes

OSHA's online newsletter provides the latest news about enforcement actions, rulemaking, outreach activities, compliance assistance, and training and educational resources.



Join more than 240,000 subscribers who rely on QuickTakes for information about workplace safety and health. QT is free and distributed twice monthly. Starting in 2018, QuickTakes subscribers began receiving occasional "Did You Know?" messages informing them of OSHA safety resources.



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MIOSHA has four GovDelivery topics to choose from:

- **MIOSHA Announcements** will include Consultation Education and Training (CET) Division training information, the quarterly MIOSHA Newsletter and monthly MIOSHA eNews, and preliminary details about the most recent fatalities reported to MIOSHA.
- **MIOSHA Training Institute** will inform current MTI students of upcoming course offerings and scholarship opportunities.
- **New or Revised MIOSHA Standards** will inform subscribers when there is a new or revised MIOSHA Standard, notice of public hearings, and information regarding work groups and advisory committees.
- **LARA-Radiation-Safety** will include information about updates to the Radiation Safety website, policy statements regarding compliance with the Ionizing Radiation Rules, or information regarding regulatory changes.

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Finding and Fixing Hazards at Work

Every workplace should have a safety and health program.

NEW ITEMS



Fall Prevention: 2019 National Safety Stand-Down to Prevent Falls in Construction Poster

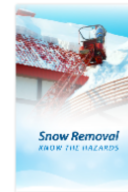
[Spanish](#)



Grain Safety: Grain Safety Stand-Up Poster



Tractor Safety: Rollover Protection and Operating Tractors Safety Pamphlet



Snow Removal: Know the Hazards Pamphlet



Temporary Worker Initiative (TWI) Bulletin No. 10 - The Control of Hazardous Energy (Lockout/Tagout)



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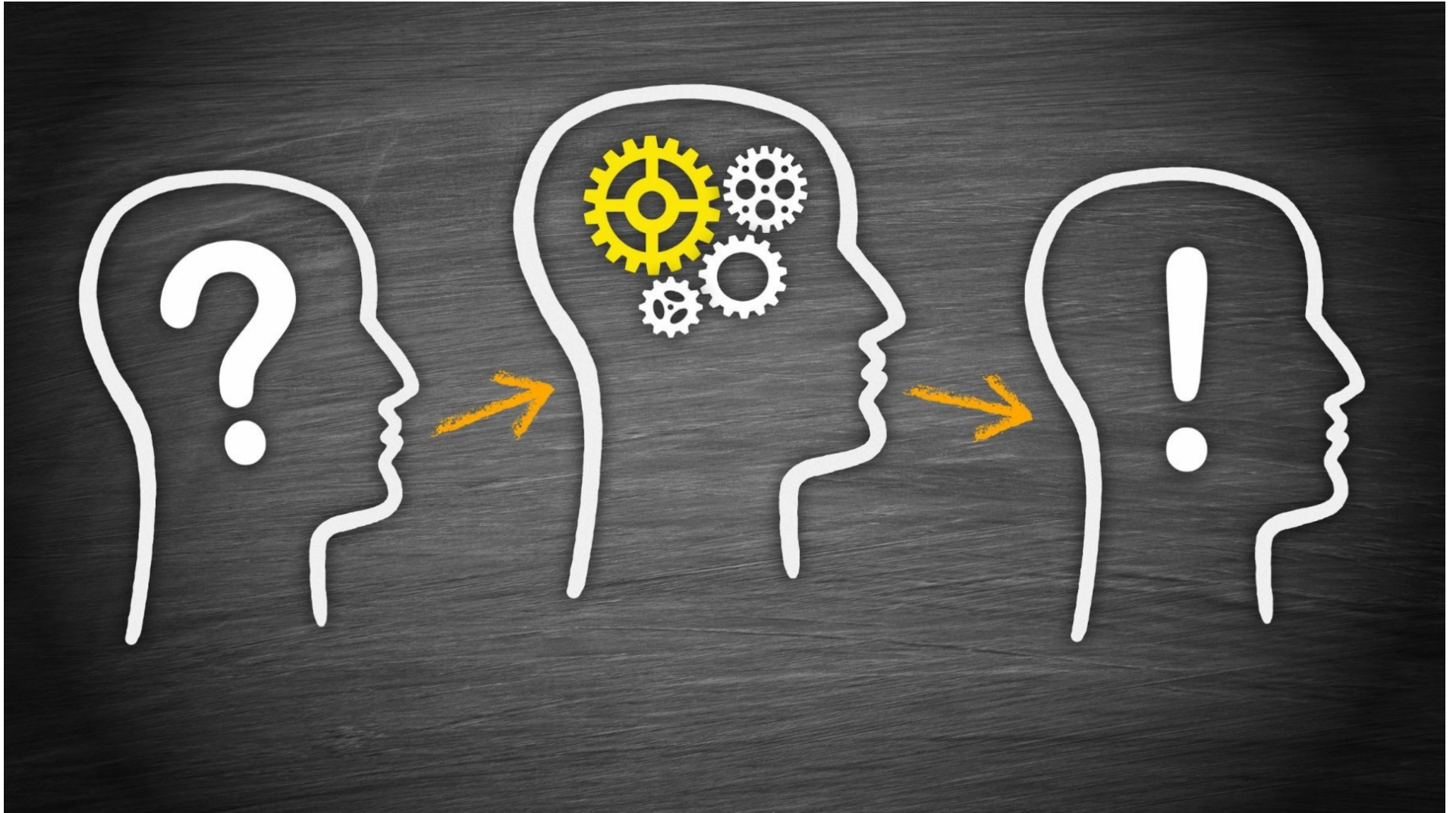
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