

# Recordkeeping Infographic



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## INJURY REPORTING

BEFORE January 1, 2015	AFTER January 1, 2015
Report all work-related FATALITIES and inpatient HOSPITALIZATIONS of 3 or more employees to OSHA within 8 hours.	Report work-related FATALITIES to OSHA within 8 hours. Report all AMPUTATIONS, inpatient HOSPITALIZATIONS of 1 or more employees, and EYE LOSS incidents within 24 hours.

**REPORTING OPTIONS**

CALL or VISIT your OSHA area office. OR CALL OSHA's toll-free number at 1-800-321-OSHA (6742). OR COMING SOON: Report online at [https://www.osha.gov/report\\_online/index.html](https://www.osha.gov/report_online/index.html).

CLICK TO FIND AN AREA OFFICE NEAR YOU

## RECORDKEEPING EXEMPTIONS

BEFORE January 1, 2015	AFTER January 1, 2015
Employers in certain low-hazard industries designated by SIC Codes are not required to keep injury and illness records unless specifically asked to by OSHA, the Bureau of Labor Statistics, or another authorized entity.	Updated list of partially exempt industries, designated by NAICS Code. Check out the updated list: <a href="http://ow.ly/C82ps">http://ow.ly/C82ps</a>

### BOTH

Any employer (regardless of industry) that employed 10 or fewer employees at all times during the previous calendar year is exempt from the requirement to routinely maintain injury and illness records (OSHA 300 Logs).

**ALL EMPLOYERS** must report fatalities and the other serious injuries listed above to OSHA, regardless of company size or industry exemption.

