

# HSE Bulletin

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Department of Health, Safety & Environment 2014 Compliance Reminder November 2014

## **Updates to OSHA's Recordkeeping Rule: Reporting Fatalities and Severe Injuries<sup>1</sup>**

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

Establishments 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 requirement.

### **What am I required to report under the new rule?**

Starting in 2015, employers will have to report the following to OSHA:

1. All work-related fatalities
2. All work-related inpatient hospitalizations of one or more employees
3. All work-related amputations
4. All work-related loss of eye

### **Who is covered under the new rule?**

All employers under OSHA jurisdiction must report all work-related fatalities, hospitalizations, amputations and losses of an eye to OSHA, even if employers are exempt from routinely keeping OSHA injury and illness records due to company size or industry.

### **How soon must I report a fatality or severe injury or illness?**

Employers must report work-related fatalities within 8 hours of finding out about them. Employers only have to report fatalities that occurred within 30 days of a work-related incident. Work-related incidents that cause an inpatient hospitalization, amputation, or eye loss, the employer must report the incident to OSHA within 24 hours of learning about it.

### **How do I report an event to OSHA?**

Employers have three options for reporting the event:

1. By telephone to the nearest OSHA Area Office during normal business hours.
2. By telephone to the 24-hour OSHA hotline 1-800-321-OSHA (6742).
3. OSHA is developing a new means of reporting events electronically, which will be available soon at [www.osha.gov](http://www.osha.gov).

### **What information do I need to report?**

Employers reporting a fatality, inpatient hospitalization, amputation or loss of an eye to OSHA must have the following information: establishment name, location of the work-related incident, time of the work-related incident, type of reportable event, number of employees that suffered the event, name of the employees that suffered the event, contact person and their phone number, and brief description of the work-related incident.

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Employers do not need to report an event if it:

- Resulted from a motor vehicle accident that occurred on a public street or highway. Employers must report if it happened in a construction work zone.
- Occurred on a commercial or public transportation system (airplane, subway, bus).
- Occurred more than 30 days after the work-related incident or more than 24 hours after the work-related incident in the case of an inpatient hospitalization, amputation or loss of an eye.

Employers do not have to report an inpatient hospitalization if it was for diagnostic testing or observation only. An inpatient hospitalization is defined as a formal admission to the inpatient services of a hospital or clinic for care and treatment.

Employers do need to report an inpatient hospitalization due to a heart attack, if the heart attack resulted from a work-related incident.

### **Where can I find more information?**

For more information about the updated reporting requirements, visit OSHA's webpage on the revised recordkeeping rule at [www.osha-go/recordkeeping2014](http://www.osha-go/recordkeeping2014).

### **OSHA's Top 10 Violations for 2014 announced at National Safety Council Congress & Expo<sup>2</sup>**

At the 2014 National Safety Council (NSC) Congress & Expo, the Occupational Safety and Health Administration (OSHA) announced a preliminary list of the top 10 most frequently cited violations that occurred in fiscal year 2014. The fact that the list is not much different than the lists from the last few years makes it particularly important for an employer to take the time to evaluate its workplace safety program and ensure that it is up-to-date and capable of protecting workers from safety and health hazards.

The following are the top 10 most frequently cited violations in FY 2014, along with the number of citations given:

- Fall protection: 6,143
- Hazard Communication: 5,161
- Scaffolding: 4,029
- Respiratory Protection: 3,223
- Lockout/Tagout: 2,704
- Powered Industrial Trucks: 2,662
- Electrical - Wiring Methods: 2,490
- Ladders: 2,448
- Machine Guarding: 2,200
- Electrical - General Requirements: 2,056

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While some of these may not affect every workplace, the varying nature of the violations means that every workplace could have a violation. To help protect against that, all workplaces should take the time to review the violations in comparison with their own safeguards. For example, an employer may now want to update hazard communication plans and Lockout/Tagout procedures or fix any ongoing electrical problems.

### **Some Annual Training Requirements for Safety Meetings**

- Conduct HAZWOPER Emergency Response Training
  - Review Lockout/Tagout procedures
  - Review Waste Minimization Plan
  - Conduct Employee Right to Exposure & Medical Records Review
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<sup>1</sup>The information above is provided by the Occupational Health & Safety Administration (OSHA)

<sup>2</sup>The information above is provided by the National Safety Council (NSC)