

OSHA Recordkeeping Fact Sheet

Highlights of OSHA's Recordkeeping Rule

HS01-029E (11-24)

Updates to OSHA's Recordkeeping Rule

The Occupational Safety and Health Administration (OSHA) has made significant updates to its recordkeeping rule, with the latest changes taking effect on January 1, 2024. Here are the key points:

Recordkeeping Requirements

OSHA regulations require certain employers to routinely keep records of serious employee injuries and illnesses. However, the following employers are partially exempt from routinely keeping records:

- Employers with ten or fewer employees at all times during the previous calendar year.
- Establishments in certain low-hazard industries. The list of exempt industries can be found on the [OSHA website](#).

New Electronic Submission Requirements

Starting in 2024, OSHA has expanded its electronic submission requirements:

- Establishments with 100 or more employees in [designated high-hazard industries](#) must electronically submit detailed information from their OSHA Form 300 Log and Form 301 Incident Report annually.
- Establishments with 20 to 249 employees in [certain industries](#) must continue to electronically submit



information from their OSHA Form 300A annual summary once a year.

- All establishments with 250 or more employees that are required to keep OSHA injury and illness records must electronically submit information from their Form 300A annually.

Reporting Severe Injuries

All employers, even those exempt from routine recordkeeping, must report to OSHA:

- All work-related fatalities within eight hours.
- All work-related inpatient hospitalizations, amputations, and losses of an eye within 24 hours.

How to Report

You can report to OSHA by:

- Calling OSHA's free and confidential number at **800-321-OSHA (6742)**.
- Calling your closest [OSHA Area Office](#) during normal business hours.
- Using [OSHA's online form](#) on their website.

Important Deadlines

- Employers must post their OSHA 300A summary from February 1 to April 30 each year.
- The deadline for electronic submission of required forms is March 2 of the year following the calendar year covered by the forms.

Public Access to Data

OSHA plans to make some of the submitted data available on a public website after removing information that could identify individual employees.

Remember, staying up-to-date with OSHA requirements is crucial for maintaining workplace safety and avoiding potential penalties. If you are unsure about your obligations, it is best to check [OSHA's website](#) or consult with a DWC workplace safety professional at **800-252-7031, option 2**, or



www.txsafetyatwork.com

1-800-252-7031, Option 2

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