



OSHA Recordkeeping & Reporting Safety Training Program



Requirements for Occupational Injuries and Illnesses

Goal

This training program summarizes the Occupational Safety and Health Administration's (OSHA) recordkeeping requirements updated in January 2024. It will help employers understand and fulfill their recordkeeping and reporting obligations.

Objective

After completing this training, you will be able to:

- Identify and use the required OSHA forms for recording injuries and illnesses.
- Determine if an injury or illness is recordable.
- Understand when and how to report injuries and illnesses to OSHA

Introduction

Proper recordkeeping is crucial for workplace safety. As an employer, you must keep records of work-related injuries and illnesses. These records help:

- OSHA to direct their prevention efforts.
- You and your employees to identify workplace hazards.
- Improve overall workplace safety.

It is important to note that lack of required recordkeeping has been a frequently cited violation by OSHA for many years, often ranking among the top ten violations cited nationwide.

Recordkeeping Requirements Who Must Keep Records?

Employers are classified for work-related

injury and illnesses recordkeeping requirements in [29 CFR Part 1904, Subpart B2](#). Generally:

- Employers with 11 or more employees at any time during the year must keep OSHA injury and illness records.
- Employers with 10 or fewer employees and those in certain low-hazard industries are partially exempt from routine recordkeeping.

Electronic Submission Requirements (New for 2024)

- Establishments with 100 or more employees in high-hazard industries must electronically submit Forms 300, 301, and 300A annually.
- Establishments with 20-249 employees in certain industries must submit Form 300A electronically each year.
- All establishments with 250 or more employees that are required to keep OSHA records must submit Form 300A annually.

OSHA Recordkeeping Forms

OSHA Form 300: Log of Work-Related Injuries and Illnesses

- Record each case within 7 calendar days of notification.
- Include case details such as employee name, job title, injury/illness description, and classification.
- Maintain for 5 years following the calendar year covered.

OSHA Form 300A: Summary of Work-Related Injuries and Illnesses

- Summarizes the data from Form 300.
- Must be posted in the workplace from February 1 to April 30 each year.
- Must be electronically submitted by March 2 of the following year (for applicable employers).

OSHA Form 301: Injury and Illness Incident Report

- Complete for each recordable injury or illness.
- Include detailed information about the incident and affected employee.
- Must be filled out within seven calendar days of notification.

Determining Recordable Cases

An injury or illness is generally recordable if it results in any of the following:

- Death.
- Days away from work.
- Restricted work or job transfer.
- Medical treatment beyond first aid.
- Loss of consciousness.
- Significant injury or illness diagnosed by a healthcare professional.

Reporting Severe Injuries

All covered employers must report to OSHA:

- All work-related fatalities within 8 hours.
- All work-related inpatient hospitalizations, amputations, or losses of an eye within 24 hours.

Review

1. Which of the following is NOT a reason for keeping OSHA injury and illness records?
 - A. To help OSHA direct prevention efforts.
 - B. To identify workplace hazards.
 - C. To determine employee bonuses.
 - D. To improve workplace safety.
2. How quickly must an employer report a work-related fatality to OSHA?
 - A. Immediately.
 - B. Within 8 hours.
 - C. Within 24 hours.
 - D. Within 7 days.
3. Which form must be posted in the workplace from February 1 to April 30 each year?
 - A. Form 300.
 - B. Form 301.
 - C. Form 300A.
 - D. None of the above.
4. All employers, regardless of size, must electronically submit injury and illness data to OSHA
 - A. True.
 - B. False.
5. How long must OSHA recordkeeping forms be maintained?
 - A. 1 year.
 - B. 3 years.
 - C. 5 years.
 - D. 10 years.

Answers: 1. C; 2. B; 3. C; 4. B; 5. C.



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1-800-252-7031, Option 2

*The Texas Department of Insurance,
Division of Workers' Compensation (DWC)-Workplace Safety
P.O. Box 12050
Austin, TX 78711-2050*

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