

# 2015 Ushers in New OSHA Recordkeeping Rules

On January 1, 2015 new rules go into effect for reporting accidents with injuries to OSHA.

The changes involve in-patient hospitalizations, amputations or loss of eye accidents. Formerly, only accidents involving three or more employees who become hospitalized came under the reporting rules. Under the new rule, the employer must report all accidents involving in-patient hospitalization, even if the accident results in treatment of only one employee. Under the new rule, the employer has 24 hours to report such an accident. In-patient hospitalization is defined as an employee being admitted to hospital for treatment. Admissions for observation alone will not trigger the new reporting rule. If an employee is admitted to the hospital for observation but later undergoes treatment then the accident is reportable within 24 hours of the employer finding out that the employee has received treatment as an in-patient.

This rule will apply to all employers under OSHA jurisdiction, even employers who are exempt from routinely keeping OSHA injury and illness records due to company size or industry.

The new rule does not change the long-standing requirement that employers must report work related fatalities within eight hours of finding out about them. There also is no change to the rule that the employer only has to report fatalities that occur within 30 days of a work-related incident.

Employers have three options for reporting the event: by telephone to the nearest OSHA area office during normal business hours; by telephone to the 24-hour OSHA Hotline (1-800-321-OSHA); and, coming soon will be a new means of reporting events electronically through [www.OSHA.gov](http://www.OSHA.gov).

Employers reporting a fatality, in-patient hospitalization, amputation or loss of an eye to OSHA must report the following information:

- The company or establishment name;
- location of the work related incident;
- time of the work related incident;
- type of reportable event (i.e. fatality, inpatient hospitalization, amputation or loss of an eye);
- number of employees who suffered the event;
- names of the employees who suffered the event;
- contact persons and his or her phone number; and
- brief description of the work related incident.

Employers do not have to report an event if it resulted from a motor vehicle accident on a public street or highway, on a commercial or public transportation system or if a fatality occurs more than 30 days after the work related incident. Employers likewise do not have to report in-patient hospitalizations, if the hospitalization occurs more than 24 hours after the work related incident.

Employers still have to report an in-patient hospitalization due to heart attack if the heart attack results from a work related incident.

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