



Recordkeeping

OSHA's recordkeeping requirements at-a-glance

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* Indicates annual requirements

Inspections, citations, and proposed penalties (1903.2)

Who: All employers

When: Time frame is not specified

What records: Post OSHA form 3165 notifying employees of their rights and responsibilities under the OSH Act

Citations (1903.16)

Who: Employers who receive citations for violations of OSHA regulations

When: On receiving a citation

What records:

- Immediately post the citation at or near the place where the violation occurred
- Post the citation until the violation has been abated or for three working days, whichever is later

Abatement verification procedures (1903.19)

Who: Employers who receive citations for violations of OSHA regulations

When: Within 10 calendar days after the abatement date

What records:

- Submit documentation showing that abatement is complete for the following violations:
 - willful
 - repeat
 - serious
- Abatement plans may be required when abatement time is more than 90 calendar days
- Periodic progress reports may also be required

Injury and illness recordkeeping (1904)*

Who: Employers with 11 or more employees (except listed low-hazard industries)

When:

- Annually, post 300A summary from February 1 through April 30
- Retain recordkeeping forms for five years following the covered year

What records: OSHA forms 300, 301, 300A, and privacy list (if one exists)

Reporting fatalities and multiple hospitalization incidents (1904.39)

Who: Employers covered by the OSH Act of 1970

When: Within eight hours of an employee death from a work-related incident or the in-patient hospitalization of three or more employees from a work-related incident

What records: Report the following information verbally to the nearest OSHA office or the OSHA hotline at (800) 321-6742:

- Establishment name
- Location of incident
- Number of fatalities or hospitalizations
- Contact person
- Telephone number
- Brief description of the incident

Annual OSHA injury and illness survey of 10 or more employers (1904.41)

Who: Employers selected by OSHA via mailed letter

When: Send form to OSHA within 30 calendar days, or the time stated on the survey form, whichever is longer

What records: Report the number of workers employed and the number of hours worked for the designated time period

Emergency action plans (1910.38)

Who: Employers required by a specific OSHA standard to have an emergency action plan

When: Time frame is not specified

- What records:
- Emergency action plan must contain, at minimum:
 - fire and emergency reporting protocol
 - evacuation procedures
 - protocol for employees who must remain to operate critical plant equipment
 - method to account for employees after evacuation
 - rescue and first aid responsibilities for those assigned these duties
 - names or job titles of individuals to contact for more information about the plan
 - Written plan is required for employers with 11 or more employees
 - Verbal plan is allowed for employers with 10 or fewer employees



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