

Recordkeeping Regulation

**Hawaii Occupational Safety & Health Division
(HIOSH)**

Presented by:

Jennifer Shishido Kenneth Hirai

Ph: (808)586-9100 Fax: (808)586-9104

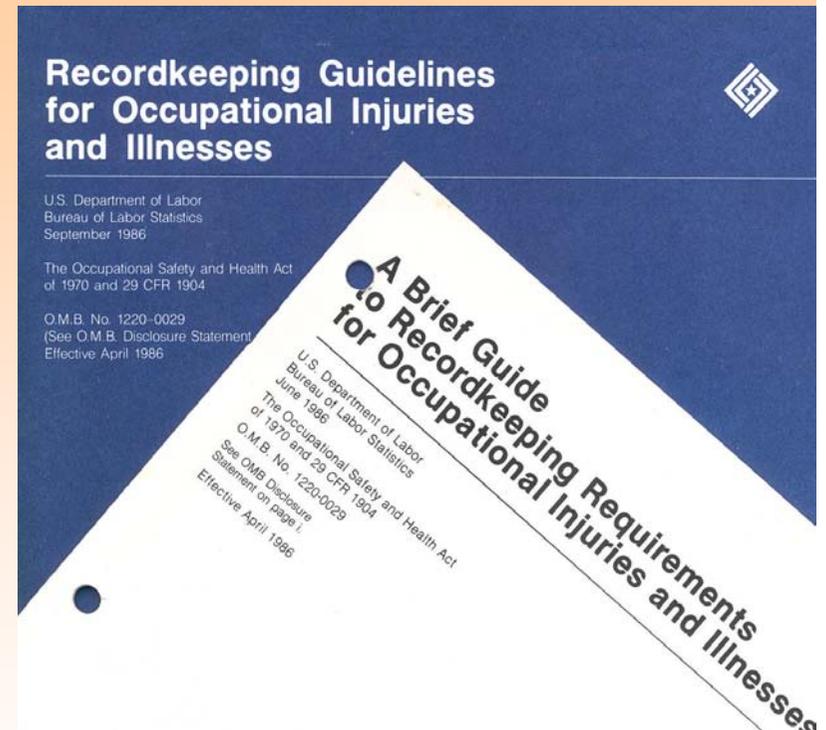


OBJECTIVES

- **BACKGROUND & CURRENT STATUS**
- **HIGHLIGHTS**
- **SIGNIFICANT REQUIREMENTS**
- **ENFORCEMENT**
- **COMPLIANCE ASSISTANCE**

BACKGROUND & STATUS

- **Former Recordkeeping Rule –**
 - **Last Major Clarification – 1986**
- **Present Regulation –**
 - **“Regulation” NOT “Standard”**
 - **Published in Federal Register – Jan 19, 2001**
 - **Present Status**



RECORDKEEPING REGULATION

Highlights

- New Forms (300, 301, 300A)
- One Criteria for Recording Injury & Illness
- New Definitions (Medical Treatment, First Aid, Restricted Work)

RECORDKEEPING REGULATION

Highlights

- Preexisting Injury or Illness
- Exemptions for Work-Relationship
- Clarifies “Light Duty”, Restricted Work
- Recording All Needlestick and Sharps Injuries

RECORDKEEPING REGULATION

Highlights

- Recording Standard Threshold Shifts
- Same Criteria for MSD's and Other Injuries and Illnesses
- Separate Criteria for TB and Medical Removal

RECORDKEEPING REGULATION

Highlights

- Eliminates “Lost Workdays” (Now “Days Away” or “Days Restricted or Transferred”)
- Counts Calendar Days Instead of Workdays
- Requires Procedure for Employees to Report Injuries/Illnesses
- Prohibits Discriminating Against Employees

RECORDKEEPING REGULATION

Highlights

- Access to Parts of OSHA 301 by Employee Representatives
- Protects Employee Privacy –
 - Certain Types of Injury/Illnesses
 - Nature of Sensitive Injuries
 - Limited Access to OSHA 301 (No Personal IDs)
 - Remove Names Before Providing Data to Persons Without Access Rights

RECORDKEEPING REGULATION

Highlights

- Annual Summary Posting for 3 Months
- Summary Certified by Company Executive
- Excludes Some Reporting of Motor Carrier and Motor Vehicle Accident Fatalities



IMPORTANT

ACTIVITY DATES

- 2001 – Keep Injury/Illness Information on **OSHA 200**
- Jan 1, 2002 – Keep Data on **OSHA 300**
- Feb 1, 2002 – Post **OSHA 200** (2001 Data)
- Mar 1, 2002 – Remove **OSHA 200**
- Feb 1, 2003 - Post **OSHA 300** (2002 Data)
- May 1, 2003 – Remove **OSHA 300**



ENFORCEMENT ISSUES

- **REGULATORY VIOLATION**
- **INSPECTION TOOL (WHO, WHAT ,
WHERE, WHEN, HOW)**

COMPLIANCE ASSISTANCE

- **WRITTEN IN PLAIN LANGUAGE – Q&A FORMAT**
- **OSHA Home Page (www.osha.gov)**
 - INFORMATION KIT
 - STANDARD
 - FORMS
- **CONSULTATION AND TRAINING BRANCH (586-9100)**
 - SELF-HELP TRAINING (www.state.hi.us/dlir/hiosh)
 - TRAINING FOR TRAINERS
 - FORMS

Any Questions?

