

## Injury and Illness Recordkeeping and Reporting Requirements

### Recordkeeping Requirements

Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. This information helps employers, workers and HIOSH evaluate the safety of a workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards - preventing future workplace injuries and illnesses.

### What's A Recordable Injury or Illness?

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid.
- Any work-related case of cancer diagnosed by a physician or other licensed healthcare professionals, chronic irreversible diseases, fractured or cracked bones, or punctured eardrums.
- There are also special recording criteria for work-related cases involving: needlesticks and sharps injuries; medical removal; occupational hearing loss; and tuberculosis.

### Maintaining and Posting Records

The work-related injuries and illnesses records (Form 300) must be maintained at the worksite for at least five years. Employers must post, each February through April, a summary of the injuries and illnesses (Form 300A) recorded the previous year.

### Record Exemptions

Employers with 10 or fewer employees throughout the previous calendar year do not need to complete these forms unless they are informed in writing to do so by the Bureau of Labor Statistics or Department of Labor and Industrial Relations.

In addition to the small employer exemption, there is an exemption for establishments classified in certain industries. A complete list of exempt industries can be found on the HIOSH web page under §12-52.1 at <https://labor.hawaii.gov/hiosh/standards/>.

### Electronic Submission of Records

Employers with 250 or more employees are required to electronically submit injury and illness records. Some covered establishments are also required to electronically submit information from the OSHA Form 300A. More information: <https://www.osha.gov/injuryreporting>.

### Report a Fatality or Severe Injury

All employers are required to notify HIOSH of work-related fatalities, inpatient hospitalization, amputation, loss of an eye, or property damage greater than \$25,000.

- Fatality within 8 hours.
- All other reportables within 24 hours.



### To Make a Report

- Call HIOSH at (808) 586-9102. After office hours: leave a message on the answering machine. (For the message to be considered officially reported, all of the information\* must be provided on the answering machine message)
- Report in person at the HIOSH office.
- Call the OSHA 24-hour hotline at 1-800-321-6742 (OSHA).
- Report online at [www.osha.gov](http://www.osha.gov).

\*Be prepared to supply: Business name; names of employees affected; location and time of the incident, brief description of the incident; contact person and phone number.

