

Recordable Injuries and Illnesses: What Workers Need to Know

All employers are required to notify HIOSH when a worker suffers a work-related fatality, inpatient hospitalization, amputation, loss of an eye, or excess property damage of \$25,000.

A fatality must be reported within 8 hours, and inpatient hospitalization, amputation, loss of an eye, or excess property damage of \$25,000 must be reported within 24 hours.

Key Takeaways

- Report workplace injuries and illnesses to your supervisor or employer
- Participate in safety discussion and inform your supervisor or employer of hazards you anticipate, observe, or encounter

Depending on the industry, and number of employees employed, all employers under HIOSH jurisdiction must maintain a record of:

All work-related recordable injuries and illnesses that result in:

- Death;
- Days away from work;
- Job Transfer/Restriction;
- Medical Treatment beyond First Aid;
- Loss of Consciousness;
- Significant work-related injuries or illnesses diagnosed by a physician or other licensed health care professional (e.g., cancer, chronic irreversible diseases, fractures, and punctured eardrums)
- Needlestick injuries and cuts from sharp objects contaminated with another person's blood or other potentially infectious material;
- Medical removal under the medical surveillance requirements of a HIOSH standard;
- Work-related hearing loss; and
- Tuberculosis related to workplace exposures

Covered employers must record work-related incidents on designated injury and illness recordkeeping forms (Forms 300A, 300, and 301, or equivalent forms).

If requested, employers must give current employees, former employees, and their representatives, copies of these records.

Certain establishments must submit information from those forms electronically to OSHA each year.

Recordkeeping helps employers recognize injury and illness trends, a key component in safety and health programs that identify and correct hazardous working conditions.

Reporting work-related injuries or illnesses to your employer is your right and is vital to the success of safety and health programs.

Worker Involvement is Key!

- Speak up about hazards.
- Report workplace injuries and illnesses and encourage your coworkers to do the same.
- Participate in safety discussions and inform your employer or supervisor of hazards you anticipate, observe, or encounter.
- Get safety and health training to understand the hazards in your line of work.

- Use safety equipment that is required for your job, such as gloves, hearing protection, or a harness and lifeline for fall hazards. In most cases, employers must provide personal protective equipment at no cost.

Please contact HIOSH for details.

Know your Rights

HIOSH Law entitles you to a safe workplace. Your employer must keep your workplace free of known health and safety hazards.

You have the right to speak up about hazards without fear or retaliation. You also have the right to:

- Receive workplace safety and health training in a language you understand.
- Work on machines that are safe.
- Refuse to work in a situation in which you would be exposed to a hazard.
- Receive required safety equipment, such as gloves or a harness and lifeline for falls.
- Be protected from hazardous chemicals.
- Request a HIOSH inspection, and speak to the HIOSH Compliance Officer confidentially.
- Report an injury or illness, and get copies of your medical records from your employer.
- Review records of work-related injuries and illnesses.
- See results of tests taken to find workplace hazards.

For additional information on Worker Rights, visit

<https://labor.hawaii.gov/hiosh/home/for-workers/>

This is one in a series of informational fact sheets highlighting HIOSH programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of HIOSH standards or regulations, refer to Title 12, Subtitle 8 of the Hawai'i Administrative Rules.

Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Dial 711 then ask for (808) 586-9116



How to Contact HIOSH

Under the Hawai'i Occupational Safety and Health Law, **employers are responsible for providing safe and healthful workplaces for their employees.**

HIOSH's mission is to assure Hawai'i's workers have safe and healthful working conditions free from unlawful retaliation.

HIOSH carries out its mission by setting and enforcing standards; enforcing anti-retaliation provisions of the HIOSH Law; providing and supporting training, outreach, education, and assistance.

For more information, call HIOSH at **(808) 586-9100** or visit www.labor.hawaii.gov/hiosh.

