The U.S. Department of Labor’s Occupational Safety and Health Administration issued a revised rule on September 11, 2014, which became effective on January 1, 2015, for workplaces under Federal OSHA jurisdiction. (Most state-run OSHA organizations, such as Cal OSHA, already have more stringent reporting requirements than the new Federal mandate.)

Old rule: Employers were required to report only work-related fatalities and in-patient hospitalizations of three or more employees within eight hours.

New rule (effective January 1, 2015): Employers are now required to notify OSHA of work-related fatalities within eight hours, and work-related in-patient hospitalizations, amputations, or loss of an eye within 24 hours.

Listed below are a few Q&As regarding the implementation of the rules.

How do I report?
• By telephone or in person to the OSHA area office that is nearest to the site of the incident.
• By telephone to the OSHA toll-free central telephone number: 1-800-321-OSHA (1-800-321-6742).
• By electronic submission using the reporting application located on OSHA’s public website: www.osha.gov.

If the area office is closed, may I report the fatality, in-patient hospitalization, amputation, or loss of an eye by leaving a message on OSHA’s answering machine, by faxing the office, or by sending an email?

No, if the area office is closed, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye by using either the toll-free number or the reporting application located on OSHA’s public website: www.osha.gov.

What information do I need to give to OSHA about the in-patient hospitalization, amputation, or loss of an eye?
You must give OSHA the following information for each fatality, in-patient hospitalization, amputation, or loss of an eye:
• The establishment name
• The location of the work-related incident
• The time of the work-related incident
• The type of reportable event (that is, the fatality, in-patient hospitalization, amputation, or loss of an eye)
• The number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye
• The names of the employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye
• Your contact person and his or her phone number
• A brief description of the work-related incident
Do I have to report a work-related fatality or in-patient hospitalization caused by a heart attack?

Yes, your local OSHA area office director will decide whether to investigate the event, depending on the circumstances of the heart attack.

What if the fatality, in-patient hospitalization, amputation, or loss of an eye does not occur during or right after the work-related incident?

You must report a fatality to OSHA only if it occurs within 30 days of the work-related incident. For an in-patient hospitalization, amputation, or loss of an eye, you must report the event only if it occurs within 24 hours of the work-related incident.

What if I don’t learn about a reportable fatality, in-patient hospitalization, amputation, or loss of an eye right away?

If you do not learn about a reportable fatality, in-patient hospitalization, amputation, or loss of an eye at the time it takes place, you must report it to OSHA within the following time period after it is reported to you or to any of your agent(s): eight hours for a fatality, and 24 hours for an in-patient hospitalization, an amputation, or a loss of an eye.

What if I don’t learn right away that the reportable fatality, in-patient hospitalization, amputation, or loss of an eye was the result of a work-related incident?

You must report the fatality, in-patient hospitalization, amputation, or loss of an eye to OSHA within the following time period after you or any of your agent(s) learn that it was the result of a work-related incident: eight hours for a fatality, and 24 hours for an in-patient hospitalization, an amputation, or a loss of an eye.

Do I have to report an in-patient hospitalization that involves only observation or diagnostic testing?

No, you do not have to report an in-patient hospitalization that involves only observation or diagnostic testing. You must only report any in-patient hospitalization that involves care or treatment. For more information regarding this topic, contact your Safehold Special Risk sales executive.