Frequently Asked Questions on OSHA Rule on Reporting Fatalities and Severe Injuries/Illnesses

Effective Jan. 1, 2015, employers covered by the Occupational Safety and Health Administration are required to report all work-related fatalities within eight hours and all in-patient hospitalizations, amputations and losses of an eye within 24 hours of finding about the incident. Previously, employers were required to report all workplace fatalities and when three or more workers were hospitalized in the same incident.

Employers located in states that operate their own safety and health programs (State Plan States) should check with their state plan for the implementation date of the new requirements.

I am an employer under OSHA’s jurisdiction. What severe injury and illnesses/fatalities will I have to report to OSHA as of Jan. 1, 2015?
You must report the following to OSHA:
1. Any employee fatality as a result of a work-related incident.
2. Any in-patient hospitalization of one or more employees as a result of a work-related incident.
3. Any employee amputation as a result of a work-related incident.
4. Any employee loss of an eye as a result of a work-related incident.

What if the fatality, in-patient hospitalization, amputation, or loss of an eye does not occur during or right after the work-related incident?
If a fatality occurs within 30 days of the work-related incident, or if an in-patient hospitalization, amputation, or loss of an eye occurs within 24 hours of the work-related incident, then you must report the event to OSHA. If the fatality occurs after more than 30 days of the work-related incident, or if the in-patient hospitalization, amputation, or loss of an eye occurs after more than 24 hours after the work-related incident, then you do not have to report the event to OSHA. However, you must record the event on your OSHA injury and illness records, if you are required to keep OSHA injury and illness records.

When do I have to report these work-related fatalities and severe injuries/illnesses?
1. You must report the fatality within eight hours of finding out about the fatality.
2. You must report any in-patient hospitalization of one or more employees, amputation, or loss of an eye within 24 hours of finding out about the event.
How do I report these events to OSHA?
You have three options for reporting the event:
2. By telephone to the 24-hour OSHA hotline (1-800-321-OSHA or 1-800-321-6742).

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, faxing the Area Office or sending an email?
No. If the Area Office is closed, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye using either the 800 number (1-800-321-OSHA or 1-800-321-6742) or the reporting application located on OSHA’s public website (https://www.osha.gov/html/RAmap.html).

I don’t have to keep OSHA records because my company has fewer than 11 employees. Do I still have to report these events?
Yes. All employers under OSHA jurisdiction must report fatalities, in-patient hospitalizations, amputations, and losses of an eye to OSHA, even if they are exempt from routinely keeping OSHA records.

I don’t have to keep OSHA records because of my establishment’s industry classification is included in Appendix A to Subpart B of Part 1904. Do I still have to report these events?
Yes. All employers under OSHA jurisdiction must report fatalities, in-patient hospitalizations, amputations, and losses of an eye to OSHA, even if they are exempt from routinely keeping OSHA records.

What information do I have to give OSHA when I report the fatality, in-patient hospitalization or 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:
1. The establishment name.
2. The location of the work-related incident.
3. The time of the work-related incident.
4. The type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye).
5. The number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye.
6. The names of the employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye.
7. Your contact person and his or her phone number.
8. A brief description of the work-related incident.
Do I have to report the fatality, in-patient hospitalization, amputation or loss of an eye if it resulted from a motor vehicle accident on a public street or highway?
If the motor vehicle accident occurred in a construction work zone, then you must report the fatality, in-patient hospitalization, amputation, or loss of an eye to OSHA. If the motor vehicle accident occurred on a public street or highway, but not in a construction work zone, then you do not have to report the fatality, in-patient hospitalization, amputation, or loss of an eye to OSHA. However, you must record the event on your OSHA injury and illness records, if you are required to keep OSHA injury and illness records.

Do I have to report the fatality, in-patient hospitalization, amputation or loss of an eye if it occurred on a commercial or public transportation system?
No. You do not have to report the fatality, in-patient hospitalization, amputation, or loss of an eye to OSHA if it occurred on a commercial or public transportation system (e.g., airplane, train, subway, or bus). However, you must record the event on your OSHA injury and illness records, if you are required to keep OSHA injury and illness records.

Do I have to report a fatality of in-patient hospitalization caused by a heart attack?
If the heart attack is related to a work-related incident, you must report the fatality or in-patient hospitalization. Your local OSHA Area Office director will decide whether or not to investigate the incident.

What if I don’t learn about a reportable fatality, in-patient hospitalization, amputation or loss of an eye right away? Or what if I cannot determine that it was work-related right away?
You must report to OSHA within the following time period after the fatality, in-patient hospitalization, amputation, or loss of an eye is reported to you or to any of your agent(s) and you determine that it is work-related: eight hours for a fatality, and 24 hours for an in-patient hospitalization, an amputation, or a loss of an eye.

How does OSHA define “in-patient hospitalization”?
OSHA defines in-patient hospitalization as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

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 each in-patient hospitalization that involves care or treatment.

How does OSHA define “amputation”?
An amputation is the traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage, that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of body parts that have
since been reattached. Amputations do not include avulsions (tissue torn away from the body), enucleations (removal of the eyeball), deglovings (skin torn away from the underlying tissue), scalpings (removal of the scalp), severed ears, or broken or chipped teeth.

**Additional Resources**

OSHA Final Rule on Occupational Injury and Illness Recording and Reporting Requirements—NAICS Update and Reporting Revisions

OSHA Reporting Requirements for Employers Wallet Card