



OSHA Recordkeeping Help

Updated, easier requirements for recording on-the-job injuries and illnesses took effect in January 2002. Employers now use OSHA recordkeeping forms designed to fit on legal-size paper. OSHA conducted a major outreach effort to help employers and workers understand the changes and comply with the new requirements.

OSHA written materials are available directly from the agency's publications office by dialing 1-800-321-OSHA or can be accessed on the agency's website at www.osha.gov under "Recordkeeping" along with software and information from training sessions. Local and regional OSHA offices and states operating their own OSHA programs also have publications, provide training and answer questions. Teletypewriter (TTY) number is 1-877-889-5627.

Below is a listing of materials and training and contacts.

WHAT

On the Web

[Recordkeeping rule](#) (*Federal Register* January 19, 2001)

[Changes to hearing loss recording requirements](#) (*Federal Register* July 1, 2002)

[Changes in requirements for recording musculoskeletal disorders](#) (*Federal Register* June 30, 2003)

[Recordkeeping forms](#) (and instructions for completing them)

OSHA 300 *Log of Work-Related Injuries and Illnesses*

OSHA 300A *Summary of Work-Related Injuries and Illnesses*

OSHA 301 *Injury and Illness Incident Report*

[Frequently Asked Questions](#)

[Fact sheets](#) highlighting key provisions, major changes, side-by-side comparison

[Recordkeeping brochure](#) to help employers determine if the standard applies to their workplaces

[News releases](#) announcing new standard, changes in requirements

[Compliance directive](#) for OSHA inspectors

[PowerPoint Presentations](#)

- Brief highlights, including instructor's guide
- Recordkeeping overview, with guide
- Detailed rule discussion, with guide

WHAT

In Print

Recordkeeping brochure to help employers determine if the standard applies to their workplaces

Recordkeeping forms package (includes 300, 300-A and 301)
(and instructions for completing them)

In the Mail

Recordkeeping forms package with all three forms, instructions
(mailed to more than one million employers)

In the Classroom

Satellite training webcast of December 12, 2001 A 2-hour class developed by the OSHA Training Institute, including question and answer session.

Local training sessions produced by local OSHA offices, trade, professional and union groups. Contact your local office for details. (www.osha-slc.gov/html/RAmap.html).

Training classes at 20 OSHA Education Centers (see www.osha.gov under "Training" for class listing).

Need more information? Call 1-800-321-OSHA, visit www.osha.gov or contact your regional OSHA office:

Region I (CT, ME, MA, NH, RI, VT*)
617-565-9860

Region II (NJ*, NY*, PR*, USVI*)
212-337-2357

Region III (DE, DC, MD,* PA, VA,* WV)
215-861-4900

Region IV (AL, FL, GA, KY,* MS, NC,* SC,* TN*)
404-562-2300

Region V (IN,* IL, MI,* MN,* OH, WI)
312-353-2220

Region VI (AR, LA, NM,* OK, TX)
214-767-4731 or 1736 ext. 224

Region VII (IA*, KS, MO, NE)
816-426-5861

Region VIII (CO, MT, ND, SD, UT,* WY*)
303-844-1600

Region IX (American Samoa, AZ,* CA,* HI, NV*, Northern Mariana Islands)
415-975-4310

Region X (AK,* ID, OR,* WA*)
206-553-5930

* States operating their own OSHA programs. The Connecticut, New Jersey, and New York plans cover public employees only.

This is one in a series of informational fact sheets highlighting OSHA programs, policies, or standards. It does not impose any new compliance requirements or carry the force of legal opinion. For compliance requirements of OSHA standards or regulations, refer to *Title 29 of the Code of Federal Regulations*. This information will be made available to sensory impaired individuals upon request. Voice phone is (202) 693-1999. See also OSHA's website at www.osha.gov.