## OSHA Federal Agency Recordkeeping/Reporting Modernization

# What's old...

… **Even in the best of workplaces, injuries/illnesses occur; monitoring can help reduce/prevent these.**

… **OSHA was established in 1970 with a mandate to address private-sector worker safety & health.**

… **In 1980 President Carter's executive order extended OSHA's purview to federal employees.**

… **The Office of Federal Agency Programs oversees federal agency safety and health issues.**

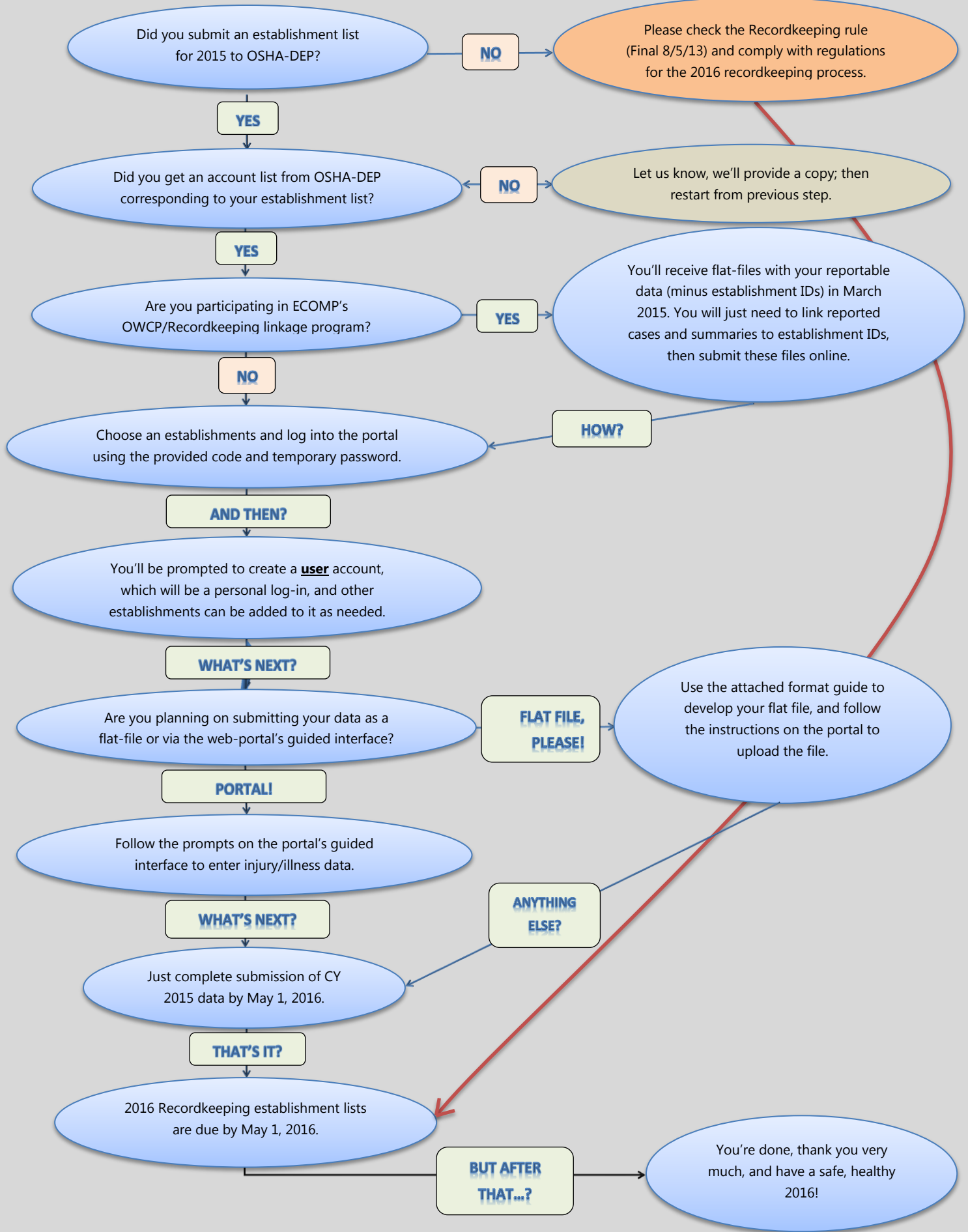# ...what's new...

… **In 2013 a final order was issued in the Federal Register requiring federal data collection.**

… **This update of federal requirements should be read by all federal agency Safety & Health personnel to capture all the details; the following is just a *summary* of major points:**

- **An effective date of January 1, 2014.**
- **Use of *calendar year* reporting for the President's Report and OSHA injury/illness data.**
- **A more precise definition of the term "establishment" for the purposes of this regulation.**
- **Clarification that injuries/illnesses to federally-supervised volunteers/contractors must be recorded.**
- **A requirement that federal agencies collect the occupational job series of employees when creating OSHA 300/301 reports, and when reporting annual injury/illness data to OSHA.**

# ...and what's it to you

… **All federal agency Safety & Health personnel should be aware of and undertake the following:**

- **Ensure records of injury/illness through the year capture occupational job series codes.**
- **Record injuries/illnesses of all personnel (incl. volunteers and contractors) directly supervised.**
- **Report each calendar year's injury/illness data by May 1$^{st}$ of the subsequent year through the BLS portal.**
- **Update establishment lists for each year by May 1$^{st}$ of that year (CY 2016 data - May 1, 2016).**

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Did you submit an establishment list for 2015 to OSHA-DEP?

**NO** → Please check the Recordkeeping rule (Final 8/5/13) and comply with regulations for the 2016 recordkeeping process.

**YES**

Did you get an account list from OSHA-DEP corresponding to your establishment list?

**NO** → Let us know, we'll provide a copy; then restart from previous step.

**YES**

Are you participating in ECOMP's OWCP/Recordkeeping linkage program?

**YES** → You'll receive flat-files with your reportable data (minus establishment IDs) in March 2015. You will just need to link reported cases and summaries to establishment IDs, then submit these files online.

**NO**

Choose an establishments and log into the portal using the provided code and temporary password.

**HOW?**

**AND THEN?**

You'll be prompted to create a **user** account, which will be a personal log-in, and other establishments can be added to it as needed.

**WHAT'S NEXT?**

Are you planning on submitting your data as a flat-file or via the web-portal's guided interface?

**FLAT FILE, PLEASE!** → Use the attached format guide to develop your flat file, and follow the instructions on the portal to upload the file.

**PORTAL!**

Follow the prompts on the portal's guided interface to enter injury/illness data.

**WHAT'S NEXT?**

**ANYTHING ELSE?**

Just complete submission of CY 2015 data by May 1, 2016.

**THAT'S IT?**

2016 Recordkeeping establishment lists are due by May 1, 2016.

**BUT AFTER THAT...?** → You're done, thank you very much, and have a safe, healthy 2016!

Department of Labor – Occupational Safety and Health Administration – Directorate of Enforcement Programs – Office of Federal Agency Programs
For assistance, please contact Pete Goddard [goddard.peter@dol.gov] or Mikki Holmes [holmes.mikki@dol.gov]

# OSHA Federal Agency Recordkeeping/Reporting Modernization

| | CY 2015 Injury/Illness Data Reporting Timeline | CY 2016 Injury/Illness Data Reporting Timeline | CY 2017 Injury/Illness Data Reporting Timeline |
|---|---|---|---|
| **2016** | | | |
| **January** | OSHA will email reporting materials, and BLS will activate reporting portal on **January 15th**. | All agencies with integrated ECOMP/OSHA-reporting functions should submit CY 2016 establishment lists **ASAP**. | |
| **February** | OSHA - Bi-weekly status/process updates | | |
| **March** | OSHA - Bi-weekly status/process updates | | |
| **April** | OSHA - Bi-weekly status/process updates | | |
| **May** | All agencies required to complete submission of CY 2015 establishment injury/illness data by **May 1st**. | All agencies required to complete submission of CY 2016 establishment list update by **May 1st**. | |
| **June** | | | |
| **July** | | | |
| **August** | | | |
| **September** | | | |
| **October** | | | All agencies with integrated ECOMP/OSHA-reporting functions should submit CY 2017 establishment lists by **October 15th**. |
| **November** | | | |
| **December** | | | |
| **2017** | | | |
| **January** | | OSHA will email reporting materials, and BLS will activate reporting portal on **January 15th**. | |
| **February** | | OSHA - Bi-weekly status/process updates | |
| **March** | | OSHA - Bi-weekly status/process updates | |
| **April** | | OSHA - Bi-weekly status/process updates | |
| **May** | | All agencies required to complete submission of CY 2016 establishment injury/illness data by **May 1st**. | All agencies required to complete submission of CY 2017 establishment list update by **May 1st**. |
| **June** | | | |
| **July** | | | |
| **August** | | | |
| **September** | | | |
| **October** | | | All agencies with integrated ECOMP/OSHA-reporting functions should submit CY 2018 establishment lists by **October 15th**. |
| **November** | | | |
| **December** | | | |
| **2018** | | | |
| **January** | | | OSHA will email reporting materials, and BLS will activate reporting portal on **January 15th**. |
| **February** | | | OSHA - Bi-weekly status/process updates |
| **March** | | | OSHA - Bi-weekly status/process updates |
| **April** | | | OSHA - Bi-weekly status/process updates |
| **May** | | | All agencies required to complete submission of CY 2017 establishment injury/illness data by **May 1st**. |