

# OSHA's Reporting & Recordkeeping Rule Guidelines

"#\$!%&&' ()\*+, -).!/)0\$\*1!) -2!3\$).\*#!425+-!6\*7)\*+, -!8%/349!#)6!: , \*#!7\$(), 7\*+;-!) -2!7\$&, 72<\$\$(+-;!7\$= -!7\$5\$-\*6!) -2!.+6\*\$2!#\$7\$!\*\$!; ' +2\$.+\$6!\* , !#\$.(!1, ' !+-!1, ' 7!\$00, 7\*6!

!4..!\$5(., 1\$76!

!5' 6\*!7\$(), 7\*>!!

4..!?, 7<@\$.)\*\$2!0)\*).+\*\$6!>?\*#+-!A!#, ' 76!!!!!!!!!!!!!!  
4..!?, 7<@\$.)\*\$2!+-() \*+\$-\*!#, 6(+\*).B)\*+, -6!>?\*#+-!CD!#, ' 76!!!!!!!!!!!!!!  
4-1!)5(' \*)\*+, -!, 7!, 66!, 0!) -!\$1\$!>?\*#+-!CD!#, ' 76!

EF G)..+-; !%/34H6!07\$\$!) -2!&, -0+2\$-\$\*) .!-' 5: \$7!) \*!E@A! I @JCE@%/34!8KLDC9!!

CF G)..+-; !\*#\$+!&, 6\$6\*!%/34!47\$)!%00&\$!2' 7+-; !-, 75).!: ' 6+-66!#, ' 76!

JF M\$(), 7\*!, -.+-\$!) \*!??F, 6#)F; , N!

0\$!(7\$()7\$2!\*, !6' ((.1!!0' 6+-66!-) 5\$!-, 0!\$5(., 1\$\$6!)00\$&\*\$2!.., &)\*+, -!) -2!+5\$!, 0!\*\$#\$!  
+-&2\$-\$\*!\$: 7+\$0!2\$6&7+(\*+, -!, 0!\*\$!+-&+2\$-\$\*!&, -\*)&\*!(\$76, -!) -2!(#, -\$!-' 5: \$7F!

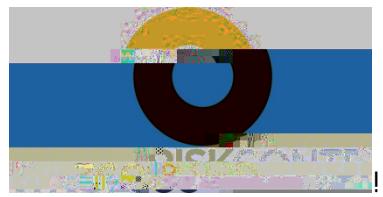
%-.1!0)\*).+\*\$6!, &&' 77+-; !?\*#+-!J!12)16!, 0!\*\$#!?, 7<@\$.)\*\$2!+-&2\$-\$\*!5' 6\*: \$!7\$(), 7\*\$2!\*, !%/34F!R' 7\*#\$70!  
0, 7!) -!+-() \*+\$-\*!#, 6(+\*).B)\*+, -!\$: 5(' \*)\*+, -!, 7!, 66!, 0!) -!\$1\$!\*\$#6\$!+-&+2\$-\$\*!5' 6\*: \$!7\$(), 7\*\$2!\*, !%/34!  
, -1!0!\*\$#1!, &&' 7!>?\*#+-!CD!#, ' 76!, 0!\*\$#!?, 7<@\$.)\*\$2!+-&+2\$-\$\*!\$!S7\$N+, ' 6.1!?, 7<@\$.)\*\$2!0)\*).+\*\$6!) -2!  
#, 6(+\*).B)\*+, -!, 0!J!, 7!5, 7\$!\$5(., 1\$\$6!7\$=' +7\$2!7\$(), 7\*+;-!

%/34!#)6!).6, !'(2)\*\$2!\*\$!M\$&, 72<\$\$(+-; !M' .SF!T5(., 1\$76!>?\*#!\*\$!-, 7!0\$?7!\$5(., 1\$\$6!)\*)..!+5\$6!  
2' 7+-; !\*#\$!(7\$N+, ' 6!&).\$-2)7!1\$)7!)7\$!6\*+.!U\$5(\*!07, 5!7, ' \*+-\$.1!<\$\$(+-; !%/34!+-!V' 71!) -2!+.-\$66!  
7\$&, 726!'- .66!%/34!, 7!\*\$!O' 7\$)' !, 0!W): , 7!/\*)\*+6\*&6!8OW/9!)6<6!\*\$#5!\*, 12, !6, F!3, ?\$N\$7!\*\$#!7' .\$!  
' (2)\*\$6!\*\$!.-6\*!, 0!+-2' 6\*7+\$6!\*\$#)\*!)7\$!\$U\$5(\*!07, 5!\*\$#!7\$=' +7\$5\$-\$!\*, !<\$\$(!%/34!+-!V' 71!) -2!+.-\$66!  
7\$&, 726!2' \$!\*, !7\$.) \*+N\$.1!, ?!, &&' ()\*+, -).!+-!V' 71!) -2!+.-\$66!7)\*\$6F!!

"#\$!\$5(., 1\$76!.+6\*\$2!: \$., ?!)7\$!-\$?!.1!7\$=' +7\$2!)6!, 0!X) -' )71!E@!C! EY!\*, !<\$\$(!7\$&, 726>

JEEA!	0)<\$7+\$6!) -2!*, 7*..)!5) -' 0)&*' 7+-; !
DDEE!	4' *, 5, : +.\$!2\$).\$76!
DDEJ!	4' *, 5, *+N\$!()7*6!)&&\$66, 7+\$6!) -2!+7\$!6*, 7\$6!
DDDE!	0' .+2+-; !5)*\$7+).!) -2!6' ((.+\$.!2\$).\$76!
DDYC!	/(\$&+).*1!0, , 2!6*, 7\$6!
DDYJ!	0\$\$7!0!?+-!0!) -2!.+=', 7!6*, 7\$6!
DYJZ!	%*#\$7!5+6&\$.)-\$, ' 6!6*, 7\$!7\$*)+\$76!
DYDJ!	[+7\$&*!6\$..+-; !\$6*): .+6#5\$-\$*6!





%/34!M\$&, 72<\$\$ (+-; !e' +2\$.+- \$6!

4..!\$5 (., 1\$76!&, N\$7\$2!: 1!\*#\$!%/3!4&\*!5' 6\*!, 7)..1!7\$ (, 7\*!\*, !%/34!  
\*#\$!2\$)\*#!, 0!)-1!\$5 (., 1\$\$!07, 5!)!?, 7<@\$.)\*\$2!+-&2\$-\*!?+\*#+-!\$+; #\*!#, ' 76F!"#\$!#, 6(+\*) .B)\*+, -!, 0!)-!  
\$5 (., 1\$\$!P!)-!)5 (' \*), -!, 7!, 66!, 0!)-!\$1\$!6!)7\$6' .\*, 0!)?, 7<@\$.)\*\$2!+-&2\$-\*!5' 6\*: \$!7\$ (, 7\*\$2!  
?+\*#+-!CD!#, ' 76F!%-1!0)\* .+\*+\$6!, && 77+-; !?+\*#+-!J!12)16!, 0!#\$!?, 7<@\$.)\*\$2!+-&2\$-\*!5' 6\*: \$!7\$ (, 7\*\$2!  
\*, !%/34!R, 7!)-!+-@() \*\$-\*!#, 6(+\*) .B)\*+, -!0!5 (' \*), -!, 7!, 66!, 0!)-!\$1\$!#\*\$6\$!+-&2\$-\*!5' 6\*: \$!  
7\$ (, 7\*\$2!\*, !%/34!, -1!+0!#\$!1!, && 7!?-+\*#+-!CD!#, ' 76!, 0!#\$!?, 7<@\$.)\*\$2!+-&2\$-\*!F!!0!#\$7\$!+6!)!= ' \$6\*+, -!  
\*#)\*!+\*!?)6!7\$.)\*\$2!\*, !?, 7<@7\$ (, 7\*!+\*!, !%/34!0, 7!)!2\$\*\$75+-)\*+, -F

T5 (., 1\$76!?) \*#\$!.N\$-!, 7!5, 7\$!\$5 (., 1\$\$!6!  
)-2!#?, 6\$!\$6\*): .+#5\$-\*6!)7\$!-, \*!&.)66+0+\$2!6!)!()7\*+..1!\$U\$5 (\*!+-2' 6\*71!5' 6\*!7\$&, 72!?, 7<@\$.)\*\$2!  
+-V' 7+\$6!)-2!+..-\$66\$6!6+-; !%/34!R, 756!J11!J114!)-2!J1 EF T5 (., 1\$76!?) 7!7\$=' +7\$2!\*, !<\$(!R, 75!  
J11!Q!\*#\$!-V' 71!)-2!+..-\$66!., ;@

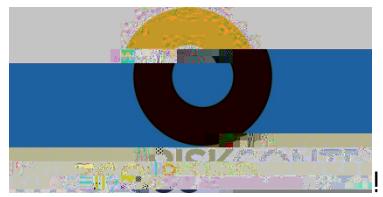
!G' 77\$-\*!)-2!0, 75\$7!\$5 (., 1\$\$!6@!, 7!  
\*#\$+7!7\$ (7\$6\$-\*))\*N\$6!#)N\$!#7!; #\*!\*, !)&&\$66!+-V' 71!)-2!+..-\$66!7\$&, 726F!T5 (., 1\$76!5' 6\*!; +N\$!#  
7\$=' \$6\*\$7!)!&, (1!, 0!#\$!7\$.N)-!7\$&, 72869!: 1!\*#\$!\$-2!, 0!#\$!-\$U\*!: ' 6+- \$66!2)1F

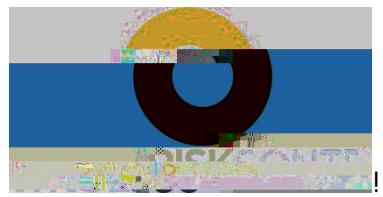
G, N\$7\$2!\$5 (., 1\$76!5' 6\*!7\$&, 72!)..!?, 7<@\$.)\*\$2!0)\*).+\*+\$6F!  
G, N\$7\$2!\$5 (., 1\$76!5' 6\*!7\$&, 72!)..!?, 7<@\$.)\*\$2!+-V' 7+\$6!)-2!+..-\$66\$6!#)\*!7\$6' .!+-!2)16!)?)1!07, 5!  
?, 7<@7\$6\*7+\*!\$2!?, 7<!, 7!\*7)-60\$7!\*, !)-, \*#\$7!V, :@!, 66!, 0!&, -6&+, ' 6-\$66!, 7!5\$2+&.!\*7\$)\*5\$-\*!: \$1, -2!0+76\*!  
)2!86\$!%34!6!\_\_\_\_\_ : \$., ?9F\!-!)22+\*, -0!\$5 (., 1\$76!5' 6\*!7\$&, 72!6+; -0!&)-\*!?, 7<@  
7\$)\*\$2!+-V' 7+\$6!, 7!+..-\$66\$6!2+); -, 6\$6!: 1!)(#16+&)-!, 7!, \*#\$7!.+&-\$6\$2!#)\$.\*#!&)7\$!(7, 0\$66+, -).@!\$N\$-!0!+\*!  
2, 6!-, \*!7\$6' .!+-!2\$)\*#0!2)16!)?)1!07, 5!?, 7<@7\$6\*7+\*!\$2!?, 7<!, 7!V, :!7)-60\$7!5\$2+&.!\*7\$)\*5\$-\*!  
: \$1, -2!0+76\*!)+2@!, 7!, 66!, 0!&, -6&+, ' 6-\$66F\!-V' 7+\$6!+-&.' 2\$!8)6\$6!6' &#!)6@!: ' \*!-, \*!+5\*!\$2!\*, 0!)!& \*0!  
07)&\*! 7\$0!6(7)+-0!, 7!)5 (' \*), -F!!!@!!!!\..-\$66\$6!+-&.' 2\$!: , \*#!)& \*\$!)-2!#7, -+&!+..-\$66\$6!6' &#!)6@!: ' \*!-, \*!+5\*!\$2!\*, 0!)!6<-+!2+6\$)6\$!8F\$!  
&, -\*)&\*!2\$75)\*+69@!7\$6(+7)\*, 71!2+6, 72\$7!8F\$F!, && ()\*+, -!)!6\*#5)@!(-'\$ 5, &2(-)-2())#7\*)&5.093245(, 7)4-1(2)2(-)



- i 6+-; !)-, -@(\$6&7+(\*+, -!5\$2&)\*+, -!) \*!-, -(7\$6&7+(\*+, -!6\*7\$-; \*#!80, 7!5\$2&)\*+, -6!)N)+.: \$.!+-!  
: , \*#!(7\$6&7+(\*+, -!)-2!-, -@(\$6&7+(\*+, -!0, 75!)!7\$&, 55\$-2)\*+, -!: 1!)!(#16&+)-!, 7!, \*#\$7!.&\$-6\$2!  
#\$. \*#!8)7\$!(7, 0\$66+, -)!\*, !' 6\$!)!-, -@(\$6&7+(\*+, -!5\$2&)\*+, -!) \*!(7\$6&7+(\*+, -!6\*7\$-; \*#!6!  
&, -6+2\$7\$2!5\$2&).!\*7\$)\*5\$-\*!0, 7!7\$&, 72<\$\$(<+; !(' 7(, 6\$69!!
- 425+-!6\*\$7+-; !\*\$\*) -' 6!+5 5' -+B)\*+, -6!8, \*#\$7!+5 5' -+B)\*+, -6!6' &#!)6!3\$() \*+\*!6!0!N)&&+- \$!, 7!  
7): +\$6!N)&&+\$!)7\$!8, -6+2\$7\$2!5\$2&).!\*7\$)\*5\$-\*9!
- G.\$)-+-; !0.' 6#+-; !, 7!6, )<+-; !?, ' -26!, -!\*#\$!6' 70)&\$!, 0!\*#\$!6<+-!
- i 6+-; !?, ' -2!&, N\$7+-; 6!6' &#!)6!: )-2); \$6!0)-2@4+26"] !!: )' B\$!()26!\$\*&F!, 7!' 6+-; !: ' \*\*\$70.1!  
: )-2); \$6!, 7!/\*\$7@/\*7+(6" ] !8, \*#\$!?, ' -2!&, 6+-; !2\$N&\$6!6' &#!)6!6' \*' 7\$6!6\*) (\$.60!\$\*&F!)7\$!  
&, -6+2\$7\$2!5\$2&).!\*7\$)\*5\$-\*9!
- i 6+-; !#, \*!, 7!&, .2!\*#\$7) (1!!
- i 6+-; !)-1!-, -@







Some injuries and illnesses that occur in company parking lots are clearly caused by work conditions or activities -- , being struck by a car while painting parking space indicators on the pavement of the lot, slipping on ice permitted to accumulate in the lot by the employer -- and by their nature point to conditions that could be corrected to improve workplace safety and health. Interestingly enough, if an employee is injured in an accident while **traveling in** a motor





Establishments in the following industries with 20 to 249 employees must submit injury and illness summary (Form 300A) data to OSHA electronically.

!

EE!! !



YJCC!! G, -6' 5\$7!; , , 26!7\$-\*).!!

YJCJ!! e\$-\$7).!7\$-\*).!&\$-\*76!!

YKEL!! /\$7N&\$6!\* , !: ' +.2+- ; 6!) -2!2?\$.+-.+ ; 6!!

YKCE!! g)6\*\$!&, ..\$&\*+, -!!

YKCC!! g)6\*\$!7\$)\*5\$-\*!) -2!2!6(, 6) .!!

YKCZ!! M\$5\$2+)\*+, -!) -2!, \*#\$7!?)6\*\$!5)-); \$5\$-\*!6\$7N&\$6!!

KCEZ!



