



OSHA FACT Sheet

OSHA Recordkeeping Help Is on the Way

Beginning January 1, 2002, employers will be following updated, easier requirements for recording on-the-job injuries and illnesses. They'll also be using OSHA's new recordkeeping forms designed to fit on legal-size paper. OSHA has planned a major outreach effort to help employers and workers understand the changes and comply with the new requirements.

Many of OSHA's materials and specialized training will be available through trade associations, professional groups, and unions. 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 on some training sessions. Local and regional OSHA offices and states operating their own OSHA programs will 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)

Notice of delays involving hearing loss and musculoskeletal disorders
(*Federal Register* October 12, 2001)

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, delays on some issues

Compliance directive for OSHA inspectors

E-Tool—interactive software (will help employers determine if they are covered and whether an injury/illness is recordable) (coming soon)

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 (available soon)

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

Training classes at 12 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 state or regional OSHA recordkeeping expert:

Region I (CT, ME, MA, NH, RI, VT*)

Shirley Boulware
617-565-9856

Region II (NJ, NY, PR*)

Kevin Brennan
212-337-2339

Region III (DE, DC, MD,* PA, VA,* WV)

Jim Johnston
215-861-4900

Region IV (AL, FL, GA, KY,* MS, NC,* SC,* TN*)

Sven Rundman
404-562-2281

Region V (IN,* IL, MI,* MN,* OH, WI)

Leslie Ptak
312-886-7034

Region VI (AR, LA, NM,* OK, TX)

Brenda Mitchell
214-767-4736 ext. 238

Region VII (IA, KS, MO, NE)

Mark Banden
816-426-5861 ext 255

Region VIII (CO, MT, ND, SD, UT,* WY*)

Dave Herstedt
303-844-1600 ext. 309

Region IX (AZ,* CA,* HI,* NV*)

Technical Assistance Line
800-475-4019

Region X (AK,* ID, OR,* WA*)

Lynda Glaspey
206-553-5932 ext 8081

*States operating their own OSHA programs covering private sector employers.

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.

