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**Requirements
for**

OSHA Injury and Illness Recordkeeping and Reporting

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
4	DCN2033	Update for nomenclature and simplification	1-31-23	P. LaFountain	T. Diamond

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE

- 1.1 To provide requirements for the recordkeeping and reporting of a work-related injury, illness, fatality, and/or severe injury to OSHA.
- 1.2 Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. Minor injuries requiring first aid only do not need to be recorded.
- 1.3 The NY CREATES North American Industry Classification System (NAICS) code 5417 'Scientific Research and Development Services', is classified as a low risk industry and is a partially exempt industry from these reporting requirements.
 - 1.3.1 As a partially exempt industry, NY CREATES is required to report to OSHA any work-related incident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye.

2 SCOPE

- 2.1 The OSHA Injury and Illness Recordkeeping and Reporting Requirements apply to NY CREATES, SUNY Poly, site tenants, and contractors [at the Albany Nanotech Complex \(ANC\)](#).

3 DEFINITIONS

- 3.1 **Establishment** - a single physical location where business is conducted or where services are performed. A campus is considered an establishment.
- 3.2 **Work-Related Incident** - an injury or illness is work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness.
 - 3.2.1 Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment unless an exception in 1904.5(b)(2) specifically applies.
- 3.3 **Injury or Illness** - An injury or illness is an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning.

- 3.4 There are also special recording criteria for work-related cases involving [needle sticks and sharps injuries, medical removal, hearing loss, and tuberculosis](#).
- 3.5 **OSHA** - Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor.

4 ASSOCIATED DOCUMENTS

- 4.1 [EHS-00083-F1 - OSHA Serious Event Reporting Form](#)
- 4.2 [OSHA Form 300 - Log of Work-Related Injuries and Illnesses](#)
- 4.3 [OSHA Form 300A - Summary of Work-Related Injuries and Illnesses](#)
- 4.4 [OSHA form 301 - Injury and Illness Incident Report](#)

5 DISTRIBUTION

- 5.1 Copies of this document are maintained at this facility in the following locations:
- EHS Intranet
 - Emergency Response Team (ERT) Office
 - Security Control Center (SCC)

6 PROCEDURE

6.1 Internal Reporting Procedure

- 6.1.1 Any work-related injury or incident occurring [at ANC](#) which requires medical treatment shall be reported by calling Security at 518-437-8600.

While responding to the incident the ERT shall determine if the injury or illness meets one or more of the criteria listed in Section 6.2.1-6.2.4 and ERT shall contact one of the following people, as soon as possible, in order, until one of them is reached:

6.1.2

Role	Name	Contact Information
Primary Contact	Tom Diamond, VP EHS	Cell: 518-441-6850 Home: 845-331-2391
1 st Alternate Contact	Kassey Rydberg, AVP of EHS	Cell: 518-380-1847 Home: 518-257-0247
2nd Alternate Contact	Katlin Rhodes, Industrial Hygienist	Cell: 518-641-2255
3 rd Alternate Contact	Priscilla LaFountain, Safety Engineer	Cell: 518-728-3241 Home: 518-852-2251

6.2 **External Reporting Requirements**

- 6.2.1 The employer (e.g., NY CREATES, tenant, contractor) is responsible for the external reporting of its fatality or severe injury incidents to OSHA.
- 6.2.2 All work-related fatalities must be reported to OSHA within **8 hours**.
- 6.2.3 [All work-related in-patient hospitalization, amputation, or loss of an eye](#) must be reported to OSHA within **24 hours** of the work-related incident. Employers must report the incident internally within **24 hours** of learning about it.
- 6.2.4 Fatalities occurring **within 30 days** of a work-related incident must be reported to OSHA.
- 6.2.5 In-patient hospitalization or fatality due to a heart attack must be reported if the heart attack resulted from a work-related incident.
- 6.2.6 External reporting for a NY CREATES/SUNY Poly Albany employee will be performed by the individuals listed in 6.1.3.
- 6.3 **Initial Notification Requirements**
- 6.3.1 The OSHA Serious Event Reporting Form (EHS-00083-F1) should be used to collect appropriate information prior to calling OSHA.

6.3.2 The following information is required to be reported to OSHA, **at minimum**:

- Establishment name
- Location of incident
- Time of incident
- The type of serious event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye)
- The number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye
- The name(s) of the employee(s) who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye
- The name of the contact person and his or her phone number
- Brief description of the work-related incident

6.3.3 Notification to OSHA can be made by one of the following methods:

Method	Number/Location
OSHA's free and confidential number	1-800-321-OSHA (6742)
OSHA Area Office during normal business hours ONLY	(518) 464-4338 (Albany)
OSHA Serious Event Reporting Online Form	<u>Serious Event Reporting Online Form</u>

7 MAINTAINING AND POSTING RECORDS

- 7.1 OSHA records must be maintained at the worksite for at least **five years**. If requested, copies of the records must be provided to current and former employees or their representatives.
- 7.2 **Each** February through April, locations must post a summary of the prior year's severe injuries and illnesses, if any, using OSHA form 300A.
- 7.3 Locations must inform employees of their right to report work-related injuries and illnesses free from retaliation which is satisfied by posting the OSHA workplace poster.