**Welcome to the Occupational Safety & Health Administration (OSHA) Recordkeeping Advisor**

This Advisor provides employers information on how to address the federal requirement to report and record work-related injuries and illnesses. The OSHA Recordkeeping Advisor is intended to help determine:

* Whether an injury or illness (or related event) is work-related
* Whether an event or exposure at home or on travel is work-related
* Whether an exception applies to the injury or illness
* Whether a work-related injury or illness needs to be recorded
* Which provisions of the regulations apply when recording a work-related case

The OSHA Recordkeeping Advisor presents questions and relies on responses to determine the appropriate course of action. The Advisor does not store any information. If the Advisor does not address the circumstances of a particular case, please [contact OSHA](http://www.osha.gov/html/Feed_Back.html) or obtain expert advice.

Some employers may be exempt from OSHA’s recordkeeping rules, for example those with 10 or fewer employees during the previous calendar year and those classified in specific industries. If you are unsure whether your company or business is covered by the requirements, please see, OSHA’s regulations at [29 CFR 1904.1](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9632), Partial exemption for employers with 10 or fewer employees; [29 CFR 1904.2](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9633), Partial exemption for establishments in certain industries; and [29 CFR 1904.3](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9634), Keeping records for more than one agency; and [Appendix A](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12791) (the list of industries). Employers in [States with OSHA-approved State plans](http://www.osha.gov/dcsp/osp/index.html) should contact their States for information on State-specific exemptions. In addition, public sector employers in these States are subject to State recordkeeping regulations.

While using this Advisor, please remember that you should treat incidents such as any cut, laceration, needlestick, splash with bodily fluid, or exposure to tuberculosis as an injury or illness. (The Advisor addresses “privacy concern cases” as needed.) Furthermore, a [Standard Threshold Shift (STS) in hearing](http://webapps.dol.gov/elaws/osha/recordkeeping/glossary.aspx?Glossary_Word=sts) in one or both ears, [any significant diagnosed injuries and illnesses](http://webapps.dol.gov/elaws/osha/recordkeeping/glossary.aspx?Glossary_Word=SigDiag), and cases involving medical removal under an OSHA standard should be considered injuries or illnesses for the purposes of this Advisor.

The OSHA Recordkeeping Advisor is written in plain language and intended to assist employers, especially small business employers, in understanding their recordkeeping requirements under OSHA regulations. It is not, however, a substitute for the [OSHA Recordkeeping Rules 29 CFR 1904](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1904), the [OSHA Recordkeeping Handbook](http://www.osha.gov/recordkeeping/handbook/index.html) or for the [OSHA Recordkeeping Related Letters of Interpretation](http://www.osha.gov/recordkeeping/RKinterpretations.html). For those who wish to read exact regulatory language, links are provided throughout the Advisor where appropriate.

The OSHA Recordkeeping Advisor is one of a series of elaws (Employment Laws Assistance for Workers and Small Businesses) Advisors developed by the U.S. Department of Labor (DOL) to help employers and employees understand their rights and responsibilities under federal employment laws. To view the entire list of elaws Advisors please visit the [elaws website](http://www.dol.gov/elaws/). To learn more about DOL’s efforts to ensure safe and healthful working conditions for America’s workers, visit the [OSHA website](http://www.dol.gov/osha/).

http://www.dol.gov/elaws/OSHARecordkeeping.htm