



## Considerations for Occupational Injury Reporting

The Occupational Safety and Health Act requires employers to record and report occupational injury and illness. Some nonprofits and most YMCAs [are exempt](#) from keeping OSHA injury and illness records unless they are asked in writing to do so by [Occupational Safety & Health Administration \(OSHA\)](#), the [Bureau of Labor Statistics \(BLS\)](#), or a state agency operating under the authority of OSHA or the BLS. This exemption does not excuse any organization from coverage by OSHA or from compliance with all applicable safety and health standards (which may include other types of record keeping requirements).

25 states and territories operate their own OSHAs. Organizations in the following areas should contact the state agency to determine if it has or intends to adopt the exemptions: Alaska, Arizona, California, Hawaii, Indiana, Iowa, Kentucky, Maryland, Michigan, Minnesota, Nevada, New Mexico, North Carolina, Oregon, Puerto Rico, South Carolina, Tennessee, Utah, Vermont, Virginia, Virgin Islands, Washington, and Wyoming. Connecticut and New York cover state and local government employees only.

Organizations are required to post an [Annual Summary of Occupational Injuries and Illnesses](#) for the previous calendar year. The summary must be posted no later than February 1 and must remain in place until March 1. [Form No. 300A](#) is used to meet this requirement. Authorized government officials shall be provided access to these records also.

Each year BLS selects about 280,000 firms to take part in a survey used to calculate the job injury and illness rates for various industries nationwide. All employers selected for the survey are required by law to participate. As noted previously, organizations, which are normally exempt from OSHA record keeping, are notified of their selection for the survey prior to the calendar year to which the survey relates.

The survey is used to monitor OSHA's progress and to assist the agency in setting standards, evaluating existing standards, scheduling inspections, and evaluating the performance of states and territories which operate their own OSHA-approved safety and health programs.

More information on recording occupational injuries and illnesses may be obtained from [OSHA](#), your State's agency or in the [Online Resource Library](#).