
The OSHA Standard governing when and how to report certain injuries, 29 CFR 1904.39, was revised by final rule issued on September 18, 2014 and became effective January 1, 2015. The Standard previously required employers to report all work-related fatalities, and all work-related in-patient hospitalizations of three or more employees, within eight hours of the event. This requirement had been established in 1994, amending an initial reporting requirement established in 1971. The 2014 revision retained the requirement that employers report all work-related fatalities within 24 hours of the event, but it also added the requirement that employers to report all work-related in-patient hospitalizations, all amputations and all losses of an eye within 24 hours of the event.

What Incidents Do I Have to Report and When Do I Have to Report?

Under the revised Standard –

1. Each fatality resulting from a work-related incident, within 8 hours of the death. This requirement applies to all fatalities occurring within 30 days of a work-related incident. See 1904.39(a)(1) and (b)(6).

2. Each in-patient hospitalization resulting from a work-related incident, within 24 hours of the hospitalization. This requirement applies to all inpatient hospitalizations occurring within 24 hours of a work-related incident. See 1904.39(a)(2) and (b)(6). See the OSHA definition for “in-patient hospitalization” in the Q&A Section below.

3. Each amputation resulting from a work-related incident, within 24 hours of the amputation. This requirement applies to all amputations occurring within 24 hours of a work-related incident. See 1904.39(a)(2) and (b)(6). See the OSHA definition for “amputation” in the Q&A Section below.

4. Each loss of an eye resulting from a work-related incident, within 24 hours of the loss of an eye. This requirement applies to all losses of an eye occurring within 24 hours of a work-related incident. See 1904.39(a)(2) and (b)(6).

How Do I Report an Incident?

The Standard also provides employers with three options for reporting the covered fatalities, hospitalization and injuries. Employers may report by –

1. Telephone or in person to the OSHA Area Office that is nearest to the site of the incident,
2. Telephone to the OSHA toll-free number, 1-800-321-6742, or
3. Electronic submission using an application on the OSHA webpage
The rule also established the protocol for when an employer does not learn about a reportable fatality, in-patient hospitalization, amputation, or loss of an eye when the event happens.

**What Information Must I Report?**

For each covered in-patient hospitalization, amputation, or loss of an eye, the following information must be reported –

1. Name of establishment
2. Your contact person and his or her telephone number
3. Location of the work-related incident
4. Time of the work-related incident
5. Type of reportable event
6. A brief description of the work-related incident
7. The number of effected employees
8. The names of each effected employee

**Questions and Answers**

There are a number of questions posed and answered in the Standard that are intended to provide additional guidance for reporting compliance. The term “incident” below refers to a covered incident under this Standard – a reportable fatality, in-patient hospitalization, amputation, or loss of an eye.

**Do I have to report the fatality, inpatient hospitalization, amputation, or loss of an eye if it resulted from a motor vehicle accident on a public street or highway?** If the motor vehicle accident occurred in a construction work zone, you must report the incident to OSHA. If the motor vehicle accident occurred on a public street or highway, but not in a construction work zone, you do not have to report the incident to OSHA. However, the fatality, in-patient hospitalization, amputation, or loss of an eye must be recorded on your OSHA injury and illness records, if you are required to keep such records. See 1904(b)(3).

**Do I have to report the fatality, inpatient hospitalization, amputation, or loss of an eye if it occurred on a commercial or public transportation system?** No, you do not have to report the incident to OSHA if it occurred on a commercial or public transportation system (e.g., airplane, train, subway, or bus). However, the incident must be recorded on your OSHA injury and illness records, if you are required to keep such records. See 1904.39(b)(4).

**Do I have to report a work-related fatality or in-patient hospitalization caused by a heart attack?** Yes, your local OSHA Area Office director will decide whether to investigate the event, depending on the circumstances of the heart attack. See 1904(b)(5).

**What if the fatality, in-patient hospitalization, amputation, or loss of an eye does not occur during or right after the work-related incident?** You must only report a fatality to OSHA if the fatality occurs within thirty (30) days of the work-related incident. For an in-patient hospitalization, amputation, or loss of an eye, you must only report the event to OSHA if it occurs within twenty-four (24) hours of the work-related incident. However, the fatality, in-patient hospitalization, amputation, or loss of an eye must be
recorded on your OSHA injury and illness records, if you are required to keep such records. See 1904(b)(6).

**What if I don’t learn about a reportable fatality, in-patient hospitalization, amputation, or loss of an eye right away?** If you do not learn about a reportable incident at the time it takes place, you must make the report to OSHA within the following time period after the incident is reported to you or to any of your agent(s): Eight (8) hours for a fatality, and twenty-four (24) hours for an in-patient hospitalization, an amputation, or a loss of an eye. See 1904.39(b)(7).

**What if I don’t learn right away that the reportable fatality, in-patient hospitalization, amputation, or loss of an eye was the result of a work-related incident?** If you do not learn right away that the reportable incident was the result of a work-related incident, you must make the report to OSHA within the following time period after you or any of your agent(s) learn that the reportable incident was the result of a work-related incident: Eight (8) hours for a fatality, and twenty-four (24) hours for an inpatient hospitalization, an amputation, or a loss of an eye. See 1904.39(b)(8).

**Do I have to report an in-patient hospitalization that involves only observation or diagnostic testing?** No, you do not have to report an in-patient hospitalization that involves only observation or diagnostic testing. You must only report to OSHA each inpatient hospitalization that involves care or treatment. See 1904.39(b)(10).

**How does OSHA define “in-patient hospitalization”?** OSHA defines in-patient hospitalization as a formal admission to the in-patient service of a hospital or clinic for care or treatment. See 1904.39(b)(9).

**How does OSHA define “amputation”?** An amputation is the traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of body parts that have since been reattached. Amputations do not include avulsions, enucleations, deglovings, scalpings, severed ears, or broken or chipped teeth.

**Additional Resources**

Follow this link to see the final rule: [https://www.osha.gov/FedReg_osha_pdf/FED20140918.pdf](https://www.osha.gov/FedReg_osha_pdf/FED20140918.pdf).

Follow this link to OSHA’s Recordkeeping Rule webpage: [https://www.osha.gov/recordkeeping2014/](https://www.osha.gov/recordkeeping2014/).

See also the OSHA Fact Sheet: Updates to OSHA’s Recordkeeping Rule: Reporting Fatalities and Severe Injuries.