

FY 20 Most Frequently Cited Recordkeeping .1904

- Federal OSHA issued approximately 1,292 citations for violations of 1904 - Recording and Reporting Occupational Injuries and Illness
- The Houston OSHA offices issued approximately 46 citations in the SE TX area

OSHA's Form 300 (Rev. 1-10-10)
Log of Work-Related Injuries and Illnesses
 This form is to be completed by employers who are required to keep records of work-related injuries and illnesses. It is used to track and report injuries and illnesses that are recordable under the OSHA recordkeeping requirements. The form includes sections for recording injuries and illnesses, and for providing information about the establishment and the incident.

FY 20 Top 10 Federal OSHA Recordkeeping Most Frequently Cited

1904 Standard	Cited	Narrative
1904.39(a)(2)	602	Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, you must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.
1904.40(a)	120	When an authorized government representative asks for the records you keep under part 1904, you must provide copies of the records within 4 business hours
1904.39(a)(1)	111	Within eight (8) hours after the death of any employee as a result of a work-related incident, you must report the fatality to the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
1904.29(a)	73	You must use OSHA 300, 300-A, and 301 forms, or equivalent forms, for recordable injuries and illnesses. The OSHA 300 form is called the Log of Work-Related Injuries and Illnesses, the 300-A is the Summary of Work-Related Injuries and Illnesses, and the OSHA 301 form is called the Injury and Illness Incident Report.
1904.4(a)	64	Each employer required by this part to keep records of fatalities, injuries, and illnesses must record each fatality, injury and illness that: Is work-related; and Is a new case; and meets one or more of the general recording criteria of §1904.7 or the application to specific cases of §§1904.8 through 1904.12.
1904.29(b)(1)	58	You must complete an OSHA 301 Incident Report form, or an equivalent form, for each recordable injury or illness entered on the OSHA 300 Log.
1904.29(b)(3)	44	You must enter each recordable injury or illness on the OSHA 300 Log and 301 Incident Report within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.
1904.32(a)(4)	28	At the end of each calendar year, you must post the annual summary.
1904.41(a)(2)	22	If your establishment had 20 or more employees but fewer than 250 employees at any time during the previous calendar year, and your establishment is classified in an industry listed in appendix A to subpart E of this part, then you must electronically submit information from OSHA Form 300A Summary of Work-Related Injuries and Illnesses to OSHA or OSHA's designee. You must submit the information once a year, no later than the date listed in paragraph (c) of this section of the year after the calendar year covered by the form.
1904.33(a)	21	You must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.

FY 20 Top Southeast Texas OSHA Top Cited Recordkeeping

1904 Standard	Cited	Narrative
1904.39(a)(2)	26	Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, you must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.
1904.40(a)	9	When an authorized government representative asks for the records you keep under part 1904, you must provide copies of the records within 4 business hours
1904.41(a)(2)	3	If your establishment had 20 or more employees but fewer than 250 employees at any time during the previous calendar year, and your establishment is classified in an industry listed in appendix A to subpart E of this part, then you must electronically submit information from OSHA Form 300A Summary of Work-Related Injuries and Illnesses to OSHA or OSHA's designee. You must submit the information once a year, no later than the date listed in paragraph (c) of this section of the year after the calendar year covered by the form.
1904.4(a)	3	Each employer required by this part to keep records of fatalities, injuries, and illnesses must record each fatality, injury and illness that is work-related; and is a new case; and meets one or more of the general recording criteria

*Bear in mind that regulations such as .1200 Hazard Communication, .178 Powered Industrial Trucks and 1904 Recordkeeping etc. could be construction or general industry since the 1910 standard is the applicable standard for both construction and general industry. Violations related to 1910 are listed under the general industry Most Frequently Cited (MFC). The (5)(a)(1) General Duty Clause applies to both and is also listed in the 1910 MFC when applicable. 1904 Recordkeeping also isn't industry specific and is broken out as a separate list.

This information has been developed by an OSHA Compliance Assistance Specialist and is intended to assist employers, workers, and others as they strive to improve workplace health and safety. Information is estimated and may change over time. While we attempt to thoroughly address specific topics [or hazards], it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive statement of an employer's legal obligations, which are defined by statute, regulations, and standards. Likewise, to the extent that this information references practices or procedures that may enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Finally, over time, OSHA may modify rules and interpretations in light of new technology, information, or circumstances; to keep apprised of such developments, or to review information on a wide range of occupational safety and health topics, you can visit OSHA's website at www.osha.gov. For questions contact Jim Shelton at the Houston North Area Office at shelton.james@dol.gov.

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