

Effective starting January 1, 2015:

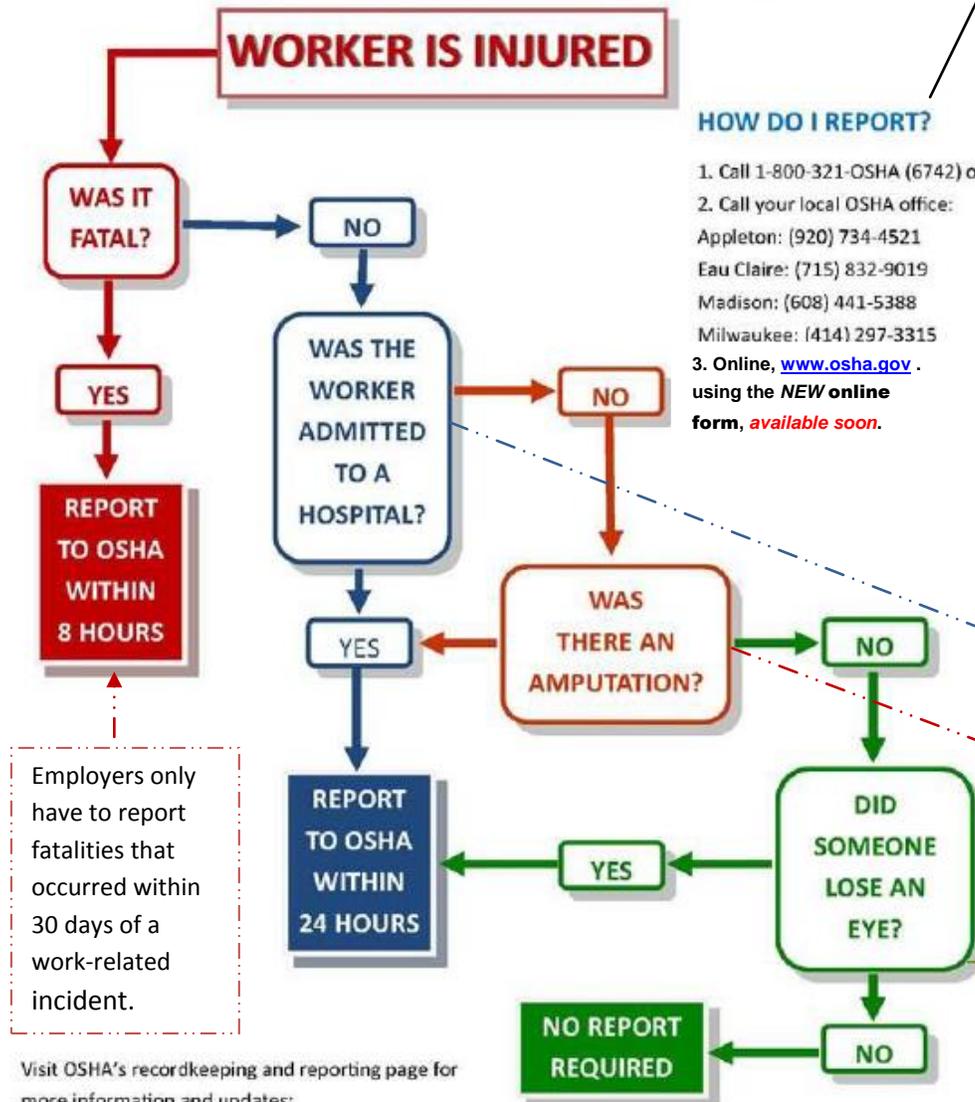
# OSHA's NEW REPORTING EXPLAINED

Employers reporting a fatality, inpatient hospitalization, amputation or loss of an eye to OSHA must report the following information:

- Establishment name
- Location of the work-related incident
- Time of the work-related incident
- Type of reportable event (i.e.; fatality, inpatient hospitalization, amputation, or loss of an eye)
- Number of employees who suffered the event
- Names of the employees who suffered the event
- Contact person and his/her phone number
- Brief description of the work-related incident

## HOW DO I REPORT?

1. Call 1-800-321-OSHA (6742) or
2. Call your local OSHA office:  
Appleton: (920) 734-4521  
Eau Claire: (715) 832-9019  
Madison: (608) 441-5388  
Milwaukee: (414) 297-3315
3. Online, [www.osha.gov](http://www.osha.gov) using the **NEW online form, available soon.**



Employers only have to report fatalities that occurred within 30 days of a work-related incident.

Visit OSHA's recordkeeping and reporting page for more information and updates:  
<http://www.osha.gov/recordkeeping2014/index.html>

For any inpatient hospitalization, amputation, or eye loss employers must report the incident within 24 hours of learning about it. Employers *only have to report an inpatient hospitalization, amputation or loss of an eye that occurs within 24 hours of a work-related incident.*

**An amputation is defined as** 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**; and amputations of body parts that have **since been reattached**. **Amputations do not include** avulsions (tissue torn away from the body), enucleations (removal of the eyeball), degloving (skin torn away from the underlying tissue), scalping (removal of the scalp), severed ears, or broken or chipped teeth.

Employers **do not have to report an event** if:

- Resulted from a motor vehicle accident on a public street or highway. **Employers must report the event if it happened in a construction work zone.**
- Occurred on a commercial or public transportation system (airplane, subway, bus, ferry, streetcar, light rail, train)
- Occurred more than 30 days after the work-related incident in the case of a fatality or more than 24 hours after the work-related incident in the case of an inpatient hospitalization amputation, or loss of an eye.