

## FY 18 Most Frequently Cited Recordkeeping .1904

- Federal OSHA issued approximately 1,670 citations for violations of 1904 - Recording and Reporting Occupational Injuries and Illness
- The Houston OSHA offices issued approximately 60 citations

## FY 18 Top 10 Federal OSHA Recordkeeping Most Frequently Cited

1904 Standard	Cited	Narrative
1904.39(a)(2)	742	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)	153	When an authorized government representative asks for the records you keep under part 1904, you must provide copies of the records within 4business hours
1904.41(a)(2)	98	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.
1904.39(a)(1)	85	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(b)(1)	75	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(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.
1904.29(b)(3)	55	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.
1904.4(a)	53	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.
1904.32(a)(4)	47	At the end of each calendar year, you must post the annual summary.
1904.32(a)(2)	25	At the end of each calendar year, you must: create an annual summary of injuries and illnesses recorded on the OSHA 300 Log.
1904.32(b)(6)	25	You must post the summary no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30.

## FY 18 Top 5 Houston OSHA Recordkeeping Most Frequently Cited

1904 Standard	Cited	Narrative
1904.39(a)(2)	27	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.
1904.29(a)	7	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.
1904.39(a)(1)	5	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.
1904.40(a)	5	When an authorized government representative asks for the records you keep under part 1904, you must provide copies of the records within 4business hours
1904.4(a)	4	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.

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. 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](http://www.osha.gov). For questions contact Jim Shelton at the Houston North Area Office at [shelton.james@dol.gov](mailto:shelton.james@dol.gov).