



# SAFETY DIRECTOR BULLETIN



## PEOSH RECORDING & REPORTING OCCUPATIONAL INJURIES & ILLNESSES

**February 1<sup>st</sup> is the deadline to tabulate the Log of Work-Related Injuries and Illnesses (NJOSH-300). The Summary Log (NJOSH-300A) must be posted in a visible area for each establishment, where notices to employees are posted, from February 1 to April 30 of each year.**

New Jersey requires public employers to record certain work-related injuries and illnesses. Additionally, certain serious injuries must be reported directly to the New Jersey PEOSH within specified timeframes. Helpful resources to help understand the recording and reporting rules are available at [NJ PEOSH Recording and Reporting Occupational Injuries and Illness Standard](#). NJ PEOSH adopted and enforces the [OSHA Recordkeeping Laws and Regulations 29 CFR 1904](#). The [MSI Video Briefing](#) provides additional guidance.

### Recording of Occupational Injuries

There are two important forms for the recording of injuries. The [Log of Work-Related Injuries and Illnesses \(NJOSH-300\)](#) is a list of work-related injuries and illnesses that is maintained throughout the year. Injuries and illnesses are entered into the *NJOSH-300 Log* within 7 days of being notified of the injury/illness. Five years of *NJOSH-300 Logs* must be readily available to NJPEOSH inspectors.

The second form, [NJOSH 300A Summary of Work-Related Injuries and Illnesses](#), is the annual summary of work-related injuries. This summary is posted at each work establishment from February 1 through April 30. Logs should be removed from bulletin boards and filed after April 30. **Injury logs and summary logs must be maintained for each department. For example, one log should be kept for the Police Department, and separate logs should be kept for the Departments of Public Works, Fire, and so on.**

'Work-related' is defined as any event or exposure in the work environment, either causing or contributing to the resulting condition or significantly aggravating a pre-existing injury or illness. 'Work-related' is presumed for injuries and illnesses resulting from events occurring in the work environment unless an exception is given explicitly in OSHA 1904.5(b)(2). Recordable work-related injuries and illnesses are those that result in:

- Death or loss of consciousness
- Days away from work, placement on restricted work activity, or a job transfer
- Medical treatment beyond first aid

Employers must also record the following conditions if they have been determined to be work-related:

- Any needle-stick injury or cut from an object that is contaminated with a potentially infectious material
- Any case requiring an employee to be medically removed under an OSHA health (chemical) standard
- Tuberculosis infection, as evidenced by a positive skin test or diagnosis by a physician
- An employee's audiogram reveals a specified hearing Standard Threshold Shift in one or both ears

### Reporting of Serious Occupational Injuries to NJ PEOSH

New Jersey Public Employers must report fatalities to NJ PEOSH within eight (8) hours of the occurrence and report work-related hospitalizations, amputations, or loss of an eye within 24 hours by calling the 24-hour hotline (800)624-1644 or the 24-hour fax line (609)292-3749. Please refer to the decision tree on the following page.

# New Jersey PEOSH Injury Reporting Requirements

## Decision Making Flow Chart

