

# SAFETY DIRECTOR BULLETIN

## NJ PEOSH RECORDKEEPING – ANNUAL REMINDER

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. In addition, certain serious injuries must be **reported** directly to New Jersey PEOSH within specified timeframes. To access an overview, resources to help with compliance and frequently asked questions visit [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 [OSHA Reporting and Recording Recorded Webinar](#) 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 listing of work-related injuries and illnesses is maintained throughout the year. Injuries and illnesses are entered into the 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 is the annual summary of work-related injuries, [NJOSH 300A Summary of Work-Related Injuries and Illnesses](#). 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.

'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 was given in OSHA 1904.5(b)(2) applies. 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

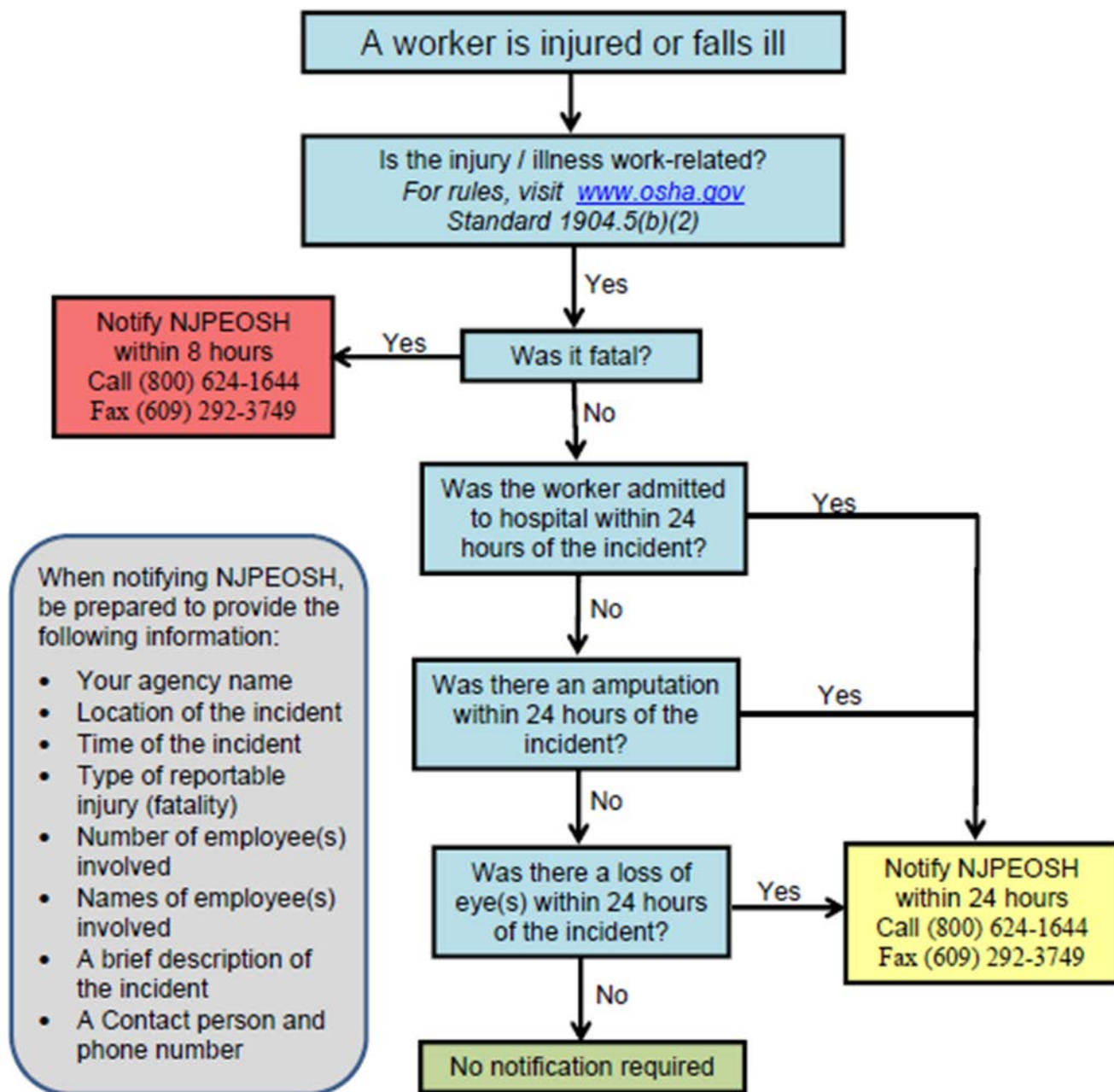
Public employers must also record the following conditions if they have been determined to be work-related:

- Confirmed or possible COVID-19 infections. Refer to the [JAM SD Bulletin](#) for more information.
- 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. Refer to the decision-making flow chart on page 2.

## NJ PEOSH Injury Reporting Requirements



**Notes:**

- OSHA defines amputation as the traumatic loss of a limb or external body part, including a part, such as a limb or appendage, that has been severed, cut off (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of parts that have been reattached. Amputations do not include avulsions, enucleations, degloving, scalping, severed ears, or broken or chipped teeth.
- If a motor vehicle accident occurs in a construction work zone, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye. 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 fatality, hospitalization, amputation, or loss of an eye.
- A work-related fatality or in-patient hospitalization caused by a heart attack must be reported.

