

SAFETY DIRECTOR BULLETIN

PEOSH RECORDING & REPORTING INJURIES & ILLNESSES FOR FIRE & EMS

February 1st 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 to employees must be reported directly to New Jersey PEOSH within specified timeframes. 'Employees' include career, on-call, and volunteer firefighters, EMS, and administrative staff. 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 [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 listing of work-related injuries and illnesses that should be 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:

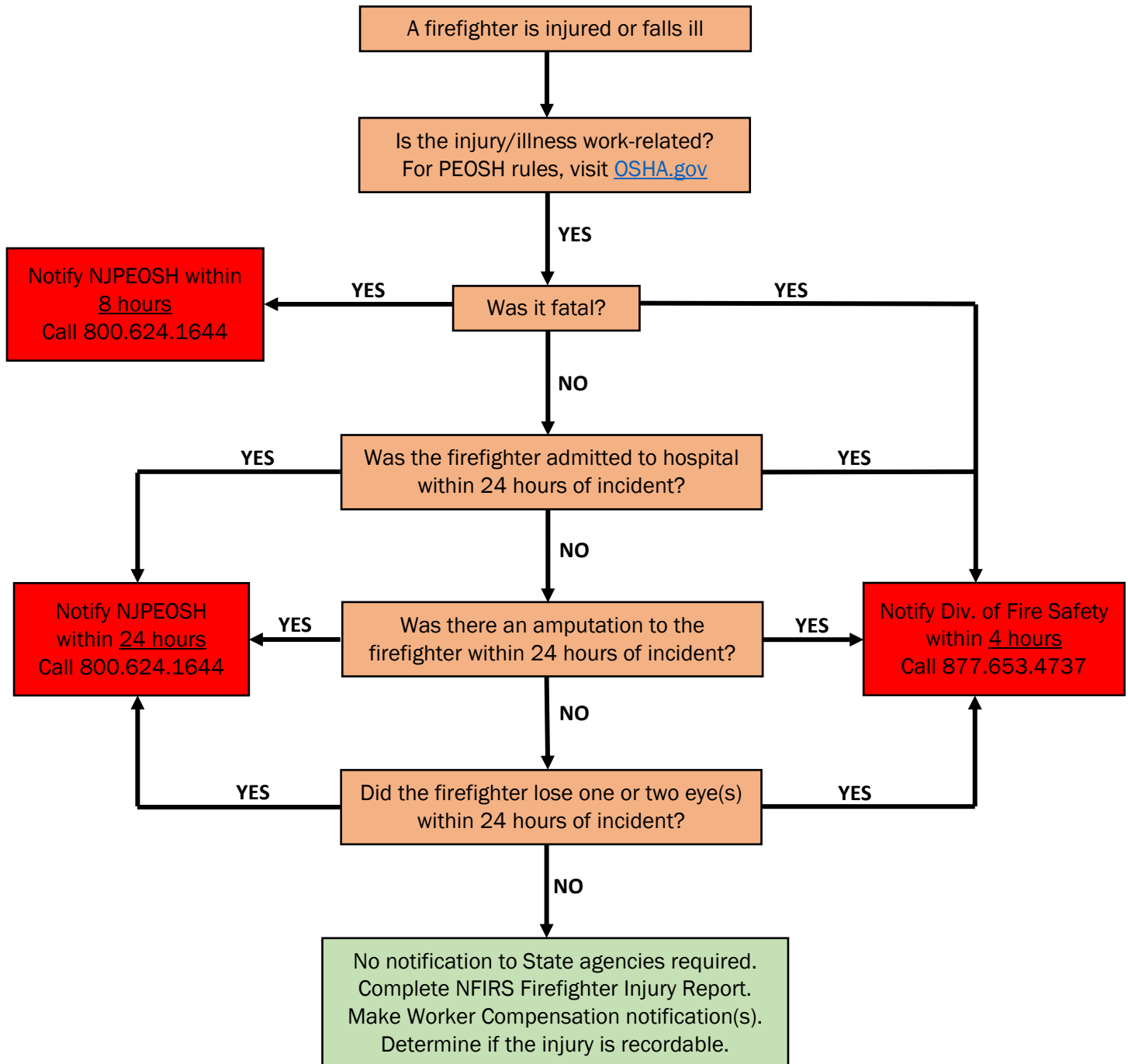
- Confirmed or possible COVID-19 infections. Refer to the [SD Bulletin](#) for more information.
- Any needle-stick injury or cut from an object that is contaminated with a potentially infectious material
- Any case requiring an employee to be medically removed under an OSHA health (chemical) standard
- 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 and Division of Fire Safety

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.

The NJ Division of Fire Safety requires fire agencies to notify them by calling (877)-NJFIRES within 4 hours of a firefighter fatality or serious injury requiring being admitted to a hospital. Refer to the following decision-making flow chart.

NEW JERSEY FIREFIGHTER INJURIES & ILLNESSES REPORTING REQUIREMENTS



When notifying NJPEOSH, be prepared to provide the following information:

- The agency's name and contact person's name & phone number.
- Location, time, and brief description of the incident.
- Number of employees, their name(s), and type(s) of injury.