

MIOSHA Injury and Illness Recordkeeping and Reporting Requirements

- ◆ Recordkeeping and reporting requirements of MIOSHA apply to employers with 11 or more employees, unless the employer has received notification from the State that their business will be included in the survey.
- ◆ Report to the Department of Consumers and Industry Services within *eight* hours of a fatality, or any hospitalization of *three* or more employees suffering an injury or illness from exposure to the same hazard associated with employment.

Reporting Requirements for Illness and Injury

- ◆ All occupational illness must be reported regardless of severity.
- ◆ Report all work-related injuries if they result in:
 - The death of one or more workers
 - Loss of consciousness of one or more employees
 - Medical treatment beyond basic first aid
 - One or more lost workdays
 - Restricted motion or restriction to the work an employee may perform
 - Transfer of an employee to another job

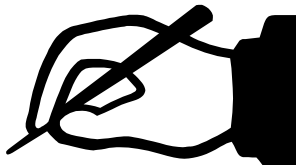
Recordkeeping Requirements

- ◆ Maintain the Log and Summary of Occupational Injuries and Illnesses for five years.
- ◆ Make sure the Log and Summary of Occupational Injuries and Illnesses is available for the MIOSHA inspector during an on-site inspection.
- ◆ Maintain the Log and Summary of Occupational Injuries and Illnesses on the MIOSHA 300 form (or equal). These forms may be obtained by calling (517) 322-1851.
- ◆ Post the log no later than February 1 each year. It must remain in place until March 1 of each year.
- ◆ Consult the back of the Log and Summary of Occupational Injuries and Illnesses for instructions on how to complete the log.

MIOSHA Injury and Illness Recordkeeping and Reporting Requirements *(continued)*

Reporting and Recordkeeping Summary

- ◆ Reporting and recordkeeping requirements appear in several different MIOSHA standards. The following is a summary of the most widely applicable MIOSHA reporting and recordkeeping requirements:
 - The ***MIOSHA poster*** (Michigan Safety and Health Protection on the Job) must be posted in a conspicuous place in all facilities subject to MIOSHA. Post only the most current poster — check with MIOSHA frequently for updates.
 - ***Access to records:*** Employers are required to keep injury and illness records on file for five years.
 - ***Medical and Exposure Records:*** Employers are required to maintain them for the duration of employment, plus thirty years, unless this requirement is superseded by another MIOSHA standard.
 - ***Access to Medical and Exposure Records:*** Employers who keep medical and/or exposure records are required to provide employee access to their own records.



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