



OSHA Injury & Illness Recordkeeping Requirements

Within 7 calendar days upon notification of a work-related injury or illness make a determination if the injury or illness should be recorded on your department's OSHA 300 log and make an entry if deemed a recordable event.

The OSHA Injury & Illness 300 downloadable forms are available at <https://www.osha.gov/recordkeeping/forms> or you can use MUNIS and other software management systems that comply with OSHA requirements to record & track injuries & illness.

For training/guidance on the MUNIS Employee Injury & Illness Module email safety@nnva.gov.

For help with determining if an injury or illness is work-related and/or considered an OSHA recordable case use this link: [Determination of work-relatedness and recording criteria](#) or email safety@nnva.gov.

****OSHA Serious Event Reporting requirements!****

All City Departments are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye.

A **fatality** must be reported within **8 hours**. An **in-patient hospitalization, amputation, or eye loss** must be reported **within 24 hours**.

To report use this link [OSHA Serious Event Reporting Online](#) or call 1-800-321-6742 (OSHA) and subsequently notify the Human Resource Department at 757-926-1800 or safety@nnva.gov.