

## Final Rule Issued By OSHA to Improve Tracking of Workplace Injuries and Illnesses

Under a final rule that becomes effective January 1, 2017, OSHA will revise its requirements for recording and submitting records of workplace injuries and illnesses to require that some of this recorded information be submitted to OSHA electronically for posting to the OSHA website.

### What does the rule require?

The new rule, which takes effect Jan. 1, 2017, requires certain employers to electronically submit injury and illness data that they are already required to record on their onsite OSHA Injury and Illness forms. Analysis of this data will enable OSHA to use its enforcement and compliance assistance resources more efficiently. Some of the data will also be posted to the OSHA website. OSHA believes that public disclosure will encourage employers to improve workplace safety and provide valuable information to workers, job seekers, customers, researchers and the general public. The amount of data submitted will vary depending on the size of company and type of industry.

### Anti-retaliation protections

The rule also prohibits employers from discouraging workers from reporting an injury or illness. The final rule requires employers to inform employees of their right to report work-related injuries and illnesses free from retaliation; clarifies the existing implicit requirement that an employer's procedure for reporting work-related injuries and illnesses must be reasonable and not deter or discourage employees from reporting; and incorporates the existing statutory prohibition on retaliating against employees for reporting work-related injuries or illnesses. These provisions become effective August 10, 2016.

### Compliance schedule

The new reporting requirements will be phased in over two years:

**Establishments with 250 or more employees** in industries covered by the recordkeeping regulation, employers must submit information from their 2016 Form 300A by July 1, 2017. These same employers will be required to submit information from all 2017 forms (300A, 300, and 301) by July 1, 2018. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

**Establishments with 20-249 employees in certain high-risk industries** (including Construction) must submit information from their 2016 Form 300A by July 1, 2017, and their 2017 Form 300A by July 1, 2018. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

The entire list of establishments with 20-249 employees who must submit injury and illness data electronically can be found at: <https://www.osha.gov/recordkeeping/NAICScodesforelectronicsubmission.pdf>

OSHA State Plan states must adopt requirements that are substantially identical to the requirements in this final rule within 6 months after publication of this final rule.

OSHA's Injury and Illness Recording and Reporting Requirements can be found in their entirety at:

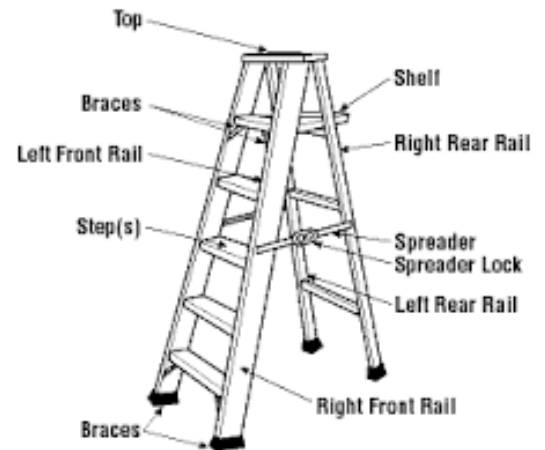
<https://www.osha.gov/recordkeeping/index.html>  
To access the current PDF's for the OSHA Recordkeeping forms, go to: <https://www.osha.gov/recordkeeping/RKforms.html>



## Ladder Safety - Using Step Ladders Safely

Stepladders are commonly used in the construction industry, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Here are some safety points to consider when using a stepladder:

- Ensure stepladders are positioned on level ground and used in accordance with the manufacturer's instructions.
- Do not exceed the weigh rating or duty rating of the ladder. Take into account your body weight and the weight of any tools etc. that may be supported by the ladder as well
- Do not use makeshift or homemade ladders or carry out makeshift repairs to a damaged ladder.
- Make sure all four feet of the ladder are on a firm, dry, level surface.
- Be sure to clear the ground area around the ladder before climbing.
- Check the ladder carefully for any cracks or loose pieces.
- Only use stepladders in a fully open position. Lock the side braces and cross braces before climbing.
- Do not use a stepladder as a straight ladder in a folded and leaning position.
- Always wear proper footwear with good tread when climbing.
- Do not stand on the top two steps of the ladder unless they are designed for standing.
- Watch for people working under or around the ladder.
- Keep your body centered on the middle of the ladder.
- Do not lean to reach items while standing on the ladder.
- Get someone to assist you when working with a ladder.
- Avoid lifting or carrying any heavy items while climbing up or down the ladder.
- Use a ladder made out of non-conductive material for electrical work.
- Do not use stepladders to support work platforms.



### Review Questions: True or False

- 1) Do not lean to reach items while standing on the ladder. **TRUE:** As a rule of thumb, keep your belt-buckle between the rails.
- 2) Do not use a stepladder in a folded and leaning position in place of a straight ladder. **TRUE:** Stepladders should only be used in a fully open position with side braces and cross braces locked.
- 3) Two stepladders can be used to support a work platform. **FALSE:** Stepladders should not be used to support work platforms.

*This Toolbox Talk was developed through the Construction Roundtable of OSHA's Alliance Program for informational purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor.*

