



OSHA Establishes New Recordkeeping and Injury/Illness Reporting Requirements

Risk Management Services is committed to keeping our community informed of regulatory updates that may affect academic and administrative operations. Because of this commitment, we want to provide guidance on the Occupational Safety and Health Administration's (OSHA) new recordkeeping and injury/illness reporting requirements and how our office can assist with compliance. The new requirements were passed to encourage employers to establish safer workplaces while protecting the rights of employees.

Current injury reporting requirements allow employers to post injury and illness data in workplaces or submit data directly to OSHA. Beginning January 1, 2017, injury and illness data will be transmitted electronically and, in an effort to motivate employers to improve safety, OSHA will make parts of the data available to the public on its website. OSHA believes this will allow institutions, such as Northwestern, to benchmark data with peer institutions, identify hazards, and develop plans to prevent workplace injuries.

Right to Report

The new recordkeeping standard focuses on obtaining accurate and complete data by ensuring employees are not deterred from reporting incidents and through provisions to prohibit retaliation against employees who report incidents. As such, employers cannot promote incentive programs associated with injuries and illnesses. For example, employers cannot offer a free lunch for an accident-free worksite, as denial of this benefit could discourage reporting. A better option for employers is to offer incentive programs that reward safe work practices, such as following a procedure safely or attending a safety meeting.

OSHA also has anti-retaliation components in its new standard making it a violation for employers to retaliate against employees who report injuries and illnesses or employees who report safety and health concerns directly to OSHA. Employees must be informed of their right to report. OSHA posters informing employees of their rights can be downloaded from the Risk Management Services website and posted in your work area. Posters can also be seen in Human Resources and several other locations on campus.

Reporting Injuries and Illnesses at Northwestern

Northwestern encourages all employees to immediately report workplace complaints and concerns to their supervisor and to Risk Management Services at risk@northwestern.edu. Risk Management Services will assist with determining workers' compensation benefits and next steps, including setting up appointments with our Occupational Health partners in both Evanston and Chicago. Workers' compensation and injury/illness report forms may be found [on our website](#).

For additional information on OSHA's recordkeeping standards, please contact:

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