

OSHA / PESH HEALTH AND SAFETY



Recordkeeping and Reporting Requirements



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This booklet was produced by PEF's Health and Safety Program. Partial funding was provided by a grant from the New York State Department of Labor Hazard Abatement Board and the State of New York/PEF Statewide Health and Safety Committee. 2003 Revision funded by PEF Membership Benefits Program.

2010 Edition



OCCUPATIONAL SAFETY AND HEALTH RECORDKEEPING AND REPORTING REQUIREMENTS

Introduction

Your employer is required to keep records of injuries and illnesses, exposures to hazards, and training. You have a right to see this information, and to make sure that it is recorded properly. When you review and analyze this information you can identify what health and safety hazards affect people at your workplace, target serious problems and negotiate improved working conditions.

Public sector workers are protected by the New York State Public Employees Safety and Health Bureau (PESH), which enforces federal Occupational Safety and Health Administration (OSHA) regulations. This booklet will help you understand the recordkeeping and reporting requirements of the health and safety standards that protect you at work. It covers recordkeeping and reporting requirements for:

- Work-related injuries and illnesses;
- Biological hazards;
- Hazardous substances and processes;
- Personal protective equipment;
- Fire protection;
- Electrical and energy hazards; and
- Workplace violence prevention.

Employers' Recordkeeping Responsibilities

Occupational Injuries and Illnesses

PESH's Recording and Reporting Public Employees' Occupational Injuries and Illnesses Standard (12 NYCRR Part 801) explains how occupational illnesses and injuries must be recorded and reported. This is equivalent to OSHA's 29 CFR 1904, which was extensively revised in 2002. The revisions increased worker and union access to information and defined more clearly what should and should not be recorded. The OSHA revisions point out that discrimination against workers who

exercise their OSHA rights is forbidden by the OSH Act. Although part 801 does not explicitly state this, discrimination is also forbidden in the public sector.

Log and Summary of Occupational Injuries and Illnesses: Employers must keep a Log of Occupational Injuries and Illnesses (Form SH 900) for each place of work (called an establishment) that is expected to be in operation for more than one year. Each recordable injury or illness must be recorded in this log within 6 working days of the incident. If work takes place at several locations with common supervision, the log may be kept at a central location as long as the dispersed locations are closely located and maintain central administrative records such as payroll. Otherwise each facility must maintain a log.

Employers must record all new cases of work-related fatalities, injuries, and illnesses if they involve:

- Death
- Days away from work;
- Restricted work or transfer to another job;
- Medical treatment beyond first aid;
- Loss of consciousness;
- A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not meet the other recording criteria;
- A needlestick or cut that exposed a worker to potentially infectious material such as blood;
- TB seroconversion or diagnosis following a workplace exposure;
- Work-related hearing loss of 10 decibels since the last hearing test or baseline AND an overall reduction of 25 decibels; and
- Medical removal required by other standards

A case is considered new if the worker either did not have the same type of injury or illness in the same body part, or all signs and symptoms from a previous injury or illness had disappeared.

Items included in the SH 900 form:

- the worker's name and job title,
- the date the injury occurred or the illness began,
- where the event took place,
- a description of the injury or illness including body part affected,
- what caused the problem,
- The number of lost days or restricted work days, up to 180 days. The count is based on calendar days, not scheduled work days, so it includes weekends and holidays.

The record must include all employees on payroll, including management, and those supervised by the employer on a day-to-day basis such as contract, agency, or temporary workers.

Privacy concern cases:

The employer must not include the worker's name on the SH 900 form when recording cases of:

- HIV, hepatitis or TB exposure,
- injuries or illnesses related to the reproductive system or intimate body part,
- sexual assault or
- Mental illness.

A worker who has any recordable illness may request that his/her case is treated as a privacy concern case. A separate Privacy Case List of names and record numbers must be kept and provided to the government if requested. All other relevant information must be recorded on the SH 900 form.

Injury and Illness Incident Report Form:

The employer must fill out this extended report (Form SH 900.2) within 7 calendar days of being informed that a work-related injury or illness has occurred. This includes detailed descriptions of how the incident occurred, what happened to the worker and what medical treatment was provided.

A copy of the employer's report to the NYS Workers' Compensation Board or other report can be used in place of this form if it contains all the required information.

Annual Summary: At the end of each calendar year, employers must fill out the Summary of Work-Related Injuries and Illnesses (Form SH-900.1). A copy of the past year's summary must be posted in each establishment from February 1 through April 30 in a conspicuous place or where employee notices are posted. The injury summary, using the average number of employees and total hours employees worked for the previous year, includes calculated rates of injury, illness and lost time. These rates can

be compared to rates from similar facilities and to national data.

Worker involvement and access to logs: Employers must make sure that employees and their representatives are involved in the recordkeeping system (Section 801.35). The employer must tell all employees how to report injuries or illnesses.

Workers, former workers and their personal or union representative must be provided with copies of the SH 900 within 1 business day of a request. This includes all names except for the Privacy Concern Cases, and all job titles, dates and other descriptive information for all cases.

Individuals or their personal representatives can request complete copies of the Injury and Illness Incident Report Form on their own cases. Union representatives can get copies of all the Injury and Illness Incident Report Forms for facilities they represent. The employer must provide all information about the incident, but not personal information about the worker or the treatment, within 7 business days.

Reporting of Death or Multiple Hospitalizations:

The employer must report all work-related incidents resulting in one or more deaths or the hospitalization of two or more employees to the nearest NYS Division of Safety and Health (DOSH) office within 8 hours by telephone or in person. The report must describe the circumstances of the accident, number of deaths, and extent of any injuries. PESH may require any additional reports it considers necessary.

Other requirements:

The SH 900 forms must be kept for five years. Copies must be provided within 4 business hours of a request by representatives of the Commissioner of Labor.

Some employers will be sent the Annual Occupational and Injuries and Illness Survey by DOSH or the US Bureau of Labor Statistics. They must provide the requested information. Employers must also permanently post the NYS Department of Labor poster relating to job safety and health protection.

Access to Exposure and Medical Records

Employers are required by many OSHA standards to maintain records of occupational health examinations, environmental monitoring and chemical exposures. Current or former workers, their representatives, and OSHA/PESH representatives have the right to examine and copy these records, according to OSHA's Access to Employee Exposure and Medical Records Standard (29 CFR 1910.1020).

The requests should be honored within 15 days. If this is not possible, a reason and a delivery date must be given.

Exposure Records: Employee exposure records are records containing any information about potential or actual exposure to hazards in the workplace. This includes:

- Workplace monitoring or measuring, including air monitoring, personal monitoring, grab, wipe or other types of sampling;
- Biological monitoring (e.g. blood, urine, hair samples);
- Material Safety Data Sheets;
- Any other record which reveals the identity of a toxic substance or harmful physical agent;
- Environmental assessments;
- Task analyses;
- Analyses of any collected data

Medical Records:

Employee medical records are any records concerning the health status of an employee which are made or maintained by a physician, nurse or other health care personnel or technician, including:

- Medical and employment questionnaires or histories (including job descriptions and occupational exposures);
- Results of medical examinations and laboratory tests;
- Medical opinions, diagnoses, progress notes, and recommendations;
- Work-related employee medical complaints.
- Analyses of this data, such as workers compensation reviews

This does not include routinely discarded physical specimens, records concerning voluntary employee assistance programs (e.g. alcohol, drug abuse, or personal counseling), or health insurance claims if these are maintained separately from the employer's

medical program.

Restrictions on Access:

Access to **exposure** records is guaranteed to workers, former workers and their personal or union representatives. Access to individual **medical** records requires the written consent of the affected worker. Union representatives can request individual exposure records without written authorization only if they show an occupational health need, such as other workers at risk for the same problems. Personal identifiers must be removed from these records before they are released.

Access to the medical records of a coworker may be provided only with the written consent of that worker. A physician who represents the employer may choose to disclose information on diagnoses of terminal illnesses or psychiatric conditions only to an employee's designated representative and not directly to the employee. A physician, nurse or other responsible health professional may delete from medical records the names of persons who provided confidential health status information.

Preserving Records:

Employers must keep medical records for as long as the worker is employed there, plus 30 years. Environmental exposure records and data analyses must be kept for 30 years. Background data such as work sheets and laboratory records must be kept for 1 year. Records of employees working for less than one year do not have to be kept, but must be provided to the employee upon leaving. Employers must notify the Director of NIOSH three months before disposing of records.

If the business changes hands, the new employer must maintain the records.

Employee Information:

When hired, and annually thereafter, employees must be told what exposure and medical records are kept, and how to obtain copies. The employer must also inform employees of their rights under this standard, make copies available, and tell who is responsible for maintaining and providing access to the records.

Biological Hazards

AIDS/HIV and Hepatitis B

Employees who face a significant risk of occupational exposure to blood or body fluids are covered under OSHA's Bloodborne Pathogens Standard [29 CFR 1910.1030]. The employer has to keep records concerning these exposures. They must record:

- Exposure incidents, post exposure follow-up, and hepatitis B vaccination status for all employees with occupational exposure.
- Needlesticks or cuts contaminated with blood or other body fluid must be recorded on the DOSH 900 as an injury. The injury must be updated to an illness if the worker develops an infection. Splashes that result in infection must also be recorded.

Medical records concerning exposures must include: 1) the name and social security number of the employee; 2) a copy of the employee's hepatitis B vaccination status; 3) a copy of all results of examinations, medical testing, and follow-up procedures related to post-exposure evaluation; 4) the employer's copy of the responsible healthcare professional's written opinion; and 5) a copy of the required information given to the healthcare provider.

All medical records concerning these exposures are confidential. Personal identifiers must be removed before access is given. Employers do not have access to the confidential medical records, just the healthcare provider's opinion.

Employers must also maintain training records, including: 1) dates of training sessions; 2) contents or summary of the training session; 3) names and qualifications of the trainers; and 4) the names and titles of all persons attending the training sessions.

Employers must keep a sharps injury log to record percutaneous injuries from contaminated sharps. Employee confidentiality must be maintained. The log must include: 1) type and brand of device involved; 2) department or work area where incident occurred; and 3) an explanation of how the incident occurred.

Medical records must be kept for 30 years, sharps injury logs for 5 years and training records for 3 years.

Tuberculosis

Tuberculosis (TB) reporting and record-keeping is covered under OSHA's Recording and Reporting Occupational Injuries and Illnesses standard (29 CFR 1904).

Record-Keeping:

Tuberculosis infections (positive skin tests and/or blood assay) and tuberculosis disease are both recordable illnesses on the DOSH 900 form in high-risk facilities. If an employee's positive TB skin test and/or blood assay that was entered onto the injury and illness log progresses to TB disease within the 5 year maintenance period, the original entry for the

infection must be updated to reflect the new information.

Reporting:

OSHA requires that all cases of suspected or diagnosed tuberculosis in high-risk facilities be reported to public health authorities. The NYS Health Department requires reporting of all cases of current documented or suspected TB disease to the health departments of the area where the diagnosis was made and where the infected person lives. The report must be made by telephone within 24 hours, with follow-up in writing within 5 days.

Hazardous Substances and Processes

Toxic Substances

Section 879 of New York State's Right-To-Know Law requires employers to keep records of employee training about and potential exposure to toxic substances. Employers must keep a record of any chemical used in the workplace that is listed in the OSHA standard 29 CFR 1910 Subpart Z. This requirement can be met by assembling an annual file with a complete personnel roster and copies of Material Safety Data Sheets for all products in use.

Employers must also maintain a written record of all employees' Right-to-Know training, including a description of the training, date, name of employees, and name of trainers.

Exposure records must be kept for 40 years. Training records must be kept for the duration of employment. Records must be sent to the Department of Health if the business closes. Records must be made available upon request to the employees, their representatives, the NYS Department of Labor, and the NYS Attorney General.

Laboratories

OSHA's Occupational Exposure to Hazardous Chemicals in Laboratories Standard (29 CFR 1910.1450) applies to all laboratories using hazardous chemicals on a laboratory scale. This standard has recordkeeping requirements in addition to the Right-to-Know requirements:

- Employers must maintain accurate records of any measurements taken to monitor employee exposure;
- Employers must keep employee records of any medical consultations and examinations related to chemicals used in the lab, including test results and written opinions.
- Records are kept, transferred and made available in

accordance with 1910.1020.

Ethylene Oxide

OSHA's Ethylene Oxide Standard (29 CFR 1910.1047) requires environmental and worker monitoring to make sure workers are not over-exposed to this toxic chemical which is used to sterilize medical equipment. Records of all related monitoring and training must be maintained.

Records of monitoring data must include: 1) date of measurement, 2) operation being monitored, 3) sampling and analytical methods along with evidence of accuracy, 4) number, duration, and results of samples taken, 5) types of protective devices worn, and 6) name, social security number, and exposure of employees monitored.

Affected employees must be informed of the results of monitoring in writing or by posting within 15 days of receipt of the monitoring results, along with corrective measures being taken if ethylene oxide levels are above the permissible exposure limit of 1 ppm. Records of monitoring must be kept for at least 30 years.

Medical surveillance of employees exposed to ethylene oxide must contain the following information: 1) name and social security number of the employee; 2) physicians' written opinions; 3) any related employee medical complaints; and 4) a copy of the information provided to the physician. The employer must provide a copy of the physician's written opinion after a physical examination to the affected employee within 15 days of its receipt. Records of medical surveillance must be kept while the worker is employed there plus 30 years.

Confined Spaces

OSHA's Permit-Required Confined Spaces Standard (29 CFR 1910.146) requires an entry permit before authorizing entrance into confined spaces, typically areas that may be contaminated with chemicals or make it hard for workers to breathe or escape. The employer must also certify required training. The certification must contain each employee's name, the signature or initials of the trainers, and the dates of training. The certifications must be available for inspection by employees and their authorized representatives.

Workers or their representatives have the right to see all information concerning permit-required confined spaces, including decision flow charts, monitoring records and permits. They must also be allowed to observe monitoring of confined spaces.

Spills and Leaks

Workers required to respond to toxic spills are covered under OSHA's Hazardous Waste Operations and Emergency Response Standard (29 CFR 1910.120). This standard requires medical monitoring for these workers, and describes how records must be kept. The NYS Department of Environmental Conservation also has reporting requirements.

Recordkeeping:

Employers must certify in writing that assigned emergency response personnel are trained or competent to do this work. Records must be kept of how the competency was demonstrated. Following medical exams required under the standard, employers must provide employees with copies of the physician's written opinions. The written opinion must not reveal information that is unrelated to occupational exposure. Records of medical surveillance related to spills must be kept in accordance with 1910.120.

Reporting:

- The NYS Department of Environmental Conservation requires that all hazardous substances and petroleum oil spilled into the environment must be reported within two hours to DEC (hotline 1-800-457-7362). There is no minimum reportable quantity.

Ionizing Radiation

The Ionizing Radiation section of the New York State Sanitary Code (Part 16 of NYCRR Part 16) applies to workplaces where radioactive materials and radiation-producing equipment such as x-ray machines are used. The NYS Department of Health (DOH) enforces these regulations. If you are covered by these regulations, there should be copies at your workplace. Please consult these and your training and workplace policies for greater detail.

Recordkeeping:

As part of the required radiation protection program, records must be kept concerning:

- The program provisions and implementation records;
- Environmental surveys and measurements;
- Equipment calibrations;
- Tests for leakage or contamination of sealed sources; and
- Specifics concerning planned special exposures.

Radiation workers need to wear badges measuring

their exposure. This usually applies to anyone who may enter a radiation-restricted area and is likely to receive an occupational dose in a year that requires monitoring. The employer must keep records of:

- The past occupational radiation dose and exposure history for radiation workers. This is recorded on DOH Form "Cumulative Occupational Radiation Exposure History." Records of exposure used in preparing this form must also be kept.
- Annual radiation dose received. This applies to for all workers who are required to be monitored and to workers exposed to radiation during planned special exposures, accidents, and emergency conditions. These records must be kept on DOH Form "Occupational Radiation Exposure Record for a Monitoring Period", and must be updated at least annually.
- Radiation dose to an embryo or fetus. These records are kept with the records of the mother. The declaration of pregnancy and estimated date of conception must be also kept, but may be maintained separately from dose records.
- Doses to individual members of the public must be maintained to demonstrate compliance with the dose limit for the public.
- Tests made to show that entry control devices used to limit access to very high radiation areas are effective.

Employers using radiation must keep these records until the Department of Health says they can be disposed of. If the place of work stops being a licensed radiation facility, all occupational exposure records must be permanently stored on DOH Form "Cumulative Occupational Radiation Exposure History" or equivalent, and kept until DOH says they can be disposed of.

Employers must document and maintain records of employee training for 3 years.

Reporting:

Employers must report stolen, lost or missing sources of radiation or radiation equipment to DOH. They must report doses that exceed levels specified in the Sanitary Code Part 16. Depending on the dose, the report may need to be immediate, within 24 hours or within 30 days. In New York City, reports must be made to the NYC Health Department.

Reports of leaking or contaminated sealed radiation sources must be filed with DOH within 5 days, describing the equipment involved, test results, and corrective action taken.

Professional practitioners who treat or diagnose any

suspected radiation illness must report in writing to DOH within 7 days the full name, address and age of the individual involved.

Employees must receive written notifications and reports of their own radiation exposure data.

Personal Protective Equipment

Respiratory Protection

OSHA's Respiratory Protection Standard [29 CFR 1910.134] requires employers to establish a written respirator program, including plans for respirator selection, fitting and maintenance; medical evaluation of respirator users, and training. The correct respirator must be specified for each job. The respirator type should be part of the written respirator program. Records of respirator selection, employee training, medical evaluation, fit testing, environmental evaluation and equipment maintenance must be kept and be made available on request. In addition, a record must be kept of inspection dates and findings for emergency use respirators.

Other Personal Protective Equipment

OSHA's updated Personal Protective Equipment Standard [29 CFR 1910.132, .133 and .135-.138] requires that employers must certify in writing that the required hazard assessment has been performed, and certify the training of employees required to wear personal protective equipment.

The hazard assessment certification must identify the workplace evaluated, the person certifying that the hazard assessment has been performed, the date(s) of the hazard assessment, and must identify the document as a certification of hazard assessment.

The training certification must include the name of each employee trained, the date(s) of training, and the subject of the certification.

Noise

OSHA's Occupational Noise Exposure Standard [29 CFR 1910.95] requires employers to monitor noise levels and hearing loss when there is reason to believe noise may be above 85 decibels averaged over the course of an 8-hour work day. That's somewhat less loud than heavy street traffic. They must keep a record of all workplace noise monitoring and calibration and equipment testing for two years. All worker hearing tests must be kept as long as the worker is employed there. If the business is sold the new owners must keep the old records. If workers

experience a 10-decibel hearing loss in certain frequencies AND an overall reduction of 25 decibels this must be recorded on the DOSH 900 log.

(Warning: OSHA allows employers to correct the measured hearing loss to account for the affect of aging, so some workers may lose more hearing before their loss is considered recordable.)

Workers have the same rights to monitoring and access to records as are guaranteed by the Access to Medical Records Standard: they, their representatives or the Department of Labor can have copies of all monitoring and testing records. Employers are also required to provide training and protection to all workers exposed above 85 decibels, as well as copies of the standard and of related materials provided by OSHA.

Fire Protection

OSHA's Fire Protection Standard [29 CFR 1910 Subpart L] requires that employers keep a record of the required annual maintenance inspections and testing of fire extinguishers, sprinklers and extinguishing systems. These systems must be selected, identified, and maintained according to strict specifications, and records must be kept. Maintenance dates must be marked on portable equipment and recorded in a central location for all fire safety systems.

Electrical and Energy Safety

Electrical Safety Practices

OSHA's Selection and Use of Work Practices Standard [29 CFR 1910.333] requires that employers maintain a written copy of procedures for lockout and tagging machines and equipment. These procedures must include the following:

- A specific statement of the intended use of the procedure;
- Specific steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;
- Specific steps for placement, removal, and transfer of lockout or tagout devices and the responsibility for them; and
- Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

Energy Control (Lockout/Tagout)

OSHA's Control of Hazardous Energy

(Lockout/Tagout) Standard [29 CFR 1910.147] requires certification of periodic inspections required under the standard. The certification must identify the machine or equipment on which energy control procedure was used, date of the inspection, employees included in the inspection, and the person performing the inspection.

Employers must also notify affected employees or authorized employee of the application and removal of lockout devices or tagout devices. The notification must take place before controls are applied and after they are removed.

Employers must certify employee training. The certification must contain each trained employee's name and dates of training.

Workplace Violence

Public employers in New York must comply with the Workplace Violence Prevention Law, Article 27(b). The regulations, 12 NYCRR Part 800.6, set forth the requirements for employers. The purpose of the Law and accompanying regulations is "to ensure that the risk of workplace assaults and homicides is evaluated by affected public employers and their employees and that such public employers design and implement protection programs to minimize the hazard of workplace violence to employees." For public employers with a combined total of 20 or more full-time permanent employees, the program must be written. These regulations are not applicable to schools grade K-12.

Recordkeeping:

There must be a recording system for incidents of workplace violence it can be part of an existing reporting process. All workplace violence incident reports, at a minimum, must include:

- (a) Workplace location where incident occurred;
- (b) Time of day/ shift when incident occurred;
- (c) A detailed description of the incident, including events leading up to the incident and how the incident ended;
- (d) Names and job titles of involved employees;
- (e) Name or other identifier of other individual(s) involved;
- (f) Nature and extent of injuries arising from the incident; and
- (g) Names of witnesses

The relevant records must be reviewed annually to update the program if necessary. An assault is treated as a privacy case if it meets the criteria as described earlier.

Other Standards and Protections

OSHA also has recordkeeping and reporting requirements for other hazards such as asbestos, formaldehyde, and noise. Check the OSHA standards if these hazards are a concern in your workplace. Consult the policy and procedures manuals for your New York State agency for additional record keeping and reporting requirements.

How to Request Access to Injury Data, Medical Records, and Exposure Monitoring or Other Information

Suggested language for asking your employer for this information is included on the next page. When you write your own letter, follow these guidelines:

- State in writing the records you request, the dates you are interested in and when you expect to receive the information
- Whenever possible, make the request in a group.
- Ask for electronic database copies if that will help you process the data.
- Refer to the relevant standard, and to section 5(1)(a) of the OSH Act, commonly referred to as the “General Duty Clause” that states “Each employer shall furnish to each of its employees employment and a place of employment which are free from recognized hazards.”
- Include any pertinent contract language that supports your request.
- Consider asking for the records in electronic spreadsheet format. The employer probably keeps them that way, and it much easier to analyze. Usual formats include Excel or Access.

If you do not get what you need in the time stated, find out why. Be prepared to file a grievance. A call to the local PESH office or even a complaint may be required.

Compare the records you receive to what you know to have occurred. If they are incorrect or incomplete, insist that the employer correct them. Consider a formal complaint if you believe the mistakes were intentional.

Use what you discover to win a safer workplace.

Summary

Public employees are protected by the New York State Public Employees Safety and Health Act. PESH enforces U.S. Occupational Safety and Health Administration (OSHA) health and safety standards found in the Occupational Safety and Health

Standards for General Industry (29 CFR 1910) and Construction (29 CFR 1926).

Public and private sector workers have a right to the information their employers maintain concerning workplace safety and health. The information must be provided free of charge the first time it is requested. OSHA and PESH mandate access to this information. Both agencies also have a legal right to this information.

Changes in recordkeeping related to increased computer use, and expanded rights under OSHA and PESH regulations, should mean that it is easier than ever to get the information you need to represent your fellow workers and improve workplace safety. You may be able to access more information than the minimum requirements described here.

Use this information to make sure your employer is doing everything required to keep you safer at work. If you cannot get this information, or if the records are not correct, contact your union representative, the PEF Health and Safety Department or PESH.

Examples of How to Request Information

To request a copy of the annual summary

Please provide a copy of the Summary of Work-Related Injuries and Illnesses (Form SH-900.1) for [the years you want]. This request is made in accordance with 12 NYCRR Part 801 and OSHA 29 CFR 1910.1904.

To request the Injury and Illness Logs

Please provide a copy of the DOSH 900 Log Logs for the last [five years, which should include [list each of past 5 years to date]]. This information must include everything recorded on the log, including names, departments and dates of injury. Please provide the logs in electronic database format, such as Excel, or Access. This request is made in accordance with 12 NYCRR Part 801 and OSHA 29 CFR 1910.1904.

To request Injury and Illness Incident Reports

Please provide a copy of all Injury and Illness Incident Report Forms (SH 900.2) recorded between [date] and [date]. This request is made in accordance with 12 NYCRR Part 801 and OSHA 29 CFR 1910.1020. **OR**

Please provide a complete copy of all OSHA Injury and Illness Incident Report Forms concerning me recorded between [date] and [date] [to my Union representative]. This request is made in accordance with OSHA 29 CFR 1910.1020.

To request other records

Please provide a copy of all environmental and personal exposure monitoring [for exposure to] carried out between [date] and [date] as well as any reports or analyses prepared using this data. This request is made in accordance with 29 CFR 1910.1020 and [refer to other OSHA or Health Department standard].

To get records on an ongoing basis, add

We request that you continue to provide these records [daily/monthly/annually].

Resources:

Health and Safety Organizations

PEF Health and Safety Program:

(800) 342-4306 x 254 or (518) 785-1900 x 254

<http://www.pef.org/healthandsafety/index.htm>

NYS Department of Labor, Public Employees Safety and Health Bureau

http://www.labor.ny.gov/workerprotection/safetyhealth/DOSH_PESH.shtm

Albany District Office

State Office Campus, Building 12, Room 158,
Albany, NY 12240

Tel. (518) 457-5508 FAX (518) 485-1150

Binghamton District Office

44 Hawley Street, 9th Floor, Binghamton, NY 13901

Tel. (607) 721-8211 FAX (607) 721-8207

Buffalo District Office

65 Court Street, Buffalo, NY 14202

Tel. (716) 847-7133 FAX (716) 847-7108

Garden City District Office

400 Oak Street, Suite 101, Garden City, NY 11530

Tel. (516) 228-3970 FAX (516) 794-7714

New York City District Office

One Hudson Square, 75 Varick Street (7th Floor),
New York, NY 10013

Tel. (212) 775-3548 FAX (212) 775-3542

Rochester District Office

109 South Union Street, Room 402, Rochester, NY
14607

Tel. (585) 258-4570 FAX (585) 258-4593

Syracuse District Office

450 South Salina Street, Syracuse, NY 13202

Tel. (315) 479-3212 FAX (315) 479-3451

Utica District Office

207 Genesee Street, Room 701, Utica, NY 13501

Tel. (315) 793-2258 FAX (315) 793-2303

White Plains District Office

120 Bloomingdale Road, Room 250, White Plains,
NY 10605

Tel. (914) 997-9514 FAX (914) 997-9528

NYS Department of Health, Bureau of

Environmental Health: (800) 458-1158

www.health.ny.state.us

Occupational Safety and Health Administration

www.OSHA.gov provides links to all standards, to interpretations made by OSHA and in courts, to training material for employers and workers, and to additional resources.

New York State Coalitions for Occupational Safety and Health (COSH) Groups:

NYCOSH: New York City region (212) 277-6440

www.nycosh.org

CNYCOSH: Central NY (315) 471-6187

<http://www.cnycosh.net/>

WNYCOSH: Western NY (716) 833-5416

NYS Network of Occupational Health Clinics:

Union Occupational Health Center (716) 668-8800

Finger Lakes Occupational Health Services

(585) 244-4771 (800) 925-8615

www2.envmed.rochester.edu/envmed/occmcd/fingerlakeswelcome.html

Central New York Occupational Health Clinical Center (315) 432-8899

www.upstate.edu/fmed/uhfmed/cnyohcc

Occupational and Environmental Health Center of Eastern New York (518) 690-4420 (800) 419-1230

www.occmcdgroup.com

Mt. Sinai-IJ Selikoff Center for Occupational and Environmental Medicine

Hudson Valley (914) 964-4737

Manhattan (212) 241-5555

Queens (718) 278-2736

Bellevue/NYU (212) 562-4572

www.med.nyu.edu/environmental/outreach/bnoemc.html

Long Island Occupational and Environmental Health Center (631) 444-6250

www.lioehc.com