

CBS Corporate Safety and Environmental Affairs

CBS Corporation, 20 Stanwix Street,
Pittsburgh, PA 15222

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New OSHA Recordkeeping Rule

The new requirements of the Federal Occupational Safety and Health Administration recordkeeping rule will become effective on January 1, 2017. Under the new rule, certain employers must electronically submit injury and illness data to OSHA. The information to be submitted is already being maintained on the OSHA 300 Log, the record of all workplace injuries and illnesses; Form 300A, the Summary of Work-Related Injuries and Illnesses; and Form 301, the Injury and Illness Incident Report.

Only the CBS locations listed below will be affected by these new requirements:

- **Minnesota Radio (KMNB-FM, KZJK-FM, and WCCO-AM) and TV Stations (WCCO-TV and satellite stations KCCO-TV and KCCW-TV)**
- **Simon and Schuster warehouse facilities in New Jersey**
- **Studios in California**

On July 1, 2017, those affected employers will be required to submit the information contained on Form 300A, the Summary of Work-Related Injuries and Illnesses. On July 1, 2018, the information from Form 300, 300A, and 301 must be submitted. Beginning in 2019 and each year thereafter, all information from all forms must be submitted by March 2. **The information submitted each year will be the prior year's statistics.**

As mentioned above, all information is required to be submitted electronically using OSHA's secure website. It is estimated that a typical employer should be able to complete the process in less than 30 minutes. No personal information on any injured worker will be listed on the website.

In addition to the reporting provisions, an important part of the new rule is the requirement that employers inform employees of their right to report injuries and illnesses without fear of retaliation for doing so.

With the new requirements in place, OSHA hopes to:

- Better assist employers operate their workplaces in a safe and healthy manner
- Identify workplace hazards and offer corrective measures
- Encourage employers to implement procedures to prevent injuries and illnesses in the workplace
- Provide information to the general public, potential new employees, and customers/investors

For additional information on these new recordkeeping requirements, please contact David Templeman, Director, Environmental Health and Safety, at David.Templeman@cbs.com.

In the next few months, we will be contacting each location affected by this new OSHA recordkeeping rule.

In the meantime, please ensure that:

- Cases are recorded on your OSHA 300 Log within seven calendar days after you receive notification
- The in-patient hospitalization of one or more employees is reported to OSHA within 24 hours
- Any fatality is reported within eight hours to the nearest OSHA office and to David.Templeman@cbs.com

Please feel free to contact David with any additional questions.