

## Notice of Recordkeeping Requirements for the 2018 Survey of Occupational Injuries and Illnesses

— — — **Important** — — —

- ◆ Keep a record of all recordable work-related injuries and illnesses that occur between January 1 and December 31, 2018, for the establishment(s) identified above.
- ◆ Keep these records and use them to complete the Survey of Occupational Injuries and Illnesses (SOII) using the instructions that we will send to you in January 2019.
- ◆ Visit our respondents' page at [www.bls.gov/respondents/iif](http://www.bls.gov/respondents/iif) for more information about the Bureau of Labor Statistics Survey of Occupational Injuries and Illnesses and your recordkeeping requirements.
- ◆ Please contact us at the phone number(s) listed above for help clarifying the establishment(s) for which you should keep records.

# Overview of Your Recordkeeping Requirements

- ◆ You must maintain the information required for all recordable work-related injuries and illnesses that occur during calendar year 2018 for the establishment(s) identified on the front.
- ◆ The enclosed OSHA *Forms for Recording Work-Related Injuries and Illnesses* provide instructions for filling out the *Log of Work-Related Injuries and Illnesses* (OSHA Form 300) and the *Injury and Illness Incident Report* (OSHA Form 301). In addition, this survey will ask for optional race and/or ethnicity information that is not included on the OSHA forms.
- ◆ At the end of 2018, complete the enclosed *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A) even if you had **NO** work-related injuries or illnesses.
- ◆ **In January 2019**, you will be sent instructions for completing the Survey of Occupational Injuries and Illnesses.
- ◆ If you have any questions about your record-keeping requirements for this survey, or if you need help, **call the phone number(s) on the front of this form.**

## How Your Injury and Illness Data Are Used

Your data are important for making American workplaces safer. Data you report are aggregated with data from other establishments and used to identify injury and illness patterns among industries and occupations. For more information about injury and illness statistics, please visit our website at [www.bls.gov/iif](http://www.bls.gov/iif).

