

# Recording and Reporting Occupational Injuries and Illnesses

29 CFR Part 1904

Cari Gray, CSP  
330-904-4475  
Cari.Gray@bwc.state.oh.us

Revised 9/17

1

## Reportable vs. Recordable

- **Reportable** – BWC...report claims ASAP – there are only two reasons to report injuries to OSHA
- **Recordable** – OSHA term – record the incident on your OSHA log

2

## Why Track Injuries?

- Compliance
- Fines
- Trend analysis
- Create / Update audits
- Safety council semi – annual reports

3

## Do you have to keep a 300log?

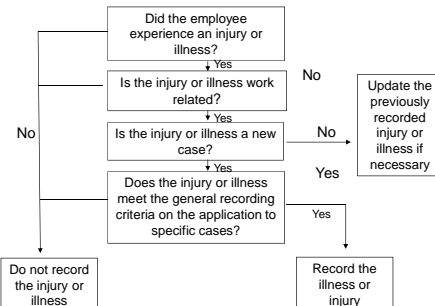
- 11+ employees at any time during the last calendar year
- Entire Company
- Temporary workers
- Some industries are exempt

4

## So how do I tell if an incident goes on my OSHA log?

5

### The Recordable Decision Tree



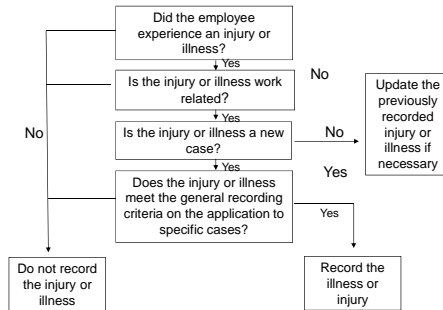
6

## 1904.5 – Work-Relatedness

- Work-relatedness = work environment
- Establishment and other locations where one or more employees are working or present as a condition of employment
- Exceptions

7

## The Recordable Decision Tree



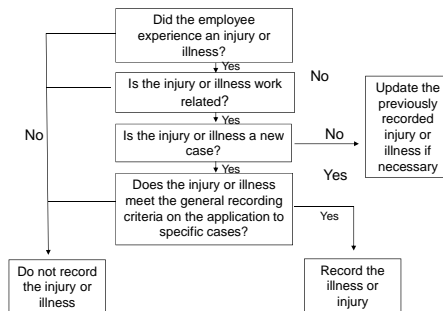
8

## 1904.6 – New Case

- A case is new if the employee:
  - No previous recordable injury or illness (same type & same body part);
  - Completely recovered injury, re-injured.

9

## The Recordable Decision Tree



10

## General Recording Criteria

- Work related Death
- Days away from work
- Job restrictions/job transfer
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness

## Days Away Cases

- Record if the case involves 1+ day
- Do not include the day of injury/illness
- Calendar Days
- 180 Cap
- Only if recommended by doctor

12

## Restricted Work Cases

- Record if the case involves 1+ day
- Do not include the day of injury/illness
- Prevents “routine job functions” are those activities the employee regularly performs at least once per week

13

## Medical Treatment - Beyond First Aid

14

## 1904.7(b)(5) – First Aid

- Using nonprescription medication at nonprescription strength
- Tetanus immunizations
- Cleaning, flushing, or soaking surface wounds
- Wound coverings, butterfly bandages, Steri-Strips
- Hot or cold therapy

15

## 1904.7(b)(5) – First Aid

- Non-rigid means of support
- Temporary immobilization device used to transport accident victims
- Drilling of fingernail or toenail, draining fluid from blister
- Eye patches

16

## 1904.7(b)(5) – First Aid

- Removing foreign bodies from eye using irrigation or cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Finger guards
- Massages
- Drinking fluids for relief of heat stress

17

## Loss of Consciousness

- All work-related cases involving loss of consciousness must be recorded

18

## Significant Diagnosed Injury or Illness

- The following work-related conditions must always be recorded at the time of diagnosis by a PLHCP:
  - Cancer;
  - Chronic irreversible disease;
  - Punctured eardrum;
  - Fractured or cracked bone or tooth.

19

## Where to Find?

1. www.OSHA.gov
2. A to Z Index
3. R for Recordkeeping
4. Recordkeeping Forms



OSHA's Form 300 (Rev. 10/15/10)  
**Log of Work-Related Injuries and Illnesses**

**Attention:** This form contains information relating to an employee's injury and illness and is a confidential record. It is not to be used for any purpose other than to determine the employer's recordkeeping requirements and to provide information to the employee and the Bureau of Census.

Year 20\_\_

Identify the person	Describe the case	Classify the case		OSHA 300	OSHA 301	OSHA 302	OSHA 303	OSHA 304	OSHA 305	OSHA 306	OSHA 307	OSHA 308	OSHA 309	OSHA 310	OSHA 311	OSHA 312	OSHA 313	OSHA 314	OSHA 315	OSHA 316	OSHA 317	OSHA 318	OSHA 319	OSHA 320	OSHA 321	OSHA 322	OSHA 323	OSHA 324	OSHA 325	OSHA 326	OSHA 327	OSHA 328	OSHA 329	OSHA 330
		OSHA 300	OSHA 301																															
Employee Name	Job title	OSHA 300	OSHA 301	OSHA 302	OSHA 303	OSHA 304	OSHA 305	OSHA 306	OSHA 307	OSHA 308	OSHA 309	OSHA 310	OSHA 311	OSHA 312	OSHA 313	OSHA 314	OSHA 315	OSHA 316	OSHA 317	OSHA 318	OSHA 319	OSHA 320	OSHA 321	OSHA 322	OSHA 323	OSHA 324	OSHA 325	OSHA 326	OSHA 327	OSHA 328	OSHA 329	OSHA 330		

21

## 1904.32 – Annual Summary

- Review OSHA Form 300 for completeness and accuracy, correct deficiencies
- Complete OSHA Form 300A
  - Certify summary (highest ranking official in company)
  - Post summary (Feb 1 – Apr 30)



22

## 1904.39 – Fatality/ Catastrophe Reporting

- Report orally within eight hours any work-related fatality or incident involving three or more in-patient hospitalizations
- Do not need to report highway or public street motor vehicle accidents (outside of a construction work zone)
- Do not need to report commercial airplane, train, subway or bus accidents

1-800-321-OSHA

23

## Reporting Requirements

- All fatalities – Report within 8 hours
- Work related – Report within 24 hours:
  - Inpatient hospitalization (1+ employee),
  - all amputation,
  - all loss of an eye

24

## Semi-Annual Reports

[ ] SAFETY COUNCIL  
Co-sponsored by BWC's Division of Safety and Hygiene

**Semi-Annual Report**

1st [ x ] due by July 15  
(for current period January 1 - June 30, 2008)

2nd [ ] due by January 15  
(for current period July 1 - December 31, 2008)

Safety Council Account Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City / State / Zip \_\_\_\_\_  
Submitted By \_\_\_\_\_ Date \_\_\_\_\_

Please check here if information provided above has been updated on this report.

1.) DATE OF **MOST RECENT INJURY OR ILLNESS RESULTING IN DAY(S) AWAY FROM WORK**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

25

## Semi-Annual Reports

Report All Information Below For **CURRENT SIX MONTH PERIOD ONLY** (corresponds with period identified above)

2.) Average Number of Employees.....

3.) Total Hours Worked (entire six month period, all employees) .....

Items 4, 5 and 6 are based on the Recordkeeping Requirements under the Occupational Safety & Health Act of 1970 (rev. 1/1/02). The columns listed below correspond to the columns in the OSHA 300 Log.

4.) Number of Deaths . . . (column G in OSHA 300 Log)....

5.) Number of occupational injuries and/or illnesses resulting in days away from work (column H in the OSHA 300 Log) ....

6.) Number of days away from work as a result of occupational injuries and/or illnesses (column K in the OSHA 300 Log).....

Note: If you report a death, injury or illness resulting in days away from work in the current six month period (item 4 or 5), the most recent date of death, injury or illness must correspond with item 1.

Please return this form to: [ ] Safety Council

26

## So where do you Rank?

- o  $(\# \text{ Injuries} / \# \text{ Hours}) * 200,000 = \text{Injury Rate}$
- o To determine for NAICS code go to:  
<http://www.census.gov/epcd/naics02/>
- o For BIs numbers go to:  
<http://www.bls.gov/iif/home.htm>  
click on "Current Injury, Illness and Fatality Data"

27

## DART Incident Rate

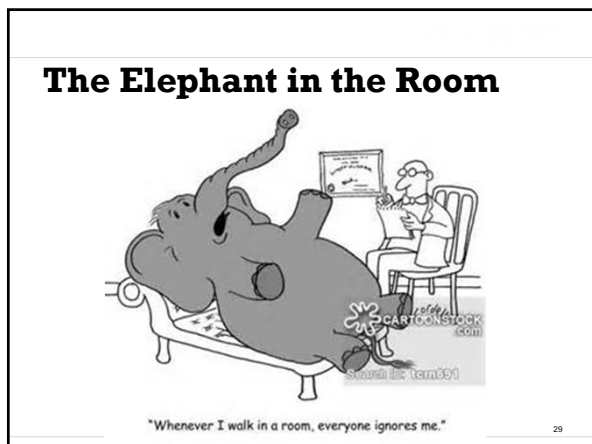
Classify the case <small>Circle Only ONE box for each case based on the most serious outcome for that case.</small>	Remained at Work				Away from work		On job transfer or restriction				Check the "Injury" column <small>choose one type of illness</small>
	Death	Days away from work	Job transfer or restriction	Other recordable cases	(K)	(L)	(1)	(2)	(3)	(4)	
<small>(F) when injury or illness, parts of body affected, object/substance that directly injured, and person ill <small>Second digit here: on right (reverse from workplace level)</small></small>	(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	
<i>more, left arm and left leg, fell from ladder</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 days	15 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>swung from steel frames</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	days	30 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>from left foot, fell over box</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 days	30 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of entries in Column H + Column I

[ ] X 200,000 ÷ [ ] = [ ]

Number of hours worked by all employees

DART incidence rate



## Why did OSHA issue this rule?

- o Behavioral economics says that making injury information publicly available will "nudge" employers to focus on safety.
- o Improve accuracy of data by ensuring that workers will not fear retaliation for reporting injuries or illnesses

### **When does this Rule take effect?**

- The new rule, which takes effect Jan. 1, 2017, due Dec 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.

### **What does the rule require?**

- Establishments with 250 or more submit:
- 300A Summary
- 300 log
- and 301's

### **What does the rule require?**

- Establishments with 20-249 employees in certain high-risk industries must submit:
- 300A Summary

### **“Certain Industries”**

- **66 “High Risk Industries”**
- Manufacturing
- Construction
- Wholesale Trade and Warehousing
- Many types of Stores
- Many types of Transportation
- Many types of Medical

### **Data**

- It is the intent of OSHA to post the data visible for public access
- Interested parties will be able to search and download the data
- No personal identifying data will be posted

### **What is an “establishment”?**

- An establishment is defined as a single physical location and can include campus and complex type locations
- A separately incorporated business is evaluated as a unique company

## Anti-retaliation protections

- Prohibits employers from discouraging workers from reporting an injury or illness.
- Requires employers to inform employees of their right to report work-related injuries and illnesses free from retaliation;

## How to INFORM employees?

- One way for employers to meet this requirement is by posting the OSHA "It's The Law" worker rights poster from April 2015 or later (<http://www.osha.gov/Publications/poster.html>). Employers also must establish a reporting procedure that does not deter or discourage an employee from reporting work-related injuries and illnesses.
- Meeting / posting/ sign off sheet

## Anti-retaliation protections

- Employer's procedure for reporting work-related injuries and illnesses must be reasonable and not deter or discourage employees from reporting;
- No retaliation against employees for reporting work-related injuries or illnesses.
- Effective Dec 1, 2016

## Drug Testing

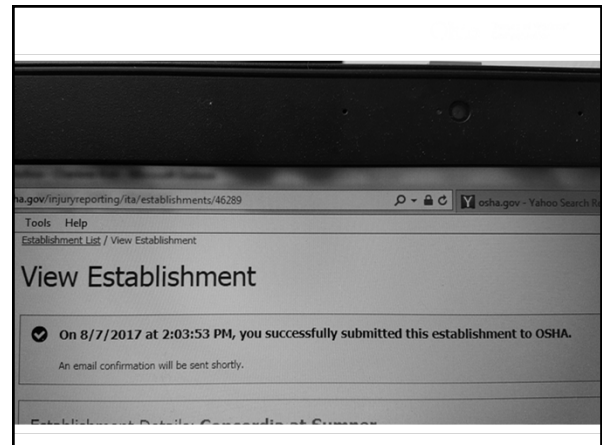
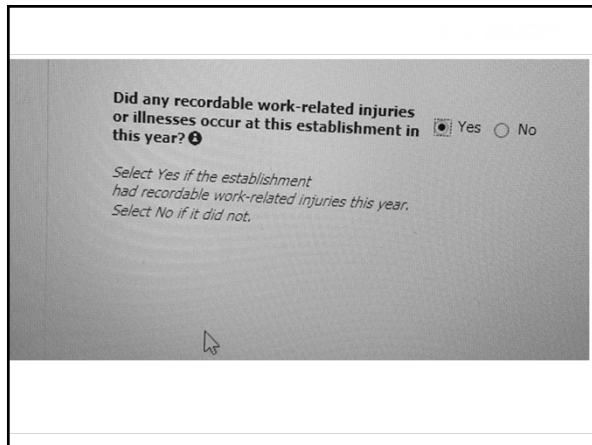
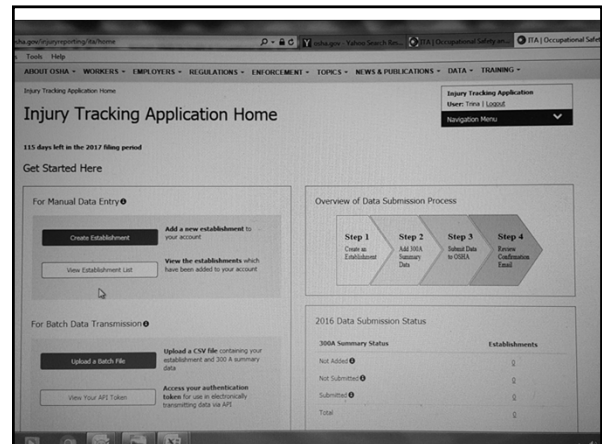
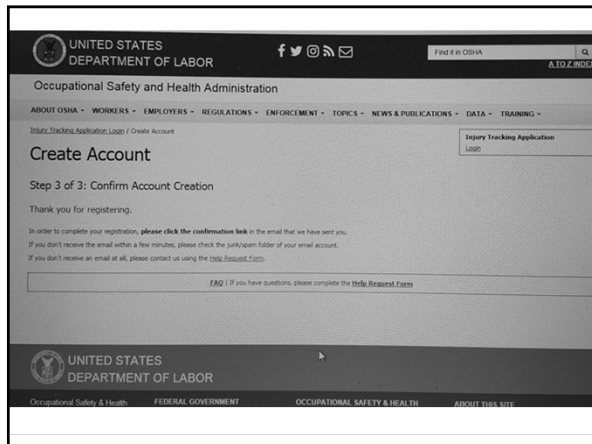
- The rule does not prohibit drug testing of employees.
- It only prohibits employers from using drug testing, or the threat of drug testing, as a form of retaliation against employees who report injuries or illnesses.
- If an employer conducts drug testing to comply with the requirements of a state or federal law or regulation, the employer's motive would not be retaliatory and this rule would not prohibit such testing. (BWC DFSP)

## Drug Testing

- At a minimum, employers' policies must be amended from mandatory post-accident testing, to testing only under those circumstances in which drugs are "likely" to be a contributing factor.
- Methods of testing will become critical.
- If the tests must measure "impairment"

## Incentive Programs

- This rule does not prohibit incentive programs.
- However, employers must not create incentive programs that deter or discourage an employee from reporting an injury or illness.
- Incentive programs should encourage safe work practices and promote worker participation in safety-related activities.
- OSHA can site on improper programs



## Additional Resources

- BWC full and half day OSHA recordkeeping classes
- Call me☺ or your BWC Safety Consultant
- OSHA online resources
- Call OSHA