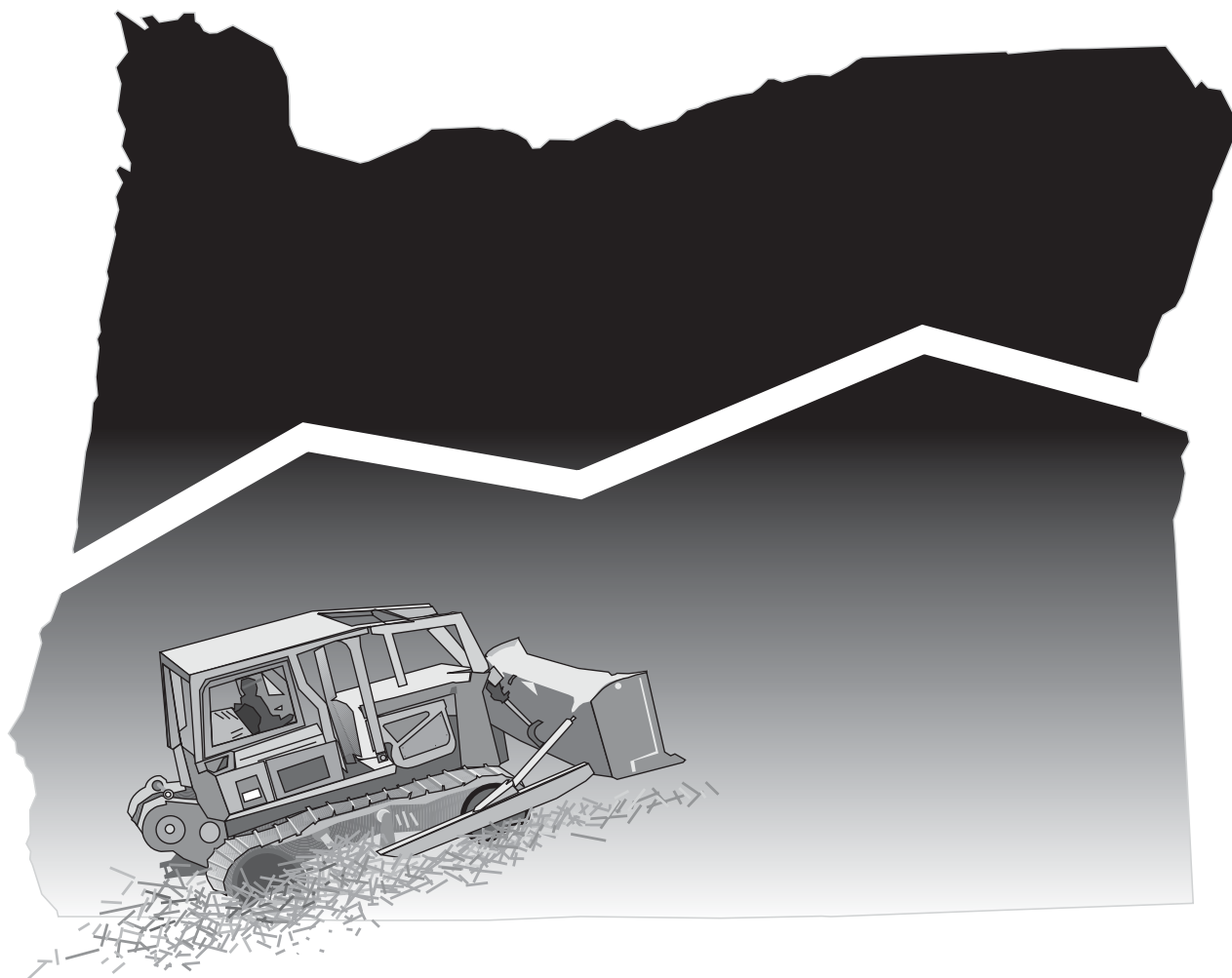




# Oregon Occupational Injury and Illness Survey Tables and Appendices 2002

Research & Analysis Section  
Oregon Department of Consumer  
& Business Services



May 2004

## Glossary

**Annual average employment:** Average number of full and part-time employees who worked during the calendar year. Includes all classes of employees (i.e., administrative, supervisory, clerical, professional, technical, sales, delivery, installation, construction, and service personnel, as well as operating and related workers).

**Days away from work, job transfer, or restriction (DART):** Days which, because of an occupational injury or illness, an employee:

- (1) missed one or more days away from work;
- (2) could not perform one or more routine job functions, or work the full day that would have otherwise been worked (job transfer or restriction);
- (3) could work, but the physician or other licensed health care professional recommends that the employee not perform one or more routine job functions, or not work the full workday that would otherwise been worked (job transfer or restriction);
- (4) had work restriction that only affected one or more routine job functions (job transfer or restriction); or
- (5) worked a partial day of work, except for the day on which the injury occurred or the illness began (job transfer or restriction);

**Employment size group:** A grouping of establishments with a specified range of employment.

**Establishment:** A single physical location where business is conducted or where services or industrial operations are performed. (For example: a factory, mill, store, hotel, restaurant, movie theater, farm, ranch, bank, sales office, warehouse, or central administrative office.) Where distinctly separate activities are performed at a single physical location (such as contract construction activities operated from the same physical location as a lumber yard), each activity shall be treated as a separate establishment.

**First aid treatment:** One-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care, even if care is provided by a physician or registered professional personnel.

**Hours worked:** Total hours worked by all employees. Includes all time on duty, but excludes vacation, holiday, sick leave, and all other nonwork time even though paid.

**Incidence rate:** Number of injuries and illnesses per 100 full-time workers per year. The rate is calculated as:

$$IR = (N/EH) \times 200,000$$

where: N = number of injuries and illnesses or days away from work, job transfer, or restriction  
 EH = total hours worked by all employees during the calendar year  
 200,000 = base for 100 equivalent full-time workers (working 40 hours per week, 50 weeks per year)

**Medical treatment:** Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even though provided by a physician or registered professional personnel, nor does it include treatment ordinarily considered diagnostic or preventative in nature.

**Occupational illness:** Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with the employment. Includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact. All diagnosed occupational illnesses are recordable.

**Occupational injury:** Any injury, such as a cut, fracture, sprain, amputation, etc., which results from a work accident or from exposure involving a single incident in the work environment.

**Recordable occupational injuries and illnesses:** An injury or illness is recordable if an event or exposure in the work environment either causes or contributes to the resulting condition or significantly aggravates a pre-existing injury or illness, and results in:

- (1) **Fatalities**, regardless of the time between the injury and death or the length of illness;
- (2) **Days away from work**, other than fatalities, that result in lost workdays; or,
- (3) **Nonfatal cases without days away from work** which result in restriction of work, transfer to another job, or termination of employment; require medical treatment beyond first aid, or loss of consciousness. Includes significant injuries or illnesses

(involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured ear-drum) diagnosed by a physician or other licensed health care professional, that are not classified as fatalities or days-away-from-work cases.

**Standard Industrial Classification (SIC):** A classification system developed by the Office of Statistical Standards, Executive Office to the President/Office of Management and Budget for use in classifying establishments by the type of activity in which they are engaged. Each establishment is

assigned an industry code for its major activity, which is determined by the product or group of products produced or services rendered. Establishments may be classified in 2-digit, 3-digit, or 4-digit industries, according to the degree of information available. Beginning with the 1989 survey, establishments are classified in industry groups based on the 1987 SIC manual. The 1972 SIC manual was used to define industry groups prior to 1989.

**Total recordable cases:** Includes all recordable occupational injuries and illnesses.

---

## Appendix B

---

### Revisions to the Survey of Occupational Injuries and Illnesses

The annual survey provides estimates of the number and frequency (incidence rates) of workplace injuries and illnesses based on logs kept by private industry employers during the year. These records reflect not only the year's injury and illness experience, but also the employer's understanding of which cases are work related under recordkeeping rules promulgated by OSHA, U.S. Department of Labor.

On January 19, 2001, the Occupational Safety and Health Administration (OSHA) promulgated revisions to its requirements for recording occupational injuries and illnesses. These revisions became effective January 1, 2002, and are, therefore, reflected in the 2002 survey.

Due to the revised recordkeeping rule, the estimates from the 2002 survey are not comparable with those from previous years. The survey was not designed to be able to determine the impact of the revision on the estimates of nonfatal occupational injuries and illnesses.

Details about the revised requirements, including a summary of the revisions and a comparison between the old and the new requirements, are available from the OSHA Internet site at <http://www.osha-slc.gov/recordkeeping/index.html> or from OSHA's Office of Public Affairs at 202-693-1999.

Occupational injury and illness data for coal, metal, and nonmetal mining and for railroad activities were provided by the Department of Labor's Mine Safety and Health Administration (MSHA) and the Department of Transportation's Federal Railroad Administration (FRA), respectively. Neither of these agencies adopted the revised OSHA recordkeeping requirements for 2002. Therefore, estimates for these industries for 2002 are not comparable with estimates for other industries, but are comparable with estimates for prior years.

---

## Appendix C

---

### Scope of Survey

The scope of the survey was limited to those private sector employers in the state of Oregon who had at least one employee during calendar year 2002 and included the following private sector industries: agriculture, forestry, and fishing, SIC 01-09; oil and gas extraction, SIC 13; construction, SIC 15-17; manufacturing, SIC 20-39; transportation and public utilities, SIC 41-49; wholesale trade, SIC 50-51; retail trade, SIC 52-59;

finance, insurance, and real estate, SIC 60-67; and services, SIC 70-89. In addition, all state and local government SICs were in scope.

Excluded from the survey were the federal government, agricultural production employers with 10 or fewer employees, self-employed individuals, private households, railroad employers, and employers covered

by the Coal Mine Health and Safety Act and the Metallic and Nonmetallic Mine Safety Acts. Although railroads and mining, except oil and gas extraction, were excluded from the survey, data for these industries were collected by federal agencies and are included in this report.

A total of 4,285 sample units were selected to participate in the 2002 survey, with 3,759 collectable units. The original and two follow-up mailings, plus telephone calls, resulted in 3,755 usable replies, a 99.9 percent overall usable response rate. About 12 percent of the sample units were excluded from the final tabulation from which the usable response rate was generated. These excluded sample units were found to be either out of business, outside the scope of the survey, included in the report for another location, in receipt of duplicate survey forms for the same location, or without adequate address.

Additional data were obtained to supplement the mailed questionnaires. Data conforming to OSHA definitions for mining enterprises in Oregon were obtained from the Mine Safety and Health Administration (MSHA), which has statutory authority affecting occupational safety and health in coal, metal, and nonmetal mining. MSHA provided data for 245 mining establishments. Data from 20 establishments engaged in railroad transportation were obtained from the Federal Railroad Administration of the Department of Transportation.

In total, the 2002 survey data included reports from close to 3,600 private establishments. Seventy-three reports were received from state government units, and 102 local government units reported.

### **Survey questionnaire**

The survey questionnaire requests information regarding employment, total hours worked, and the tabulation of occupational injuries and illnesses by type, i.e., fatalities, days away from work, and nonfatal cases without lost workdays. Additional information is sought regarding the type of illnesses contracted, and the number of days away from work and days of restricted work or job transfer resulting from work-related injuries and illnesses. (See Appendix F for a sample of the survey form and instructions.)

Federal grant arrangements specify that the respondent fill out a single reporting form. The data are then used to develop both state and national estimates. This elimination of reporting duplication by respondents, in

conjunction with the use of identical statistical techniques at the state and national levels, ensures maximum comparability of the estimates.

### **Sample design**

The sample of Oregon's private and public sector employers was selected by the U.S. Bureau of Labor Statistics to produce estimates of the number of occurrences and incidence rates of occupational injuries and illnesses at a certain level of precision. Because the Occupational Safety and Health program required estimates by industry, the universe was first stratified into state government, local government, and private ownership, and then stratified into industries according to the *Standard Industrial Classification Manual, 1987 Edition*.

Studies conducted by the Bureau of Labor Statistics have generated the variance in incidence rates within the specified groups of industries. Using this measure of variance, the number of establishments in an industry, and the employment in large establishments, a sample size was determined for each industry. Industries with higher expected incidence rates tend to be subject to more variability and were allotted a proportionately larger sample than industries with lower rates. Industries dominated by a few large establishments required proportionately smaller samples (if all of the large establishments were sampled) than industries composed of small establishments.

The number of injuries and illnesses experienced by an establishment varies according to its number of employees. For this reason, all establishments within an industry were stratified into employment size groups.

The selection of sample units was optimized by distributing the industry sample among the size groups in proportion to the total employment in the industry, and the variation in the size groups. Larger establishments, then, were more likely to be part of the sample than small ones. Usually, establishments with more than 100 employees were certain to be sampled, although that figure was lower for industries with a relatively small total workforce.

### **Estimation procedures**

The injury and illness data reported by the sampling units in each estimating cell were weighted (multiplied) by the inverse of the sampling ratio. For example, a sampled

establishment representing itself and three other establishments was assigned a weight of four. The data it reported were multiplied by four in the estimation procedure.

The data were also benchmarked, or adjusted for nonresponse and for any new establishments which became part of the universe after the sample was drawn. Benchmarking equalizes the employment in each estimating cell to a known employment for the survey period. A benchmark factor was calculated for each estimating cell by dividing current employment estimates of the universe, or target employment by the weighted employment produced from the sample.<sup>1</sup> Weighted data for each industry were then benchmarked to generate final estimates.<sup>2</sup>

### Industrial classification

Reporting units are classified into industries on the basis of their principal product or activity. Data for a reporting unit making more than one product or engaging in more than one activity are included under the industry indicated by the most important product or activity. Reporting units were classified according to the 1987 edition of the *Standard Industrial Classification Manual*.

### Publication guidelines

The Occupational Safety and Health Survey tabulating system generates injury and illness estimates for over 1200 SIC industry levels in Oregon. This publication includes estimates at the four-digit SIC level in

manufacturing, the three-digit SIC level in nonmanufacturing, and generally at the two-digit SIC level in government, unless one of the following situations occurs:

- (1) Estimates are for an industry with fewer than three companies. Moreover, if three or more companies are in the industry, the employment of one firm can not constitute more than 60 percent of the employment for the industry. This publication restriction is waived if permission in writing is secured from officials of the concerned companies.
- (2) 2002 annual average employment for the industry is less than 2,000 with the exception of the mining division.
- (3) The estimate is for an industry whose total cases incidence rate relative error exceeds 30.
- (4) The benchmark factor for an estimating cell is less than 0.90 or greater than 1.50.

Data for an unpublished industry are included in the total shown for the more comprehensive industry level of which it is a part.

### Reliability of the estimates

The incidence rates and case estimates are based on an annual sample of Oregon employers and, as a result, may differ from figures that would have been obtained had a complete census of establishments been possible

Footnotes (Estimation procedures)

$$1/ \quad B = T \left/ \begin{matrix} S & N_i \\ \sum_{i=1} & \sum_{j=1} W_{ji} E_{ji} \end{matrix} \right.$$

- where: B = Benchmark factor for an estimating cell  
 T = Target employment for the same estimating cell  
 S = Number of size classes in the estimating cell  
 N<sub>i</sub> = Number of sample units in size class "i"  
 W<sub>ji</sub> = Weight of sample unit "j" in size class "i"  
 E<sub>ji</sub> = Survey employment for sample unit "j" in size class "i"

$$2/ \quad X = \left( \begin{matrix} S & N_i \\ \sum_{i=1} & \sum_{j=1} W_{ji} X_{ji} \end{matrix} \right) B$$

- where: X = Benchmarked estimate of characteristics for an estimating cell  
 S = Number of size classes in the estimating cell  
 N<sub>i</sub> = Number of sample units in size class "i"  
 W<sub>ji</sub> = Weight of sample unit "j" in size class "i"  
 X<sub>ji</sub> = Characteristics reported by sample unit "j" in size class "i"  
 B = Benchmark factor for an estimating cell

using the same procedures. As in any survey, the results are subject to errors of response and reporting, as well as sampling variability. Errors of response and reporting are minimized through comprehensive edit procedures and follow-up contacts with employers. Errors of sampling variability are minimized through the use of randomized stratified sampling techniques.

The relative standard error is a measure of sampling variability, that is, variations that occur by chance because only a sample of establishments are included in the survey. The relative standard error taken together with the characteristic's estimated value serves to define the confidence intervals or ranges that would include the comparable complete-coverage value. The chances are about two out of three that the estimate would have been produced in the range of one standard error above to one standard error below the estimated value, and about 19 out of 20 that the estimate would have been in the range of two standard errors above and below the estimated value. Furthermore, the

chances are about 997 out of 1,000 that the estimated value of the characteristic would have been in the range of three relative standard errors above and below the estimated value.

The relative standard errors for the private sector estimates overall are displayed in Table C1. The use of these relative standard errors may be clarified by an example. The private sector has an estimated incidence rate for total recordable cases of 6.0 per 100 full-time workers and a relative standard error of 2.8 percent. The chances are 2 out of 3 that a complete census would produce a rate between 5.8 and 6.2 and the chances are 19 out of 20 that the rate produced from the complete count would be between 5.7 and 6.3. The chances are 997 out of 1,000, or 99.7 percent of the time, that the rate generated from a complete census would be between 5.5 and 6.5. Similar confidence intervals can be developed for the other survey-generated estimates by using the same methodology described above.

**Table C1.** Relative standard errors, private sector, Oregon, 2002

Division	Percent relative standard errors <sup>2</sup>				
	Total recordable cases	Cases with days away from work, job transfer, or restriction			Other recordable cases
		Total	Cases with days away from work <sup>3</sup>	Cases with job transfer or restriction	
<b>Private sector<sup>1</sup></b>	<b>2.8</b>	<b>3.4</b>	<b>4.0</b>	<b>5.0</b>	<b>3.6</b>
Agriculture, forestry, & fishing <sup>1</sup>	8.5	12.4	13.7	21.8	11.7
Construction	8.4	10.8	12.6	18.2	10.3
Manufacturing	4.8	5.4	6.2	7.6	6.0
Transportation & public utilities <sup>4</sup>	15.6	16.2	16.6	18.2	16.8
Wholesale trade	6.4	9.1	10.5	18.8	8.9
Retail trade	6.1	7.8	9.6	11.9	8.9
Finance, insurance, and real estate	22.1	25.9	28.6	45.9	21.3
Services	5.9	7.5	7.8	11.6	7.6

<sup>1</sup>Excludes agricultural production employers with ten or fewer employees.

<sup>2</sup>The relative standard error in the range of one standard error is computed as:

$$\%RE(X) = 100 * (\sigma/X)$$

$\%RE(X)$  = Percentage of relative standard error for the characteristic,

$\sigma$  = The standard deviation for the characteristic, and

$X$  = Weighted benchmarked estimate of the characteristic

<sup>3</sup>Days-away-from-work cases include those which result in days away from work with or without job transfer or restriction.

<sup>4</sup>Relative standard errors were not calculated for coal and lignite mining (SIC 12), metal and nonmetal mining (SIC 10 and SIC 14), and railroads (SIC 40).

## Instructions for Computing Incidence Rates for an Individual Firm

Incidence rates for an individual establishment or firm may be calculated by employers by using the same formula used to calculate industry-wide incidence rates from the annual Occupational Injury and Illness Survey. Employers may then compare their own work injury and illness rates to the overall rates in their industry in Oregon or the nation.

The formula requires: (1) the number of injuries and illnesses, and (2) the number of hours actually worked by all employees during the reference period. To produce an overall incidence rate:

- (1) Determine the total number of cases with days away from work, job transfer, or restriction and other recordable cases. This may be done by adding the total for columns H, I, and J on the Log of Work-Related Injuries and Illnesses (OSHA Form 300). To determine the DART rate, add columns H & I only.
- (2) Determine the total number of hours actually worked during the year by all employees from payroll or other time records. The hours worked figure should not include any nonwork time even though paid, such as vacation, sick leave, holidays, etc. (If actual hours worked are not available for employees paid on commission, salary, by the mile, etc., hours worked may be estimated on the basis of scheduled hours or eight hours per workday.)

The formula for computing the incidence rate is as follows:

$$\frac{\text{(1) Number of injuries and illnesses} \times 200,000}{\text{(2) Employee hours worked}} = \text{Incidence rate}$$

This rate represents the number of injuries and illnesses occurring per 200,000 hours of work exposure or 100 full-time equivalent workers. The same base is used in computing the occupational injury and illness rates for Oregon and the nation.

An employer may compute rates for injuries, illnesses, days-away-from-work cases including days away from work with or without job transfer or restriction, other recordable cases (medical-treatment cases), or the number of lost workdays. Simply replace the number of injuries and illnesses (1) in the formula with the measure for which the rate is being computed.

It is also possible to compute rates on a monthly, quarterly, or semi-annual basis or even by department, or any other groupings of employees. The formula, including the constant 200,000 remains the same. However, the time frame or department used for the number of injuries and illnesses (or other measure) should correspond to the hours worked figure (2) in the formula. For example, to compute a monthly rate, use the number of work injuries and illnesses for the month in the numerator and the number of employee hours worked for that month in the denominator.

## Recordkeeping Summary

Basic recordkeeping concepts and guidelines are included with instructions inside the form OSHA No. 300 Log. The following summarizes the major recordkeeping concepts and provides additional information to aid in keeping records accurately.

1. An injury or illness is considered work-related if it results from an event or exposure in the work environment. The work environment is primarily

composed of: (1) the employer's premises, and (2) other locations where employees are engaged in work-related activities or are present as a condition of their employment. When an employee is off the employer's premises, work relationship must be established; when on the premises, this relationship is presumed. The employer's premises encompass the total establishment, not only the primary work facility, but also such areas as

company storage facilities. In addition to physical locations, equipment or materials used in the course of an employee's work are also considered part of the employee's work environment.

2. All deaths, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness are recordable.
3. All significant injuries or illnesses diagnosed by a physician or other licensed health care professional are recordable.

### **Significant work-related cases**

Work-related cases involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum must always be recorded under the general criteria at the time of occurrence.

### **Recordable and nonrecordable injuries**

Each case is distinguished by the treatment provided; i.e., if the injury required medical treatment, it is recordable; if only first aid was required, it is not recordable. However, medical treatment is only one of several criteria for determining recordability. Regardless of treatment, if the injury involved loss of consciousness, restriction of work or motion, or transfer to another job, the injury is recordable.

### **Medical treatment**

"Medical treatment" is the management and care of a patient to combat disease or disorder. For this rule, medical treatment does not include:

- (i) visits to a physician or other licensed healthcare professional solely for observation or counseling;
- (ii) the conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications solely for diagnostic purposes (e.g., eye drops to dilate pupils); or
- (iii) "First aid" as listed below.

### **First aid treatment**

The following are generally considered first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries) and should not be recorded if the work-related injury does not involve loss of consciousness, restriction of work or motion, or transfer to another job:

- (A) Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength are medical treatment for recordkeeping purposes);
- (B) Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are medical treatment);
- (C) Cleaning, flushing or soaking wounds on the surface of the skin;
- (D) Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are medical treatment);
- (E) Using hot or cold therapy;
- (F) Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body is medical treatment for recordkeeping purposes);
- (G) Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.);
- (H) Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- (I) Using eye patches;
- (J) Removing foreign bodies from the eye using only irrigation or a cotton swab;
- (K) Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- (L) Using finger guards;
- (M) Using massages (physical therapy or chiropractic treatment are medical treatment for recordkeeping purposes); or
- (N) Drinking fluids for relief of heat stress.

This is a complete list of all first aid treatments for this standard. Treatment not included in this list is considered medical treatment.

Source: U.S. Department of Labor, Occupational Safety and Health Administration from *Referencing Regulations (Standards - 29 CFR), PART 1904 — Recording and Reporting Occupational Injuries and Illnesses*

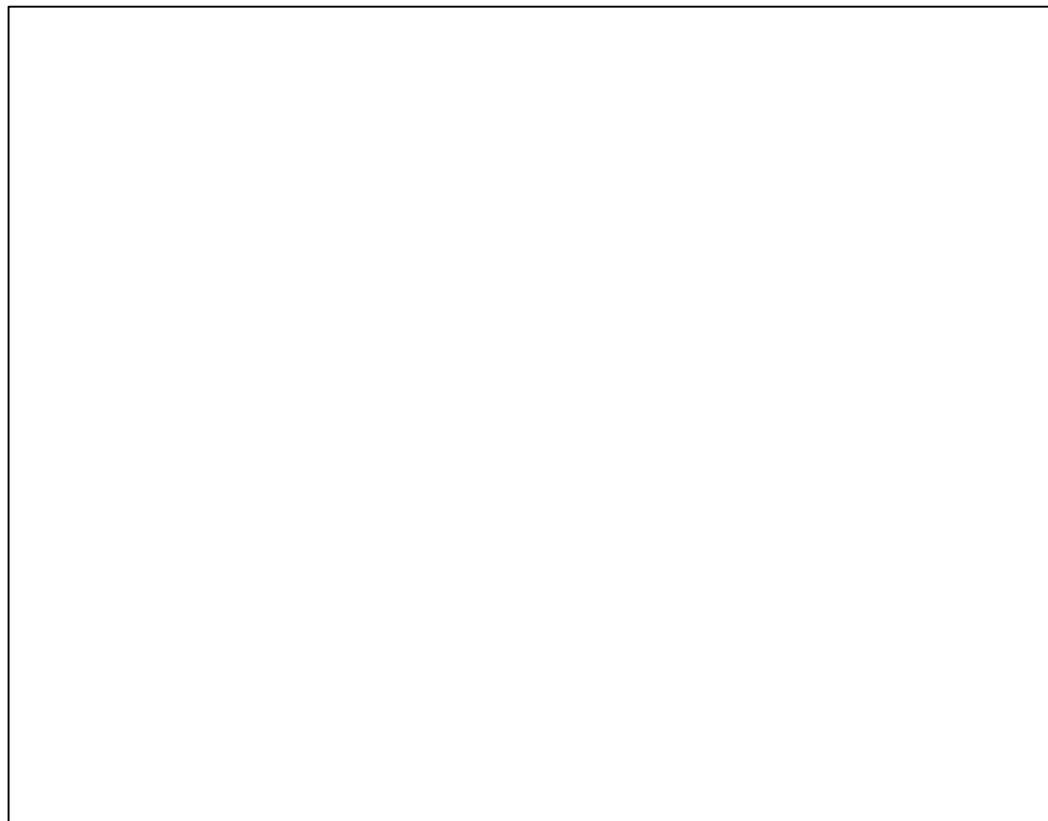


# Survey of Occupational Injuries and Illnesses, 2002



Appendix F

U.S. Department of Labor  
Bureau of Labor Statistics



Please correct your company address

## Dear Employer:

This survey asks employers to provide information about occupational injuries and illnesses based upon the information you have maintained for Calendar Year 2002 on your *OSHA Forms for Recording Work-Related Injuries and Illnesses*. Copies of these forms were mailed to you in late 2001. Although participation in this survey is mandatory under Public Law 91-596, we have made every effort to reduce the amount of time required wherever possible and still collect the necessary information. To the full extent permitted by law, this information will be held in confidence and be used only for statistical purposes. Contact information is included for each State to provide you with assistance in completing this survey.

Thank you for helping us collect accurate information and for helping to make America's workplaces safer and healthier.

Bureau of Labor Statistics  
U.S. Department of Labor



We estimate it will take you an average of 24 minutes to complete this survey (ranging from 10 minutes to 5 hours per package), including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding the estimates or any other aspect of this survey, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Occupational Safety and Health Statistics (1220-0045), 2 Massachusetts Avenue, N.E., Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. **DO NOT SEND THE COMPLETED FORM TO THIS ADDRESS.**

The Bureau of Labor Statistics and the State agency collecting this information will use the information you provide for statistical purposes only. To the full extent permitted by law, this information will be held in confidence and will not be disclosed without the written consent of your establishment.

OMB No. 1220-0045  
Approval expires 10-31-04  
BLS-9300 N06

# Part 1A. Establishment Information

Using your completed Calendar Year 2002 *Summary of Work-Related Injuries and Illnesses (OSHA Form 300A)*, copy the establishment information into the boxes below. If more than one establishment is noted on the front cover under **Reporting Site**, add together the total lines from each specified establishment's OSHA Form 300A to complete the 2002 totals for all establishments. Then copy those totals into the corresponding spaces below. If these numbers are not available on your OSHA Form 300A, or if your establishment does not keep records needed to answer (1) and (2) below, you can estimate using the steps that follow.

**1. For the reporting site identified on the cover: Enter the annual average employment for 2002.**  
(You can copy this from your OSHA Form 300A.)

**Annual average number of employees for 2002**

**If needed: Steps to estimate employment**

**STEP 1: Add** the number of employees your establishment paid in every pay period during 2002. **Include all employees:** full-time, part-time, temporary, seasonal, salaried, and hourly .

Acme Construction pays its employees 26 times each year. During 2002,

In this pay period	Acme paid this many employees
1 .....	10
2 .....	0
3 .....	15
↓	↓
25.....	15
26.....	10
	830 (sum)

**STEP 2: Divide** the sum by the number of pay periods your establishment had in 2002. **Include** any pay periods when you had **no** employees.

Because Acme has 26 pay periods, it would divide its sum by 26. 830 divided by 26 = 31.92

**STEP 3: Round** the answer to the next highest whole number. Write the rounded number in the box marked Annual average number of *employees*.

Acme would round 31.92 to 32 and write that number in the box marked *Annual average number of employees*.

**2. For the reporting site identified on the cover: Enter the total hours worked for 2002.**  
(You can copy this from your OSHA Form 300A.)

**Total hours worked by all employees in 2002**

**Note:** *Total Hours Worked* should exclude vacation, sick leave, holidays, and other non-work time .

**If needed: Steps to estimate total hours worked**

**STEP 1: Find** the number of full-time employees in your establishment for 2002.

ABC Company had 15 full-time employees during 2002.

**STEP 2: Multiply** this number by the number of hours worked for a full-time employee in a year. This is equal to the number of full-time hours worked:

ABC Company's 15 full-time employees worked an average of about 1,760 hours each per year after excluding vacation, sick leave, holidays, and other non-work time. (*The hours worked for a full-time employee in a year may be different at your reporting site*)

15 (full-time employees ) times 1,760 (hours worked by a full-time employee in a year) equals 26,400 full-time hours.

**STEP 3: Add** the number of any overtime hours and the number of hours worked by other employees (part-time, temporary, seasonal) to the amount in Step 2:

ABC Company's full time employees worked a total of 1,500 hours of overtime. In addition, 3 part time employees worked a total of 2,715 hours during 2002. Adding these hours to those from Step 2:

Full-time hours from Step 2	26,400
Overtime hours	+ 1,500
<u>Part-time hours</u>	<u>+ 2,715</u>
Total hours worked by all employees in 2002	= 30,615

**3. Check any conditions that might have affected your annual average number of employees or total hours worked during 2002:**

- |  |  |
|--|--|
| <input type="checkbox"/> Strike or lockout<br><input type="checkbox"/> Shutdown or layoff<br><input type="checkbox"/> Seasonal work<br><input type="checkbox"/> Natural disaster or adverse weather conditions | <input type="checkbox"/> Shorter work schedules or fewer pay periods than usual<br><input type="checkbox"/> Longer work schedules or more pay periods than usual<br><input type="checkbox"/> Other reason: _____<br><input type="checkbox"/> Nothing unusual happened to affect our employment or hours figures. |
|--|--|

## Did you have ANY occupational injuries or illnesses during 2002?

- Yes. Go to the next section, **Part 1B: Summary of Work-Related Injuries and Illnesses, 2002.**
- No. Go to **Contact Information** on the back cover.

## Part 1B: Summary of Work-Related Injuries and Illnesses, 2002

Using your completed Calendar Year 2002 *Summary of Work-Related Injuries and Illnesses (OSHA Form 300A)*:

- ➊ Copy the establishment summary information into the spaces below. If more than one establishment is noted on the front cover under **Reporting Site**, add together the total lines from each specified establishment's OSHA Form 300A to complete the 2002 totals for all establishments. Then copy those totals into the corresponding spaces below.
- ➋ If you prefer, you may enclose a photocopy of your *Summary of Work-Related Injuries and Illnesses (OSHA Form 300A)*. If more than one establishment is noted on the front cover under **Reporting Site**, be sure to include the OSHA Form 300A for all of the specified establishments.
- ➌ If any total is zero on your OSHA Form 300A, write "0" in that total's space below.

### Number of Cases

Total number of  
deaths

\_\_\_\_\_

(G)

Total number of  
cases with days  
away from work

\_\_\_\_\_

(H)

Total number of  
cases with job  
transfer or restriction

\_\_\_\_\_

(I)

Total number of  
other recordable  
cases

\_\_\_\_\_

(J)

### Number of Days

Total number of days of  
job transfer or restriction

\_\_\_\_\_

(K)

Total number of days  
away from work

\_\_\_\_\_

(L)

### Injury and Illness Types

Total number of . . .  
(M)

(1) Injuries \_\_\_\_\_

(2) Skin disorders \_\_\_\_\_

(3) Respiratory conditions \_\_\_\_\_

(4) Poisonings \_\_\_\_\_

(5) All other illnesses \_\_\_\_\_

- ▶ The total **Number of Cases** recorded above in G + H + I + J must equal the total **Injury and Illness Types** recorded above in M (1 + 2 + 3 + 4 + 5).
- ▶ **If you had any work-related deaths in 2002**, please tell us where you assigned/classified each death within the list of items (M1) through (M5) provided under section **Injury and Illness Type** above (e.g., "fatal case was due to injury resulting from fall" or "death resulted from respiratory conditions").

## Before you continue...

Look at the total **Number of Cases** you entered in Column H above.

- If you had **NO** cases in Column H, you are finished with the survey. Go to **Contact Information** on the Back Cover.
- If you had cases in Column H, Go to **Part 2: Reporting Cases with Days Away from Work.**

**Table 1. Incidence rates<sup>1</sup> of nonfatal occupational injuries and illnesses by industry and case types, Oregon 2002**

Industry <sup>2</sup>	SIC code <sup>3</sup>	Total recordable cases	Cases with days away from work, job transfer, or restriction			Other recordable cases
			Total	Cases with days away from work <sup>4</sup>	Cases with job transfer or restriction	
<b>All Industries including</b>						
<b>State and local government<sup>5</sup></b>		6.1	3.1	1.9	1.2	2.9
<b>Private Industry<sup>5</sup></b>		6.0	3.2	1.9	1.2	2.8
<b>Agriculture, forestry, and fishing<sup>5</sup></b>		7.4	3.7	2.1	1.6	3.6
Agricultural production <sup>5</sup>	01-02	7.7	4.2	1.8	2.4	3.4
Agricultural production-crops <sup>5</sup>	01	7.6	4.1	1.5	2.7	3.4
Fruits and tree nuts <sup>5</sup>	017	8.2	4.7	1.6	3.1	3.5
Horticultural specialties <sup>5</sup>	018	7.8	4.4	0.9	3.5	3.4
Agricultural services	07	6.4	3.0	2.3	0.7	3.4
Veterinary services	074	5.3	1.9	1.6	0.3	3.4
Landscape and horticultural services	078	6.2	2.6	2.2	0.4	3.6
Forestry	08	8.6	3.6	2.8	0.8	5.0
Forestry services	085	10.3	4.3	3.5	0.8	6.0
<b>Mining<sup>6</sup></b>		4.9	2.8	2.0	0.8	2.1
<b>Construction</b>		8.7	4.0	2.9	1.1	4.8
General building contractors	15	7.3	2.4	1.8	0.6	4.9
Residential building construction	152	6.3	2.4	1.8	0.5	3.9
Nonresidential building construction	154	8.2	2.3	1.7	0.6	5.9
Heavy construction, except building	16	9.7	3.8	2.3	1.4	5.8
Highway and street construction	161	6.5	3.8	3.2	0.6	2.7
Heavy construction, except highway	162	11.3	3.8	1.9	1.9	7.4
Special trade contractors	17	9.1	4.6	3.4	1.3	4.5
Plumbing, heating, air-conditioning	171	8.7	5.3	3.7	1.6	3.4
Electrical work	173	7.4	2.4	1.8	0.6	5.1
Masonry, stonework, and plastering	174	13.3	7.2	4.9	2.3	6.1
Carpentry and floor work	175	9.2	5.3	4.1	1.2	3.9
Roofing, siding, and sheet metal work	176	17.6	10.0	8.7	1.3	7.6
Concrete work	177	2.8	1.2	--	0.8	1.6
Miscellaneous special trade contractors	179	8.9	4.4	2.9	1.5	4.5
<b>Manufacturing</b>		7.6	4.1	2.1	2.0	3.5
Durable goods		7.8	4.1	2.0	2.1	3.7
Lumber and wood products	24	11.4	6.0	2.7	3.3	5.4
Logging	241	8.8	4.8	4.0	0.8	4.0
Sawmills and planing mills	242	16.0	7.6	2.5	5.1	8.4
Millwork, plywood and structural members	243	8.3	5.4	2.3	3.1	3.0
Millwork	2431	7.2	4.8	3.4	1.4	2.4
Softwood veneer and plywood	2436	9.6	6.4	1.7	4.7	3.2
Miscellaneous wood products	249	5.3	2.8	1.6	1.2	2.5
Stone, clay, and glass products	32	7.4	4.6	2.1	2.4	2.8
Concrete, gypsum, and plaster products	327	8.2	5.5	2.9	2.6	2.7
Primary metal industries	33	9.9	5.9	3.1	2.9	3.9
Iron and steel foundries	332	10.2	7.4	4.4	2.9	2.8
Fabricated metal products	34	12.4	5.7	3.2	2.4	6.7
Miscellaneous fabricated metal products	349	10.3	4.6	3.2	1.4	--

See footnotes at end of table.

**Table 1. Incidence rates<sup>1</sup> of nonfatal occupational injuries and illnesses by industry and case types, Oregon 2002, continued**

Industry <sup>2</sup>	SIC code <sup>3</sup>	Total recordable cases	Cases with days away from work, job transfer, or restriction			Other recordable cases
			Total	Cases with days away from work <sup>4</sup>	Cases with job transfer or restriction	
Industrial machinery and equipment	35	5.1	1.8	1.3	0.5	3.3
Construction and related machinery	353	7.8	2.0	1.6	0.4	5.8
Special industry machinery	355	5.0	1.8	1.2	0.6	3.2
Computer and office equipment	357	1.8	1.2	0.7	0.5	0.6
Industrial machinery, n.e.c.	359	5.1	1.8	1.5	0.3	3.3
Industrial machinery, n.e.c.	3599	6.0	2.1	1.8	0.3	4.0
Electronic and other electric equipment	36	2.0	1.0	0.6	0.4	1.0
Electronic components and accessories	367	2.0	0.9	0.5	0.4	1.1
Semiconductors and related devices	3674	1.7	0.6	0.4	--	1.1
Transportation equipment	37	12.9	8.1	3.5	4.6	4.8
Motor vehicles and equipment	371	13.6	7.8	2.9	4.9	5.8
Motor vehicles and car bodies	3711	15.0	9.8	3.2	6.6	5.2
Medical instruments and supplies	384	6.2	2.4	1.6	0.7	3.8
Miscellaneous manufacturing industries	39	6.6	2.8	0.9	1.8	3.8
<b>Nondurable goods</b>		6.8	3.9	2.2	1.7	2.9
Food and kindred products	20	8.9	5.2	2.9	2.3	3.8
Preserved fruits and vegetables	203	8.7	4.1	1.7	2.4	4.5
Frozen fruits and vegetables	2037	5.6	2.7	1.3	1.4	3.0
Bakery products	205	9.5	5.2	3.3	1.9	4.2
Miscellaneous food and kindred products	209	7.3	4.1	2.0	2.2	3.2
Apparel and other textile products	23	10.1	8.1	4.4	3.6	2.1
Paper and allied products	26	4.5	1.2	0.8	0.5	3.3
Miscellaneous converted paper products	267	8.9	2.5	1.8	0.7	6.5
Printing and publishing	27	4.1	2.3	1.5	0.8	1.9
Newspapers	271	3.8	2.3	1.8	0.5	1.5
Commercial printing	275	5.4	2.7	1.5	1.2	2.7
Commercial printing, lithographic	2752	5.3	3.0	1.5	1.4	2.3
Chemicals and allied products	28	5.0	2.7	1.4	1.3	2.3
Rubber and miscellaneous plastics products	30	8.0	5.6	3.0	2.6	2.4
Miscellaneous plastics products, n.e.c.	308	7.8	5.3	2.9	2.4	2.5
Plastics products, n.e.c.	3089	7.9	4.9	2.4	2.6	2.9
<b>Transportation and public utilities<sup>8</sup></b>		6.6	4.3	3.1	1.2	2.3
Railroad transportation <sup>8</sup>	40	3.6	2.9	2.5	0.3	0.7
Local and interurban passenger transit	41	8.7	4.6	2.9	1.8	4.1
Trucking and warehousing	42	5.9	3.5	3.0	0.5	2.3
Trucking and courier services, except air	421	5.8	3.5	3.0	0.5	2.3
Transportation by air	45	18.7	13.9	8.9	5.1	4.7
Air transportation, scheduled	451	20.7	15.4	10.0	5.4	5.2
Transportation services	47	0.8	0.7	0.2	0.5	0.1
Communications	48	2.6	1.5	1.1	0.4	1.2
Telephone communications	481	3.0	1.9	1.5	0.4	1.1
Electric, gas, and sanitary services	49	3.9	2.3	1.5	0.8	1.6
Electric services	491	3.6	2.1	1.4	0.6	1.6
<b>Wholesale and retail trade</b>		6.0	3.1	2.1	1.0	2.9
Wholesale trade		5.2	3.0	1.9	1.1	2.2

See footnotes at end of table.

**Table 1. Incidence rates<sup>1</sup> of nonfatal occupational injuries and illnesses by industry and case types, Oregon 2002, continued**

Industry <sup>2</sup>	SIC code <sup>3</sup>	Total recordable cases	Cases with days away from work, job transfer, or restriction			Other recordable cases
			Total	Cases with days away from work <sup>4</sup>	Cases with job transfer or restriction	
Wholesale trade--durable goods	50	5.1	2.6	1.9	0.7	2.4
Motor vehicles, parts, and supplies	501	8.3	3.6	2.6	1.0	4.8
Lumber and construction materials	503	5.8	3.0	1.5	1.5	2.7
Machinery, equipment, and supplies	508	4.8	2.2	1.7	0.6	2.5
Wholesale trade--nondurable goods	51	5.5	3.6	2.0	1.6	1.9
Paper and paper products	511	3.0	2.4	1.5	1.0	0.6
Groceries and related products	514	6.6	4.6	2.2	2.4	2.0
Miscellaneous nondurable goods	519	4.8	3.3	2.4	0.9	1.6
Retail trade		6.3	3.1	2.1	1.0	3.1
Building materials and garden supplies	52	5.8	4.0	1.6	2.4	1.8
Lumber and other building materials	521	7.2	5.8	2.2	3.6	1.4
General merchandise stores	53	7.1	4.5	2.8	1.7	2.5
Department stores	531	7.4	4.7	2.9	1.8	2.7
Food stores	54	9.5	4.9	3.5	1.4	4.6
Grocery stores	541	9.4	5.2	3.6	1.6	4.2
Automotive dealers and service stations	55	6.2	2.3	1.7	0.6	3.9
New and used car dealers	551	6.2	1.6	1.4	0.2	4.5
Gasoline service stations	554	5.3	2.6	1.8	0.7	2.8
Apparel and accessory stores	56	3.3	1.1	0.7	0.4	2.3
Furniture and homefurnishings stores	57	4.5	2.2	1.5	0.7	2.3
Eating and drinking places	58	5.9	2.5	2.0	0.4	3.5
Miscellaneous retail	59	4.4	2.9	1.2	1.7	1.5
<b>Finance, insurance, and real estate</b>		1.7	0.8	0.7	0.1	0.8
<b>Services</b>		5.0	2.6	1.5	1.2	2.4
Hotels and other lodging places	70	6.0	4.1	2.8	1.3	1.9
Hotels and motels	701	6.1	4.3	3.0	1.3	1.8
Personal services	72	4.4	3.2	2.2	1.0	1.2
Business services	73	1.5	0.8	0.3	0.4	0.8
Auto repair, services, and parking	75	4.9	2.5	2.4	0.1	2.4
Miscellaneous repair services	76	6.3	4.2	3.8	0.3	2.1
Miscellaneous repair shops	769	5.6	3.5	3.1	0.4	2.1
Motion pictures	78	3.3	2.1	1.2	0.9	1.2
Amusement and recreation services	79	4.5	1.4	1.1	0.3	3.1
Health services	80	8.5	4.2	2.2	2.0	4.3
Nursing and personal care facilities	805	17.0	12.9	4.8	8.1	4.1
Hospitals	806	9.3	4.0	2.4	1.6	5.2
Legal services	81	0.2	0.2	0.2	( <sup>9</sup> )	0.1
Educational services	82	2.2	1.1	0.8	0.3	1.1
Social services	83	6.8	4.1	1.8	2.3	2.7
Membership organizations	86	2.5	0.9	0.5	0.4	1.6
Engineering and management services	87	0.9	0.3	0.2	0.1	0.7
<b>State and local government</b>		6.5	3.1	2.0	1.1	3.4
<b>State government</b>		5.2	2.4	1.7	0.8	2.8

See footnotes at end of table.

**Table 1. Incidence rates<sup>1</sup> of nonfatal occupational injuries and illnesses by industry and case types, Oregon 2002, continued**

Industry <sup>2</sup>	SIC code <sup>3</sup>	Total recordable cases	Cases with days away from work, job transfer, or restriction			Other recordable cases
			Total	Cases with days away from work <sup>4</sup>	Cases with job transfer or restriction	
<b>Construction</b>		--	--	--	--	--
Heavy construction, except building	16	4.8	2.3	1.8	0.6	2.5
<b>Services</b>		4.2	1.8	1.2	0.6	2.5
Educational services	82	3.0	0.8	0.5	0.3	2.2
Social services	83	4.5	1.9	1.5	--	2.6
<b>Public administration</b>		6.1	3.0	2.1	1.0	3.1
Justice, public order, and safety	92	7.4	3.0	2.0	1.0	4.4
Administration of human resources	94	5.3	3.8	2.6	1.2	1.4
Environmental quality and housing	95	6.9	3.0	1.7	1.3	4.0
<b>Local government</b>		7.0	3.3	2.2	1.2	3.7
<b>Transportation and public utilities</b>		9.4	6.4	5.1	1.4	3.0
Electric, gas, and sanitary services	49	10.0	6.5	3.7	2.8	3.5
<b>Services</b>		5.8	1.9	1.2	0.6	4.0
Educational services	82	5.8	1.7	1.2	0.6	4.0
Elementary and secondary schools	821	5.7	1.8	1.2	0.5	3.9
<b>Public administration</b>		8.5	5.0	3.1	1.9	3.5
Executive, legislative, and general	91	8.6	5.0	2.9	2.1	3.6
Administration of human resources	94	7.4	5.1	3.6	1.5	2.2

<sup>1</sup> Incidence rates represent the number of injuries and illnesses per 100 full-time workers and were calculated as:  $(N/EH) \times 200,000$  where

N = number of injuries and illnesses  
 EH = total hours worked by all employees during the calendar year  
 200,000 = base for 100 equivalent full-time workers (working 40 hours per week, 50 weeks per year).

<sup>2</sup> Totals include data for industries not shown separately.

<sup>3</sup> *Standard Industrial Classification Manual*, 1987 Edition.

<sup>4</sup> Days-away-from-work cases include those which result in days away from work with or without job transfer or restriction.

<sup>5</sup> Excludes farms with fewer than 11 employees.

<sup>6</sup> Data for Mining (Division B in the *Standard Industrial Classification Manual*, 1987 edition) include establishments not governed by the Mine Safety and Health Administration (MSHA) rules and reporting, such as those in Oil and Gas Extraction. Data for mining operators in coal, metal, and nonmetal mining are provided to BLS by the Mine Safety and Health Administration, U.S. Department of Labor. Independent mining contractors are excluded from the coal, metal, and nonmetal mining industries. These data do not reflect the changes OSHA made to its recordkeeping

requirements effective January 1, 2002; therefore estimates for these industries are not comparable with estimates for other industries.

<sup>7</sup> Data for mining operators in this industry are provided to BLS by the Mine Safety and Health Administration, U.S. Department of Labor. Independent mining contractors are excluded. These data do not reflect the changes OSHA made to its recordkeeping requirements effective January 1, 2002; therefore estimates for these industries are not comparable with estimates for other industries.

<sup>8</sup> Data for employers in railroad transportation are provided to BLS by the Federal Railroad Administration, U.S. Department of Transportation. These data do not reflect the changes OSHA made to its recordkeeping requirements effective January 1, 2002; therefore estimates for these requirements effective January 1, 2002; therefore estimates for these requirements effective January 1, 2002; therefore estimates for these

NOTE: Because of rounding, components may not add to totals.  
 n.e.c. = not elsewhere classified.  
 -- Indicates data not available.

SOURCE: Bureau of Labor Statistics, U.S. Department of Labor, Survey of Occupational Injuries and Illnesses, in cooperation with participating State agencies.