

OSHA Recordkeeping

and

AWCI's Safety Award

eSafetyLine



January 13, 2011 Webinar

This webinar was designed to assist members with the accuracy of their OSHA records, identifying the leading measures used in the AWCI Safety Award and understanding where their program stands with respect to the award.

A copy of the PowerPoint file has been posted on the **AWCI eSafetyLine** software website. It is available free to all subscribers. If you are currently registered for eSafetyLine, you can access it under the training section in the Accident reporting module. If you are not registered for eSafetyLine, you can contact AWCI at for more information on how to subscribe to eSafetyLine.

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Objectives

1. Identify pending regulations that may affect recordkeeping
2. Describe OSHA's National Emphasis Program on recordkeeping and the direct, as well as indirect, impact it may have on inspection of contractor records
3. Determine whether to record a given injury/illness
4. Give an example of a common mistake contractors make in their recordkeeping
5. Explain why lagging and leading measures should be part of a safety award program

Pending Regulations


NAICS Update and Reporting Revisions

- Action - Proposed Rule
- Action Date - March 2011
- Summary
 - update list of exempt industries
 - change from SIC codes to NAICS codes
 - change requirements around notification of fatalities and serious injuries

Pending Regulations

Modernizing OSHA's Reporting System


- Action - Proposed Rule
- Action Date - September 2011
- Summary
 - modernize reporting system
 - electronic submittal of recordable incident data??



Pending Regulations

Musculoskeletal Disorders


- Action - Final Rule
- Action Date - February 2011
- Summary
 - add a column for Work-Related Musculoskeletal Disorders (WMSD) to the OSHA 300 Log.
 - first step to a possible resurrection of an ergonomics standard ??????



National Emphasis Program

Purpose/Scope

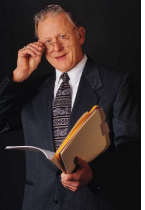
- Address under-recorded injuries and illnesses
- Targets manufacturing
- Pilot construction
- Construction NEP to be developed



National Emphasis Program

Records to be reviewed

- Medical records
- Workers' comp
- Insurance records
- Payroll absentee
- Company safety incident
- First-aid logs
- Alternate duty rosters
- Disciplinary



National Emphasis Program

Persons to be interviewed

- Designated Recordkeeper
- Employee
- Healthcare Professional
- Management representatives



National Emphasis Program

Questions

- Training
- Reporting policy
- Incentive/Award programs
- Medical treatment and first aid
- Authority
- Records access

National Emphasis Program

Other Actions

- Limited walk-around
- Consistency with recorded injuries and illnesses, but will address any violations in plain view
- Expand scope or make referral to address areas that may pose safety and health issues

National Emphasis Program

Citations

- Classified as other-than serious
- If “willful,” “repeat,” or “failure to abate,” Regional Administrator or Regional Solicitor
- NOT to be cited for over-reporting cases

Recordkeeping Basics

Forms

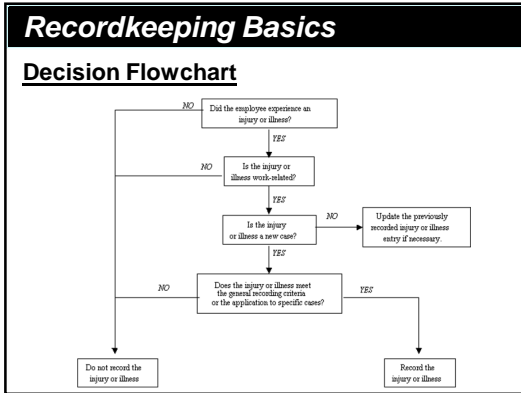
- OSHA forms
 - 300- Injury/Illness Log
 - 300A- Injury/Illness Summary
 - 301- Individual Incident Report
- 300A posted February 1st – April 30th



Recordkeeping Basics

Understandings


- Does not indicate fault
- Does not prove an OSHA rule was violated,
- Does not determine eligibility for comp



Recordkeeping Basics

General Criteria

- Death
- Days away from work
- Restricted work activity
- Transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness



Recordkeeping Basics

Miscellaneous

- Entries to forms within 7 calendar days of event
- Day counts (days away or days restricted)
 - count calendar days employee unable to work
 - cap at 180 days
 - stop count if employee leaves for unrelated reason
- Privacy cases
- Multiple Establishments
 - Separate 300 for each establishment

Common Errors, Questions & Interpretations

Misunderstanding work restrictions (1)

Q Employee has work-related occupational injury and examined by physician. Employee can be returned to full duty; however, is given 20-pound lifting restriction or "do not use left hand" for 3 weeks. Restriction given because employees may get rotated for non-routine tasks, or equipment breakdown that might occur once or twice a month. Is this still considered a work restriction for recordkeeping?

A This case should **not** be recorded as restricted work. For recordkeeping purposes, an employee's routine functions are those work activities the employee regularly performs at least once per week.

Common Errors, Questions & Interpretations

Misunderstanding work restrictions (2)

Q. Clerical worker injures knee in work-related accident. Has out-patient surgery 1 month after injury and released with only restriction being: "May work at home." Company sets up employee to work at home. Employee works from home, but not the full 8 hours/day Employee is able to perform all routine job functions from home. Should days be treated as restricted work activity or days-away-from work?

A Assuming that the employee does not work from home as part of her normal work schedule, the case should be recorded as days away from work.

Common Errors, Questions & Interpretations

Using policy to immediately report as basis for recording

Q. Employee injures back lifting materials, but doesn't feel it is serious enough to report. Later that week he is still in pain and visits his physician. The physician prescribes pain medication and issues a restriction to refrain from any lifting. The employer has a rule that all injuries must be reported within 24 hours. Is this recordable?

A Even though an injury is reported late, in violation of an employer's rule, if the employee's account of the injury is credible meeting all other criteria of the standard, it must be recorded.

Common Errors, Questions & Interpretations

Misunderstanding aggravations

Q. Employee gets a bad case of tennis elbow on vacation, returns to work and picks up a small box of pencils. Lifting the pencil box pushes her elbow over the edge. She requires medical treatment and unable to type. Is the case recordable?

A Although the standard states "significantly" aggravates a previous non-occupational condition, a provision in the standard also defines "significantly" aggravated as being severe enough to tip a non-occupational injury into the usual recordability criteria. In this case the incident resulted in aggravation sufficient enough to require treatment. The case is recordable.

Common Errors, Questions & Interpretations

Misunderstanding work-relatedness

Q. An employee arrives at work and parks his car in the company parking lot. As the employee is getting out of his car, he inadvertently slams the car door on his finger, and the injury requires "medical treatment." Is the case work-related and recordable?

A Exception requires injury to occur commuting to or from work, take place in company parking lot or company access road, and be the result of a motor vehicle accident. The case is recordable.

Common Errors, Questions & Interpretations

Failure to rely on OSHA First-aid List

Q. A foreign object (metal filing) is removed from an employee's eye by using a magnet. Is the case recordable?

A *The case is recordable.* OSHA's "first aid" list is considered an exclusive list. It only considers removing foreign bodies from the eye by irrigation or a cotton swab as first aid.

Safety Awards

How are top safety performers measured?



Safety Awards

"... benchmarking ...[is]... an on-going outreach activity; the goal of the outreach is identification of best operating practices that, when implemented, produce superior performance."

—Bogan and English, Benchmarking for Best Practices

Safety Awards

Metrics

• *Lagging Measures:*
 * *results oriented*
 (RIR, LWDR, DART, Severity, Comp #s/\$, EMR)

• *Leading Measures:*
 * *performance drivers*
 (near miss reports, safety meeting attendance, safety work orders open vs closed / resolution, inspections)

Safety Awards

<http://awcisurvey.esafetyline.net/>

AWCI | ASSOCIATION OF THE WALL AND CEILING INDUSTRY

2011 - Construction Safety Award Application

If you have an existing account, you may log in below, otherwise use the box on the right to create a new account.

Log in

User Name:

Password:

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

E-mail:

Safety Awards

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2011 - Construction Safety Award Application

[Logout](#) | [Instructions](#) | [Definitions](#) | [Assistance](#)

CHAPTER AFFILIATION

SAFETY SURVEY CONTACT INFORMATION
(Person responsible for completing this survey)

Company

Name

Address

City

State

Safety Awards

COMPANY TOTALS ONLY

TOTAL NUMBER OF COMPANY EMPLOYEES

TOTAL EXPOSURE (FOR EXEMPT, NON-EXEMPT) HOURS

SUMMARY CASE, DAYS DATA

# of deaths	# of cases with days away from work	# of cases with job transfer or restriction	# of other recordable	total # of days away from work	# of days of an job transfer or restriction
(Column G)	(Column H)	(Column I)	(Column J)	(Column K)	(Column L)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

INJURY OR ILLNESS DATA

# of injuries	# of skin disorders	# of respiratory conditions	# of poisonings	# of hearing loss	# of all other illnesses
(Column M-1)	(Column M-2)	(Column M-3)	(Column M-4)	(Column M-5)	(Column M-6)
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Safety Awards

EXPERIENCE MODIFIER INFORMATION
Workers' Compensation Experience Modification Rate from your insurance company.

[Help](#) 2007 2008 2009 2010

RECORDABLE INCIDENT RATE
Provide your Recordable Incident Rate for the past 4 years

[Help](#) 2007 2008 2009 2010

OPERATIONS & BEST PRACTICE INFORMATION

Number of years that your company has had a written safety program (0 for no written program, maximum 10 years)

Number of full-time safety directors or equivalent, or the percentage of time spent by supervisors on safety. [Help](#)

How many foreman, supervisors and managers does your company employ?

How many received OSHA 10 or 30 Hour training in the last 3 years?

Safety Awards

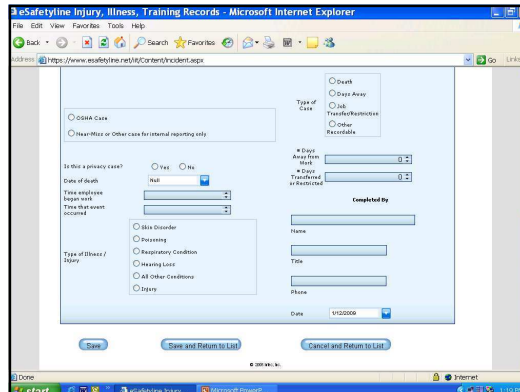
QUESTIONS

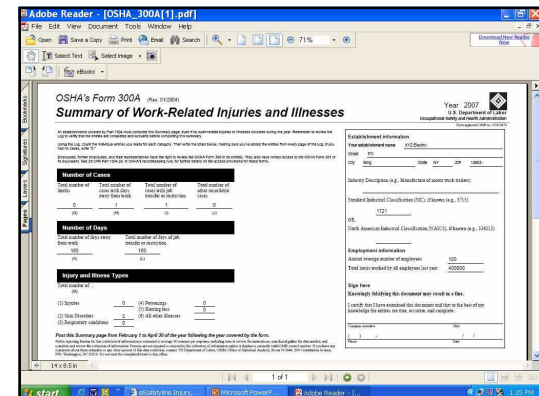
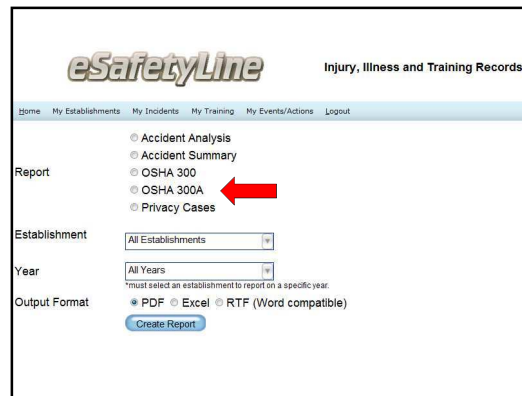
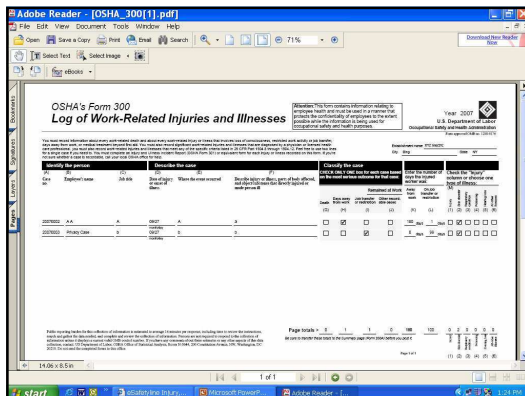
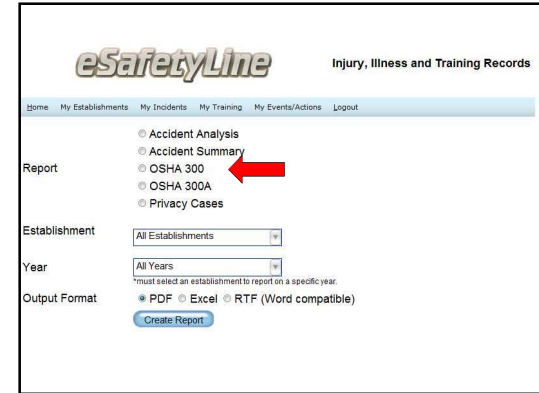
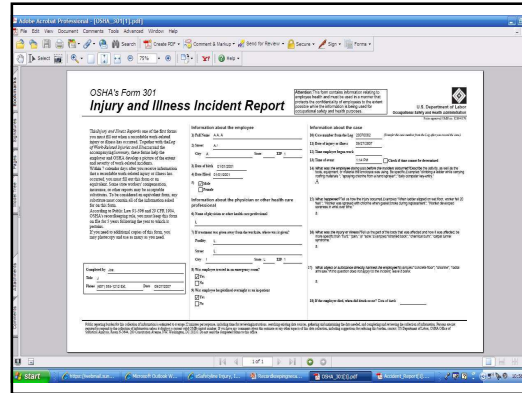
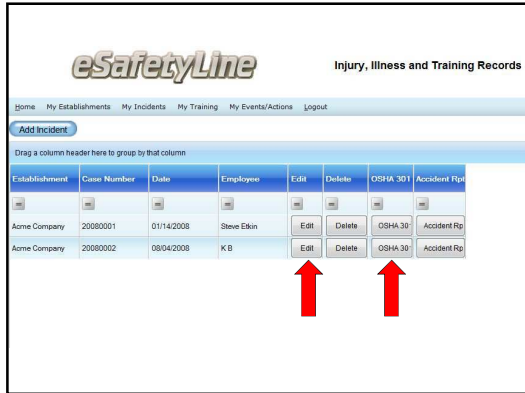
Describe how you believe your safety program saved you money. Provide figures if possible associated with the areas you feel money was saved.

Normal Arial (Font size) B I U

Tell us what makes your safety program work. Please submit a brief statement (200 words or less) on "Three tips for managing a successful safety program." Selected safety statements will be published in an upcoming issue of **AWCI's Construction Dimensions** magazine.

Safety Awards





eSafetyLine Injury, Illness and Training Records

Home My Establishments My Incidents My Training My Events/Actions Logout

Report

- Accident Analysis** (highlighted with red arrow)
- Accident Summary
- OSHA 300
- OSHA 300A
- Privacy Cases

Establishment: All Establishments

Year: All Years

Output Format: PDF (selected), Excel, RTF (Word compatible)

Create Report

Adobe Reader - [Accident Analysis [1].pdf]

Statistical Summary

Severity Rate = 13 (Days Away x 200,000 / Total Hours of Exposure)

DART Incidence Rate = 0 (Recorded, Transferred, Lost Days x 200,000 / Total Hours of Exposure)

Lost Work Day Case Rate = 3 (Death Cases + Days Away Cases x 200,000 / Total Hours of Exposure)

Total Recordable Incidence Rate = 2 (Total Cases x 200,000 / Total Hours of Exposure)

ABC Electric 2007

Accident Classification Summary

STRUCK BY	STRUCK AGAINST / CONTACT	STRAIN OR OVEREXERTED
0 Hand Tool or Machine	0 Object Being Handled	1 Lifting
0 Rolling, Sliding or Tipping Object	0 Stationary Objects	0 Pushing or Pulling
0 Moving Object (Occupant)	0 Contact With Sharp Objects	0 Reaching
0 Other Person	0 Moving Objects	0 Cumulative Trauma
0 Falling or Flying Object	0 No Classification	0 Using Tool or Machine
0 Moving Vehicle (Powered)	0 Caught in, Between or Under	0 Holding or Carrying
0 Object Handled by Another Person	0 Machine or Moving Parts	0 Unnatural Position
0 No Classification	0 Other - Not Handled	0 No Classification

Occupational Disease

- 0 Untraveler or Infrared
- 0 Chemical Burn
- 0 No Classification
- 0 Ionizing Radiation
- 0 Noise Exposure
- 0 Inhalation / Ingestion
- 0 Overexertion
- 0 No Classification

Body Part Summary

- 0 Brain
- 0 Head
- 0 Face
- 0 Eye
- 0 Hearing
- 0 Eyes
- 0 Neck
- 0 Chest
- 0 Heart
- 0 Lung
- 0 Internal
- 1 Groin
- 0 Foreign Body in
- 0 Stroke / Heart Attack
- 0 Psychological
- 0 No Classification
- 0 RIBBED OR ABRASED
- 0 Fixed Objects
- 0 Objects Being Handled
- 0 No Classification
- 0 Shoulder
- 0 Back
- 0 Arms
- 0 Elbow
- 0 Wrist
- 0 Hand
- 0 Ankle
- 0 Feet
- 0 Toes

eSafetyLine Injury, Illness and Training Records

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View Training Topics

Create New Training Topic

View Training Records

Create New Training Record

Training Reports

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View Event/Action Categories

Create New Event/Action Category

View Events/Actions

Create New Event/Action

Event/Action Reports

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**End of Session
For Help Contact**

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