Guide to Recording and Reporting Occupational Injuries and Illnesses

Key Points from OSHA’s Record–Keeping Rule Designed to Assist Respondents with the Annual BLS Survey of Occupational Injuries and Illnesses
Contents

- Introduction to 29 CFR 1904  
- What to record  
  - Work relatedness  
    - Medical treatment vs. first aid  
    - Exceptions to work–relatedness  
    - Travel and work from home  
  - New Cases  
  - General recording criteria  
    - Days away from work and days on restricted duty  
  - Needle sticks or sharps injuries  
  - Medical removal  
  - Hearing loss  
  - Tuberculosis  
  
Slide 4  
5  
6  
7–8  
9  
10  
11  
12  
13  
14  
15  
16  
17
Contents (continued)

- Who to record
  - Temporary workers

- The forms
  - OSHA’s 300
  - OSHA’s 301
  - OSHA’s 300A

- Privacy protection

- Intro. to Survey of Occupational Injuries and Illness
  - SOII timeline
  - Use for SOII data

- Contacts
  - OSHA Contacts
  - BLS Contacts

- Additional resources
29 CFR 1904 Rule

- Under this rule, employers are required to record and report work-related fatalities, injuries and illnesses.

- This rule applies to all employers who are covered by the Occupational Safety and Health Act (OSH Act).
  - Many employers do not have to keep OSHA injury and illness records unless OSHA or the BLS informs them in writing that they must keep records. Other exemptions may apply. To learn more about compliance in this regard, visit: http://www.dol.gov/compliance/guide/osha.htm

- Keep in mind that OSHA recordkeeping is distinct from workers’ compensation records.
Each fatality, injury or illness that:

1. Is work-related, and
2. Is a new case, and
3. Meets one or more of the following criteria (see following slides for additional details)
   A. Falls under the general recording criteria
   B. Involves needle sticks or sharps injuries
   C. Requires medical removal
   D. Results in hearing loss
   E. Involves a case of Tuberculosis
1. A Case is Work–related:

- If an event or exposure in the work environment either
  - Caused or contributed to the resulting condition, or
  - Significantly aggravated a pre-existing injury or illness
    - To be recordable, the aggravation of a pre-existing condition must result in death, loss of consciousness, days away from work, restricted duty, or medical treatment
    - An aggravation of a pre-existing injury or disorder is only recordable when that case has fully healed or a doctor has cleared the employee to return to work

- The work environment is defined as the establishment and other locations where one or more employees are working or present as a condition of employment
Medical Treatment is Recordable

- Medical treatment is the management and care of a patient to combat disease or disorder.
- However, for the purposes of SOII, this does not include:
  - General counseling or observations visits to a Physician or Other Licensed Health Care Professional (PLHCP)
  - Diagnostic procedures
  - First aid
- Prescription medicines are considered recordable medical treatment.
First Aid Treatment is Not Recordable

- The incident would not be recordable if it required only first aid, which includes:
  - Using nonprescription medication at nonprescription strength
  - Tetanus immunizations
  - Cleaning, flushing, or soaking surface wounds
  - Wound coverings, butterfly bandages, Steri-Strips
  - Hot or cold therapy
  - Non-rigid means of support
  - Temporary immobilization device used to transport accident victims
  - Drilling of fingernail or toenail, draining fluid from blister
  - Eye patches
  - 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
Exceptions to Work–relatedness

- If the employee:
  - Was present as a member of the general public
  - His/her symptoms arose in work environment that were solely due to non–work–related event or exposure
  - The injury was due to a voluntary participation in wellness program, medical, fitness or recreational activity
  - Eating, drinking or preparing food or drink for personal consumption
  - Performing personal tasks outside assigned working hours
  - Occupied by personal grooming, self medication for non–work–related condition, or intentionally self–inflicted
  - Injured in a motor vehicle accident in parking lot/access road during commute to/from work
  - Ill with the common cold or flu
  - Suffering from mental illness (Physician or Other Licensed Health Care Professional (PLHCP) may determine illness is work related)

Then the case does not need to be recorded
Incidents that occur while an employee is traveling
- Are recorded if it occurred while the employee was engaged in work activities in the interest of the employer
- Are *not* recorded when the employee is traveling for personal, non work–related purposes

Incidents that occur while the employee is working from home
- Are recorded when the employee is performing work for pay or compensation in the home, and the injury/illness is directly related to the performance of work rather than the general home environment
2. New Cases

- An injury or illness is considered a new case only if:
  - The employee has not previously experienced a recordable injury or illness of the same type that affects the same part of the body.
  - The employee previously experienced a recordable injury or illness of the same type that affects the same part of the body, but had recovered completely and an event or exposure in the work environment caused the signs and symptoms to reappear.

- If there is a medical opinion regarding if a case is a new case, you must follow that opinion.
- If an exposure triggers the recurrence, it is a new case (e.g., asthma, rashes).
- For example: a reoccurrence of signs or symptoms of a chronic injury or illness does not need to be recorded; only the first episode need be recorded once.
3A. General Recording Criteria

- An injury or illness is recordable if it results in one or more of the following:
  - Death
  - Days away from work
  - Restricted work activity
  - Transfer to another job
  - Medical treatment beyond first aid
  - Loss of consciousness
  - Significant injury or illness diagnosed by a Physician or Other Licensed Health Care Professional (PLHCP)
Days Away from Work and Restricted Duty

- Do not include the day of injury or onset of illness
- Count the number of calendar days the employee was unable to work, had restricted duty, or was on job transfer; this includes weekend days, holidays, vacation days, etc.
- Cap your count at 180 days
- May stop count if transfer or restriction is permanent
- May stop count if employee leaves company for reasons unrelated to the occupational injury or illness

Days away from work

- Days when the employee cannot perform his/her routine job functions (activities they perform at least once a week)

Days on restricted duty
3B. Needle Sticks and Sharps Injuries

Record all work-related needle sticks and cuts from sharp objects that are contaminated with another person’s blood or other potentially infectious material.

Record splashes and other exposures to blood or other potentially infectious material if it results in diagnosis of a blood borne disease or meets the general recording criteria.
3C. Medical Removal

**Record:**
If an employee is medically removed under the medical surveillance requirements of an OSHA standard

**Do not record:**
If the case involves voluntary removal below the removal levels required by the standard
3D. Hearing Loss

You must record a hearing loss if the incident involved Standard Threshold Shifts (STS)

- An Audiologist can ascertain whether a STS has occurred
- Check off “hearing loss” on the form
3E. Tuberculosis

**RECORDABLE**

If an employee is exposed to someone with a known case of active tuberculosis, and subsequently develops a TB infection

Check off "respiratory condition" on the form

**NOT RECORDABLE**

The worker is living in a household with a person who is diagnosed with active TB. A public health official can identify this

A medical investigation shows the employee’s infection was caused by exposure away from work
Whose Incidents Need to be Recorded?

Included in Record-Keeping:
- Employees on payroll
- Students covered by university’s unemployment insurance, even if they are part of a work/study program
- Part-time employees
- Seasonal or migrant workers
- Employees not on payroll who are supervised on a day-to-day basis

Not Included in Record-Keeping:
- Self-employed agents, doing work at their own businesses
- Owners or partners of a company that is a sole proprietorship or partnership
- Volunteers not covered under unemployment insurance
- Part-time employees
- Seasonal or migrant workers
- Employees not on payroll who are supervised on a day-to-day basis
- Self-employed agents, doing work at their own businesses
- Owners or partners of a company that is a sole proprietorship or partnership
- Volunteers not covered under unemployment insurance
Temporary Workers

- When a temporary ("temp") worker sustains a work–related injury or illness while performing duties while supervised by a worksite employer, his/her case is recorded by the worksite employer and not the temporary agency.

- Temporary help agencies should not record the cases experienced by temporary workers who are supervised by the using client/worksite employer.
Three Important Forms

1. **OSHA Form 300**: Log of Work–Related Injuries and Illnesses
2. **OSHA Form 300A**: Summary of Work–Related Injuries and Illnesses
3. **OSHA Form 301**: Injury and Illness Incident Report
   - Employers must enter each recordable case on the forms within 7 calendar days of receiving information that a recordable case occurred
   - Forms may be kept on a computer
   - A 301 incident report with the same information is sufficient
This form is posted and kept as a log throughout the year. It does not need to be submitted as part of the SOII but it is helpful in completing the required SOII forms.
OSHA’s Form 301

This form is posted and kept as a log throughout the year. It does not need to be submitted as part of the SOII but it is helpful in completing the required SOII forms.
Use this form to summarize the number of injuries and illness into different categories. Column K is the total number of days missed from all cases listed in column H. Column L is the total number of days on restricted duty from all cases in column I. The total number of cases (G+H+I+J) should equal the total in the injury and illness types category (M1+M2+M3+M4+M5).
Privacy Protection

Certain cases of a sensitive nature are recorded differently on OSHA forms. These include:

- An injury or illness to an intimate body part or reproductive system
- An injury or illness resulting from sexual assault
- Mental illness
- HIV infection, hepatitis, tuberculosis
- Needle stick and sharps injuries that are contaminated with another person’s blood or other potentially infectious material
- Employee voluntarily requests to keep name off for other illness cases

To record these injuries:

- Do NOT enter the name of an employee on the OSHA Form 300 for “privacy concern cases”
- Enter “privacy case” in the name column
- Keep a separate confidential list of the case numbers and employee names
Engage Your Employees

Set up a way for employees to report work-related injuries and illnesses promptly

Tell each employee how to report work-related injuries and illnesses to you
Conducted since 1992

- In Massachusetts, ~6,000 public and private sector sites are randomly selected. Nationwide, over 200,000 surveys are collected.
- The data are used to identify and correct hazards in the workplace:
  - National and State policy makers use the survey data as an indicator of the occupational safety and health conditions across industries and workers.
  - OSHA uses it to help determine where additional measures are needed to improve safety programs and to measure the effectiveness of the 1970 act in reducing work-related injuries and illnesses.
  - Insurance carriers involved in workers' compensation, industrial hygienists, manufacturers of safety equipment, researchers, and others concerned with job safety and health all use the data.
December
You will receive a pre-notification letter asking you to keep records of work related injuries and illnesses for the upcoming calendar year

January
You will receive the SOII forms to complete for the previous collection year

Within 30 days of receiving survey submit data online, via email, fax, or phone to the Occupational Health and Safety Statistics Program
What Happens to the Reported Data?

- You can view our annual publication, with information like the chart below, and the national data by visiting:


### Incidence rates of nonfatal injuries and illnesses, private industry, US and MA, 1992–2010

<table>
<thead>
<tr>
<th>Year</th>
<th>US Incidence Rate</th>
<th>MA Incidence Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>8.9</td>
<td>7.2</td>
</tr>
<tr>
<td>1993</td>
<td>8.5</td>
<td>6.7</td>
</tr>
<tr>
<td>1994</td>
<td>8.4</td>
<td>6.1</td>
</tr>
<tr>
<td>1995</td>
<td>8.1</td>
<td>6.1</td>
</tr>
<tr>
<td>1996</td>
<td>7.4</td>
<td>6.1</td>
</tr>
<tr>
<td>1997</td>
<td>7.1</td>
<td>5.7</td>
</tr>
<tr>
<td>1998</td>
<td>6.7</td>
<td>5.7</td>
</tr>
<tr>
<td>1999</td>
<td>6.3</td>
<td>5.8</td>
</tr>
<tr>
<td>2000</td>
<td>6.1</td>
<td>5.5</td>
</tr>
<tr>
<td>2001</td>
<td>5.7</td>
<td>5.1</td>
</tr>
<tr>
<td>2002</td>
<td>5.3</td>
<td>4.6</td>
</tr>
<tr>
<td>2003</td>
<td>5.0</td>
<td>4.3</td>
</tr>
<tr>
<td>2004</td>
<td>4.8</td>
<td>4.2</td>
</tr>
<tr>
<td>2005</td>
<td>4.6</td>
<td>4.2</td>
</tr>
<tr>
<td>2006</td>
<td>4.4</td>
<td>4.4</td>
</tr>
<tr>
<td>2007</td>
<td>4.2</td>
<td>3.9</td>
</tr>
<tr>
<td>2008</td>
<td>3.9</td>
<td>4.0</td>
</tr>
<tr>
<td>2009</td>
<td>3.6</td>
<td>3.6</td>
</tr>
<tr>
<td>2010</td>
<td>3.5</td>
<td>3.2</td>
</tr>
</tbody>
</table>

* Massachusetts Data was not publishable in 2003 or 2009
Don’t Worry...

The survey takes, on average, just **24 minutes** to complete.

The Information is confidential and is not used for any punitive or enforcement purpose.

If you are selected this year, you will not necessarily be asked to participate next year.
Need Help? Have Questions?

For Questions about OSHA Recordkeeping or SOII, please contact The Occupational Safety and Health Statistics Program 617–626–6945 or imani.bishop@state.ma.us
Additional OSHA Contacts

Andover
978–837–4460
138 River Rd
Ste. 102
Andover, MA 01810

Springfield
413–785–0123
1441 Main St.
Room 550
Springfield, MA 01103

US DOL OSHA
617–565–9860
JFK Federal Building
Room E340
Boston, MA 02203

Braintree
617–565–6924
639 Granite St.
4th Floor
Braintree, MA 02184

OSHA On–site Consultation
MA Department of Labor Standards
Wall Experiment Station
37 Shattuck St.
Lawrence, MA 01843
617–626–6504
Bureau of Labor Statistics (BLS)
National Office
Office of Safety, Health and Working Conditions
Postal Square Building – Suite 3180
2 Massachusetts Ave., NE
Washington, D.C. 20212
202–691–6170
For More Information:


- Survey of Occupational Injuries and Illnesses: [http://www.bls.gov/respondents/iif/home.htm](http://www.bls.gov/respondents/iif/home.htm)
