



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

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GOVERNOR

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SECRETARY

HEATHER E. ROWE
DIRECTOR

December 2011

Dear Colleague:

As you may be aware, the Department of Labor Standards (DLS), within the Executive Office of Labor and Workforce Development (EOLWD), through a cooperative agreement with the Bureau of Labor Statistics (BLS), collects and compiles injury and illness data among employers throughout Massachusetts. The data are used to estimate the annual national and state-specific incidence rates and numbers of work-related injuries and illnesses by industry, worker characteristics, and circumstances of the event. This information, in turn, is used to assist in creating a safer and healthier workforce in Massachusetts.

As the manager or record-keeper for a State agency, you are asked to keep work-related injury and illness records for calendar year 2012. The data you collect and provide enables us to produce occupational injury and illness statistics for state government employees, which we were able to produce for the first time, based on 2008 data, in our annual Massachusetts Occupational Injury and Illness Report.

Your participation in this survey, through the collection and reporting of data, is required under Governor Deval L. Patrick's Executive Order 511: Establishing the Massachusetts Employee Safety and Health Advisory Committee, which requires in part that:

- all state agencies shall keep records concerning occupational injuries, illnesses, and deaths in compliance with regulations promulgated under the Occupational Safety and Health Act, as set forth in 29 CFR Part 1904, titled Recording and Reporting Occupational Injuries and Illnesses; and
- all agencies that have workplaces selected by the Bureau of Labor Statistics as sample units for participation in the annual Bureau of Labor Statistics' Survey of Occupational Injuries and Illnesses shall comply with the survey's reporting requirements relating to injury and illness data.

In order to make record-keeping, and survey completion as easy as possible, the state's Human Resources Division (HRD) Workers' Compensation Unit eServices application tracks the data you keep based on Notice of Injuries, Lost Time Claims, Return to Work, etc, so that at the end of the year, you can print your unit's annual report to use as a guide to complete the

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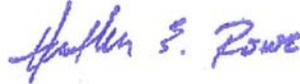
www.mass.gov/dols

Survey of Occupational Injuries and Illnesses (SOII). If you are unsure of how to use or need access to the Workers' Comp eServices application, please contact your Workers' Comp designee at your own agency for assistance.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies will use the information you provide for statistical purposes only and will hold the information in confidence to full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002, your responses will not be disclosed in any identifiable form without your consent.

If you have any questions or concerns regarding your participation in this survey, please contact Imani Bishop, Supervisor of the Occupational Safety and Health Statistics Program at DLS, at 617-626-6948, or Imani.Bishop@state.ma.us.

Sincerely,



Heather E. Rowe
Director