

# **Recordkeeping and Reporting Occupational Injuries and Illnesses**

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**for  
CASC**



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# Case # 1

During his lunch break on Tuesday, a maintenance worker slips and falls. He doesn't report the incident. The next day, Wednesday, the maintenance worker complains of his back being stiff and sore. After work, the maintenance worker sees his Certified Athletic Trainer. The Certified Athletic Trainer utilizes stretching to relieve the symptoms and suggests the employee not do any heavy lifting at work the next day. The Trainer also provides the maintenance worker with a written set of instructions for one week of stretching and resistance to improve the back. On Thursday, the maintenance worker explains what happened to his supervisor and explains the lifting restriction.



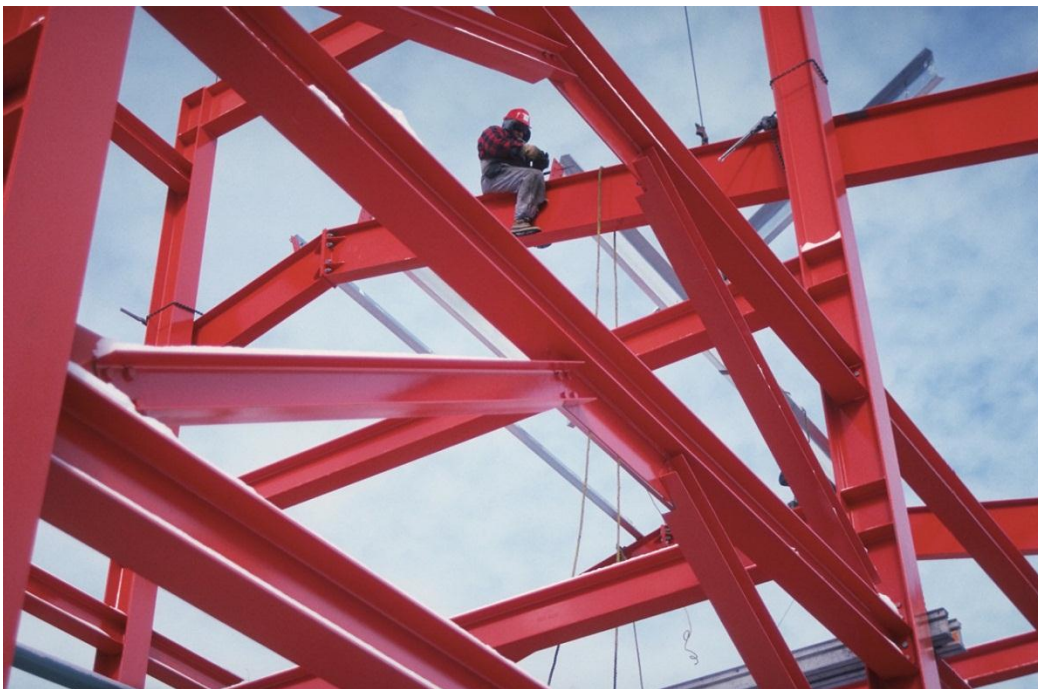
# Decision Points

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- Is it work related?
- Is it a new case?
- Does it meet  $> 1$  recording criteria?

# Work Related/ Work Environment

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- ❑ Presumed to be work-related if it results from an event occurring in the work environment
- ❑ includes any location where one or more employees are working or are present as a condition of their employment.

# NOT RECORDABLE!!

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- Member of general public
- Result solely from non-work-related event
- Voluntary participation in recreation/wellness
- Mental illnesses
  - Unless voluntarily provides opinion
- Eating, drinking and preparing own food
- Personal tasks outside of working hours
- Personal grooming, self medication
- MV accident during commute
- Common cold, flu

# Recordable Injuries or Illnesses

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- ❑ Death
- ❑ Days away from work
- ❑ Restricted work
- ❑ Transfer to another job
- ❑ Medical treatment beyond first aid
- ❑ Loss of consciousness
- ❑ *Significant injury or illness diagnosed by PLHCP*



# What's First Aid?

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- Non-prescription medications
- Tetanus immunizations
- Cleaning, flushing, soaking, or covering wounds
- Non-rigid support
- Removing splinters by simple means
- Eye patches
- Drilling nail -pressure
- Draining blister
- Hot or cold therapy
- Steri-strips/butterflys
- Massages (chiropractor and PT ARE Medical Treatment)
- Finger guards
- Fluids for heat stress relief



# Decision Points

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- Is it work related? **YES**
- Is it a new case? **YES**
- Does it meet  $\geq 1$  recording criteria? **YES**

## Case # 2

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The two forklift operators have been working overtime every day for the past seven days. On Friday night, one hour before the end of the shift, one of the forklift operators leaves due to an emergency at home. The 2<sup>nd</sup> forklift operator, an employee of a Temp Agency, finishes loading his trailer and then grabs the paperwork to load the other operator's trailer. When he enters the trailer, the trailer floor cracks and the forklift goes partially through the trailer floor. His leg is cut by a piece of the trailer flooring. His supervisor takes him to the emergency room. He receives 25 stitches, an antibiotic and told to stay off work until his follow-up visit on Tuesday.

# Decision Points

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- Is it work related?
- Is it a new case?
- Does it meet  $\geq 1$  recording criteria?

**YES!!!!**

# 'Counting Days'

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- ❑ Recording days away from work
- ❑ Weekends, holidays, vacation
- ❑ Friday injuries
- ❑ Voluntary termination of employment
- ❑ Days away into the next calendar year
- ❑ Partial work days
- ❑ Restricted duty or temp transfers
- ❑ Maximum days 180





## Case # 2

# Recording and Counting Days

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- Forklift Operator
  - Lost time – 3 days

## Case # 3

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Mike Brown regularly works in production in an area with elevated noise levels as part of weekly tasks. During Mike's most recent physical, the results of Mike's hearing test indicate that he has had a change in hearing threshold, relative to his baseline of an average of 15 decibels at 2000, 3000, and 4000 Hz in his right ear. His overall hearing level was 40 decibels. He hasn't lost any time and has not received any medical treatment.

# Decision Points

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- Is it work related?
- Is it a new case?
- Does it meet  $\geq 1$  recording criteria?
  
- Recordable - The loss meets the criteria of a 10 decibel change AND overall hearing 25 when compared to audiometric zero.

# Other Situations

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- Medical Removal
  - OSHA standard medical removal
  - Record as poisoning
  - Benzene, Cadmium, Formaldehyde, Lead, Methylene dianiline, Methylene Chloride, Vinyl Chloride
- Tuberculosis
  - Occupational exposed to known case
  - Positive skin test or diagnosis
  - Record as respiratory condition

# “The Paperwork”

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- ❑ OSHA 300 - Log of Work-Related Injuries and Illnesses
- ❑ OSHA 300A - Summary of Work-Related Injuries and Illnesses
- ❑ OSHA 301 - Injury and Illness Incident Report

# Posting, Retention and Updating

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- ❑ Update within 7 days
- ❑ Retain 300 Log, privacy case list, annual summary, 301 report for 5 years
- ❑ Update 300 during five-year storage period
- ❑ Post the annual summary Feb 1 – Apr 30.
- ❑ Certification
  - Company Executive

# Employee Involvement

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- ❑ Injury and illness reporting procedure
- ❑ Limited access to records



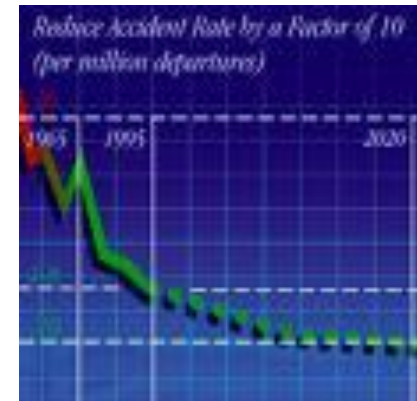
# Final Question!

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- The goal of the recordkeeping requirements is to identify areas for improving the safety program.



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# Action Items

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- ❑ Review OSHA 300 (2011) for accuracy
- ❑ Complete OSHA 300A
- ❑ Do a Trend Analysis
- ❑ Have Company Officer review, sign and date
- ❑ Post OSHA 300A by February 1
- ❑ Review incident reporting procedure with all employees
- ❑ Corrective action to reduce incidents

