

Part 1904 - Recordkeeping and Reporting Occupational Injuries and Illnesses



Dianne Grote Adams, CIH, CSP, CPEA
614-890-0800
www.safex.us

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Question # 1

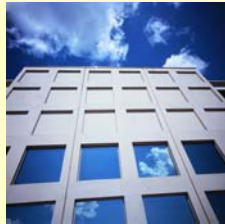
- If your company had 10 or less employees at all times during 2008 you are exempt from keeping the OSHA 300 records in 2009.

TRUE

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Partial Exemptions

- ≤ 10 employees
- low hazard industries. (Appendix A)
- Must report fatalities or catastrophes
- Must participate in government surveys



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Question # 2

- OSHA 300 logs must be kept on site if you are on a construction project that lasts 1 year or longer.

TRUE

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Work Related/ Work Environment



- Event or exposure in work environment ...
 - caused/contributed to condition or
 - aggravated a pre-existing injury or illness
- Single physical location
- Construction sites
 - >1 year

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Question # 3

- Lost time resulting from a car accident in a company car on the way to work is OSHA recordable.

FALSE

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NOT RECORDABLE!! (Not work relationship)

- 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

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Question # 4

- Tetanus shot administered as a result of a cut leg is OSHA Recordable.

FALSE

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What's First Aid?

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



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Recordable Injuries or Illnesses

- 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*



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Question # 5

- An employee is off for 145 days due to a fall and then returns with restricted duty for 90 days. Your OSHA log must reflect 145 days of lost time and 90 days of restricted duty for a total of 235 days.

FALSE

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'Counting Days'

- 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



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Question # 5A

- An employee is off for 145 days due to a fall in 2007
- He returns with restricted duty for 90 days in 2008.
- What does your OSHA log reflect?

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Question # 6

- The blood lead level of a welder exceed the OSHA action level and the welder must be moved to another job. You must record this on your OSHA log.

TRUE

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Other Situations

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

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Question # 7

- The OSHA 301 (or equivalent) must be on file for every entry on the OSHA 300 and maintained for five years.

TRUE

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“The Paperwork”



- 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

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Questions # 8

- The OSHA 300 (even prior years) must be kept up to date, which is defined as updated every seven days.

TRUE

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Posting, Retention and Updating



- 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

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Question # 9

- Employees must be familiar with the company incident reporting procedures.

TRUE

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Employee Involvement

- Injury and illness reporting procedure
- Limited access to records



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Question # 10

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

TRUE

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Purpose or Scope

- The purpose of this rule (Part 1904) is to require employers to record and report work-related fatalities, injuries and illnesses
- Recording or reporting a work-related injury, illness, or fatality does not mean that the employer or employee was at fault, that an OSHA rule has been violated, or that the employee is eligible for workers' compensation or other benefits

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Action Items

- Review OSHA 300 for 2008 for accuracy
- Complete OSHA 300A
- Have Company Officer review, sign and date
- Post OSHA 300A by February 1
- Review incident reporting procedure with all employees
- Vow to implement corrective action

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Scenarios

Dianne Grote Adams
dgroteadams@safex.us
614-890-0800 x 208