



# **INJURY & ILLNESS RECORDKEEPING**

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**Presented By:**  
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# OSHA Recordkeeping Is More Important Than Ever

The new Administration believes that Employers are underreporting injuries and illnesses and discouraging employee reporting.

- Congressional Hearings
- September 30, 2009 OSHA Recordkeeping National Emphasis Program (09-08 (CPL 02))
- Special focus on employers with low rates in high hazard industries

# OSHA Recordkeeping Is More Important Than Ever

Acting Assistant Secretary Barab and Secretary Solis have stated that OSHA penalties are too low; Incident-by-Incident penalty calculations were first employed in recordkeeping cases;

Examples of Past Citations:

- Pepperidge Farm (per instance) \$ 289,603
- James Machine Works \$ 81,600
- Fraser Paper \$ 170,000
- GM Powertrain \$148,000

# OSHA Recordkeeping Is More Important Than Ever

Congressional Hearings and Statements by OSHA officials indicate that OSHA and Congress want to expand Injury & Illness Recordkeeping from an “establishment” basis to instead focus on corporatewide “patterns” and history.

- such an approach could lead to expanded OSHA inspections and increased willful and repeat penalties;
- employers with multiple locations could end up in OSHA Enhanced Enforcement (EEP) or the proposed Severe Violators Program (SVIP).

# OSHA Recordkeeping Is More Important Than Ever

Many employer locations continue to improperly complete OSHA 300's and related records.

Many employers improperly record first aid incidents.

Employers do not audit and correct documents during the 5-year period.

Recordables are lost through lack of coordination.

Injury and Illness records are used to measure and “drive” employer safety & health programs in a way the process was not intended.

Customers may select contractors and vendors in part based on Injury and Illness records.

# Recordkeeping Action Points Going Forward

- Self audit and correct your last 5 years of Injury & Illness Records.
- Train site personnel on proper recordkeeping.
- Develop coordination between recordkeepers.
- Review other related recordkeeping areas, such as accident/root cause analysis and safety programs.
- Develop measurements of safety & health programs that do not rely on injury and illness rates.
- Revise safety incentive programs.
- Prepare for OSHA Recordkeeping inspections.
- Focus on related safety compliance areas indicated by “patterns” such as JSA’s, guarding, lockout, and 5(a)(1) MSD claims.
- Prepare for separately recording MSD’s.

# A Review Of The Purpose Of The Rule

- 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 the employer or employee was at fault, an OSHA rule has been violated, or that the employee is eligible for workers' compensation or other benefits.
- OSHA injury and illness recordkeeping and Workers' Compensation are independent of each other

# Subpart B - Scope

## 1904.2 Industry Exemption

- **All** industries in agriculture, construction, manufacturing, transportation, utilities and wholesale trade sectors **are covered**
- Appendix A to Subpart B lists partially exempt industries



# Subpart B - Scope

## 1904.1 Partial Exemption

- Employers that are **partially** exempt from the recordkeeping requirements because of their size or industry must continue to comply with:
  - 1904.39, Reporting fatalities and multiple hospitalization incidents
  - 1904.41, Annual OSHA injury and illness survey (if specifically requested to do so by OSHA)
  - 1904.42, BLS Annual Survey (if specifically requested to do so by BLS)

# Subpart B - Scope

## 1904.1 Size Exemption

- If a company had 10 or fewer employees at all times during the last calendar year, the employer does not have to keep the injury and illness records unless surveyed by OSHA or BLS
- The size exemption is based on the number of employees in the entire company
- Include temporary employees who the employer supervised on a day to day basis in the count

# OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

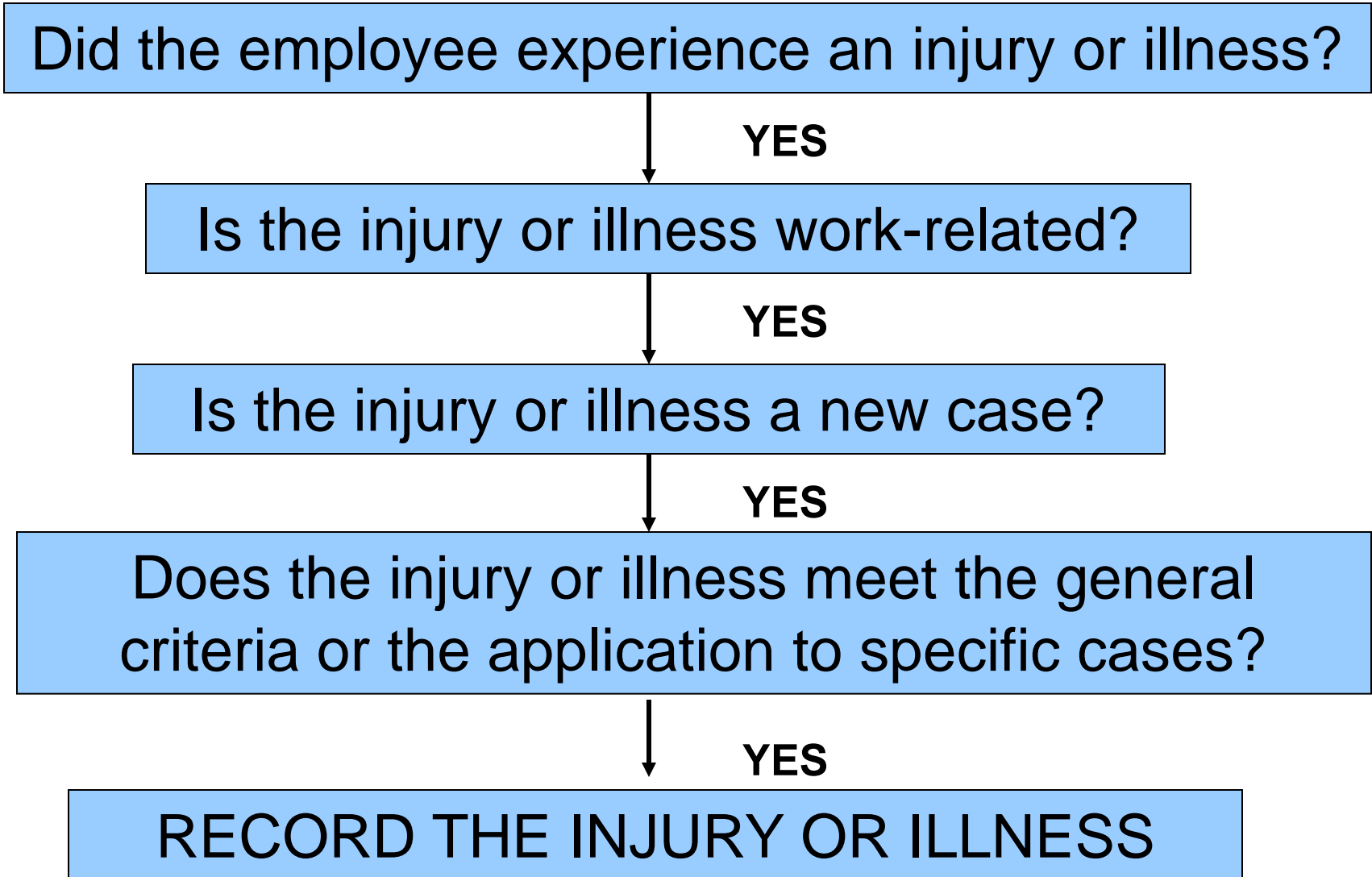


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# OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

Step 1: Did the employee experience an illness or injury?

## Definition [1940.46]

An injury or illness is an **abnormal condition or disorder**. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning.

# RECORDKEEPING: 5-STEP PROCESS

Step 2: Is the injury or illness work-related?

## Determination of Work-Relatedness [1940.5]

**Work-relatedness** is presumed for injuries and illnesses resulting from events or exposures occurring in the **work environment** unless an exception specifically applies.

A case is presumed work-related if, and only if, an event or exposure in the work environment is a discernable cause of the injury or illness or of a significant aggravation to a pre-existing condition.

# RECORDKEEPING: 5-STEP PROCESS

Step 2: Is the injury or illness work-related?

## Work Environment [1940.5]

- 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.
- The work environment includes not only physical locations, but also the equipment or materials used by employees during the course of their work.

# RECORDKEEPING: 5-STEP PROCESS

Step 2: Is the injury or illness work-related?

## Exceptions [1940.5]

- Present as a member of the general public
- Symptoms arising in work environment that are solely due to non-work-related events or exposure (regardless of where signs or symptoms surface, a case is work-related only if a work event or exposure is a discernable cause of the injury or illness or of a significant aggravation to a pre-existing condition.
- Voluntary participation in wellness program, medical, fitness or recreational

# RECORDKEEPING: 5-STEP PROCESS

Step 2: Is the injury or illness work-related?

## Exceptions [1940.5]

- Eating, drinking or preparing food or drink for personal consumption
- Personal tasks outside assigned working hours
- Personal grooming, self-medication for non-work-related condition, or intentionally self-inflicted
- Motor vehicle accident in parking lot/access road during commute

# RECORDKEEPING: 5-STEP PROCESS

Step 2: Is the injury or illness work-related?

## Exceptions [1940.5]

- Common cold or flu (H1N1 may be covered)
- Mental illness, unless employee voluntarily provides a medical opinion from a physician or licensed health care professional (PLHCP) having appropriate qualifications and experience that affirms work-relatedness

# RECORDKEEPING: 5-STEP PROCESS

Step 2: Is the injury or illness work-related?

## Travel Status [1940.5]

- An injury or illness that occurs while an employee is on travel status is work-related if it occurred while the employee was engaged in work activities in the interest of the employer
- Home away from home
- Detour for personal reasons is not work-related
- Not recordable if employee is out of United States and injury or illness occurs



# RECORDKEEPING: 5-STEP PROCESS

Step 2: Is the injury or illness work-related?

## Work At Home [1940.5]

- Injury and illnesses that occur while an employee is working at home are work-related if they:
  - Occur while the employee is performing work for pay or compensation in the home, and
  - Are directly related to the performance of work rather than the general home environment.

# RECORDKEEPING: 5-STEP PROCESS

Step 3: Is the injury or illness a new case?

## New Case [1904.6]

- If there is a medical opinion regarding resolution of a case, the employer must follow that opinion
- If an exposure triggers the recurrence, it is a new case (e.g., asthma, rashes)
- If signs and symptoms recur even in the absence of exposure, it is not a new case (e.g., silicosis, tuberculosis, asbestosis)

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## General Recording Criteria [1904.7]

- 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

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## General Recording Criteria [1904.7]

- An injury or illness is recordable if it results in one or more of the following:
  - Medical treatment beyond first aid
  - Loss of consciousness
  - Significant injury or illness diagnosed by a PLHCP

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Days Away Cases [1904.7(b)(3)]

- Record if the case involves one or more days away from work
- Check the box for days away cases and count the number of days
- Do not include the day of injury/illness



# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Days Away Cases [1904.7(b)(3)]

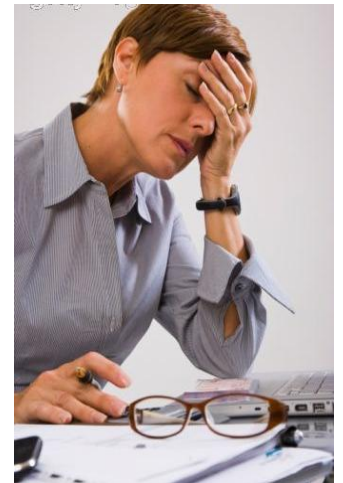
- Day counts (days away or days restricted)
  - Count the number of calendar days the employee was unable to work (include weekend days, holidays, vacation days, etc.)
  - Cap day count at 180 days away and/or days restricted
  - May stop day count if employee leaves company for a reason unrelated to the injury or illness
  - If a medical opinion exists, employer must follow that opinion

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Restricted Work Cases [1904.7(b)(4)]

- Record if the case involves one or more days of restricted work or job transfer
- Check the box for restricted/transfer cases and count the number of days
- Do not include the day of injury/illness



# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Restricted Work Cases [1904.7(b)(4)]

- Restricted work activity exists if the employee is:
  - Unable to work the full work day he or she would otherwise have been scheduled to work; or
  - Unable to perform one or more routine job functions
- An employee's routine job functions are those activities the employee regularly performs at least once per week

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Restricted Work Cases [1904.7(b)(4)]

- A case is not recordable under 1904.7(b)(4) as a restricted work case if:
  - The employee experiences minor musculoskeletal discomfort,
  - A healthcare professional determines that the employee is fully able to perform all of his or her routine job functions, and
  - The employer assigns a work restriction to that employee for the purpose of preventing a more serious condition from developing.

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Job Transfer [1904.7(b)(4)]

- Job transfer
  - An injured or ill employee is assigned to a job other than his or her regular job for part of the day
  - A case is recordable if the injured or ill employee performs his or her routine job duties for part of a day and is assigned to another job for the rest of the day

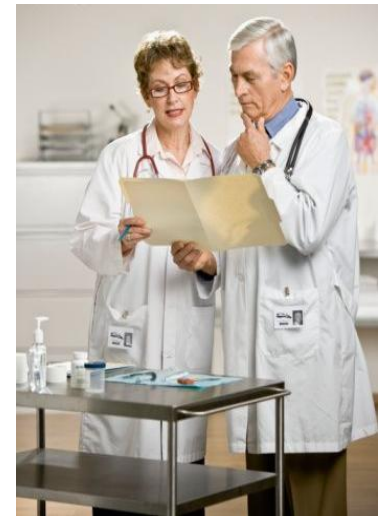


# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Medical Treatment [1904.7(b)(5)]

- Medical treatment is the management and care of a patient to combat disease or disorder. It does not include:
  - Visits to a PLHCP solely for observation or counseling
  - Diagnostic procedures
  - First aid



# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## First Aid [1904.7(b)(5)]

- Using non-prescription medication at non-prescription strength
- Tetanus immunizations
- Cleaning, flushing, or soaking surface wounds



# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## First Aid [1904.7(b)(5)]

- Wound coverings, butterfly bandages, Steri-Strips
- Hot or cold therapy
- Non-rigid means of support
- Temporary immobilization device used to transport accident victims



# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## First Aid [1904.7(b)(5)]

- Drilling of fingernail or toenail, draining fluid from blister
- Eye patches
- Removing foreign bodies from eye using irrigation or cotton swab



# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## First Aid [1904.7(b)(5)]

- 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

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Loss of Consciousness [1904.7(b)(6)]

- All work-related cases involving loss of consciousness must be recorded



# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Medical Removal [1904.9]

- If an employee is medically removed under the medical surveillance requirements of an OSHA standard, you must record the case
- The case is recorded as either one involving days away from work or days of restricted work activity
- If the case involves voluntary removal below the removal levels required by the standard, the case need not be recorded

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Hearing Loss [1904.10]

- Must record all work-related hearing loss cases where:
- Employee has experienced a Standard Threshold Shift (STS)<sup>1</sup>, and

<sup>1</sup> An STS is defined in OSHA's noise standard at 29 CFR 1910.95(g)(10)(i) as a change in hearing threshold, relative to the baseline audiogram, of an average of 10 dB or more at 2000, 3000, and 4000 Hz in one or both ears.

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Hearing Loss [1904.10]

- Employee's hearing level is 25 decibels (dB) or more above audiometric zero [averaged at 2000, 3000, and 4000 hertz (Hz)] in the same ears as the STS
- Must compute the STS in accordance with OSHA's noise standard, 1910/05

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Hearing Loss [1904.10]

- Compare employee's current audiogram to the original baseline audiogram or the revised baseline audiogram allowed by 1910.95(g)(9)
- May adjust for aging to determine whether an STS has occurred using tables in Appendix F of 1910.95
- May not adjust for aging to determine whether or not hearing level is 25 dB or more above audiometric zero

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Forms [1904.29]

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

# RECORDKEEPING: 5-STEP PROCESS

OSHA's Form 300 (Rev. 01/2004)

## Log of Work-Related Injuries and Illnesses

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20\_\_  
**U.S. Department of Labor**  
 Occupational Safety and Health Administration  
 Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_

Identify the person			Describe the case			Classify the case CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:					
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Remained at Work				Away from work	On Job transfer or restriction	(M)					
						Death	Days away from work	Job transfer or restriction	Other recordable cases	(K)	(L)	Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses
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# RECORDKEEPING: 5-STEP PROCESS

## OSHA's Form 301 Injury and Illness Incident Report

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____
Title _____
Phone (____) _____-_____ Date ____/____/____

### Information about the employee

- 1) Full name \_\_\_\_\_
- 2) Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 3) Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_
- 4) Date hired \_\_\_\_/\_\_\_\_/\_\_\_\_
- 5)  Male  
 Female

### Information about the physician or other health care professional

- 6) Name of physician or other health care professional \_\_\_\_\_  
\_\_\_\_\_
- 7) If treatment was given away from the worksite, where was it given?  
Facility \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

- 8) Was employee treated in an emergency room?  
 Yes  
 No
- 9) Was employee hospitalized overnight as an in-patient?  
 Yes  
 No

### Information about the case

- 10) Case number from the Log \_\_\_\_\_ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness \_\_\_\_/\_\_\_\_/\_\_\_\_
- 12) Time employee began work \_\_\_\_\_ AM / PM
- 13) Time of event \_\_\_\_\_ AM / PM  Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*
- 18) **If the employee died, when did death occur?** Date of death \_\_\_\_/\_\_\_\_/\_\_\_\_

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

# RECORDKEEPING: 5-STEP PROCESS

OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses



All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

### Injury and Illness Types

Total number of . . .	
(M)	
(1) Injuries _____	(4) Poisonings _____
(2) Skin disorders _____	(5) Hearing loss _____
(3) Respiratory conditions _____	(6) All other illnesses _____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 36 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact US Department of Labor, OSHA OBox of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Industry description (e.g., *Manufacture of motor truck trailers*) \_\_\_\_\_

Standard Industrial Classification (SIC), if known (e.g., 3715) \_\_\_\_\_

OR

North American Industrial Classification (NAICS), if known (e.g., 336212) \_\_\_\_\_

**Employment information** (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees \_\_\_\_\_

Total hours worked by all employees last year \_\_\_\_\_

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive \_\_\_\_\_ Title \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_ / /  
 Phone \_\_\_\_\_ Date \_\_\_\_\_

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Forms [1904.29]

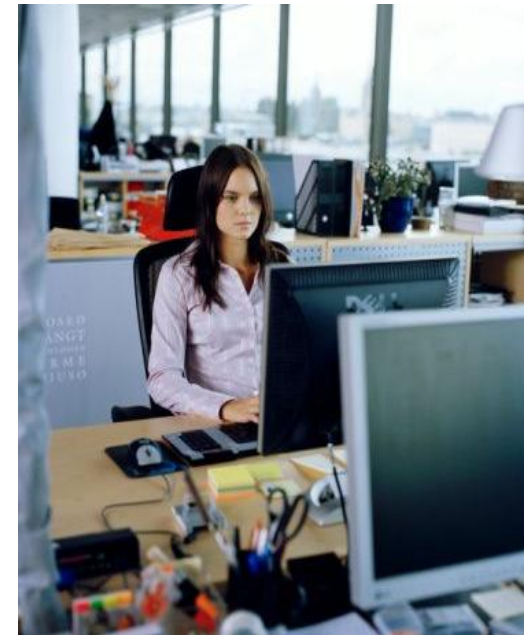
- Employers must enter each recordable case on the forms within 7 calendar days of receiving information that a recordable case occurred.
- An equivalent form has the same information, is as readable and understandable, and uses the same instructions as the OSHA form it replaces.

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Forms [1904.29]

- Forms can be kept on a computer as long as they can be produced when they are needed (i.e., meet the access provisions of 1904.35 and 1904.40)



# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Privacy Protections [1904.29]

- 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



# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Privacy Protections [1904.29]

- Privacy concern cases are:
  - 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

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Privacy Protections [1904.29]

- Privacy concern cases are:
  - Needlestick 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

# RECORDKEEPING: 5-STEP PROCESS

Step 4: Does the injury or illness meet the general criteria or the application to specific cases?

## Privacy Protections [1904.29]

- Employer may use discretion in describing the case if employee can be identified
- If you give the forms to people not authorized by the rule, you must remove the names first. Exceptions for:
  - Auditor/consultant
  - Workers' compensation or other insurance
  - Public health authority or law enforcement agency

# Subpart D – Other Requirements

- 1904.30 Multiple business establishments
- 1904.31 Covered employees
- 1904.32 Annual summary
- 1904.33 Retention and updating
- 1904.34 Change of ownership
- 1904.35 Employee involvement
- 1904.36 Discrimination
- 1904.37 State plans
- 1904.38 Variances

# Subpart D – Other Requirements

## 1904.30 Multiple Establishments

- Keep a separate OSHA Form 300 for each establishment that is expected to be in operation for more than a year
- May keep one OSHA Form 300 for all short-term establishments
- Each employee must be linked to one establishment

# Subpart D – Other Requirements

## 1904.30 Covered Employees

- Employees on payroll
- Employees not on payroll who are supervised on a day-to-day basis
- Exclude self-employed and partners
- Temporary help agencies should not record the cases experienced by temp workers who are supervised by the using firm



# Subpart D – Other Requirements

## 1904.32 Annual Summary

- Review OSHA Form 300 for completeness and accuracy, correct deficiencies
- Complete OSHA Form 300A
- Certify summary
- Post summary

OSHA's Form 300A (Rev. 01/2004)

### Summary of Work-Related Injuries and Illnesses

Year 20 \_\_\_\_\_  
 U.S. Department of Labor  
 Occupational Safety and Health Administration  
 Form approved OSHA no. 2185-105

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.  
 Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."  
 Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

#### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(a) _____	(b) _____	(c) _____	(d) _____

#### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(e) _____	(f) _____

#### Injury and Illness Types

Total number of . . .	
(1) Injuries _____	(4) Poisonings _____
(2) Skin disorders _____	(5) Hearing loss _____
(3) Respiratory conditions _____	(6) All other illnesses _____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time to review the instructions, search existing data sources, gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about this estimate or any other aspect of this data collection, contact the Office of Management and Budget, Paperwork Project Director, (202) 391-9726. Send comments to Washington, DC 20503. Do not send the completed forms to this office.

**Establishment information**

Your establishment name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Industry description (e.g., *Maintenance of motor truck trailer*) \_\_\_\_\_  
 Standard Industrial Classification (SIC), if known (e.g., 3713) \_\_\_\_\_

OR  
 North American Industrial Classification (NAICS), if known (e.g., 336212) \_\_\_\_\_

**Employment information** (If you don't have these figures, see the *Worklog* on the back of this page to estimate.)  
 Annual average number of employees \_\_\_\_\_  
 Total hours worked by all employees last year \_\_\_\_\_

**Sign here**  
 Knowingly falsifying this document may result in a fine.

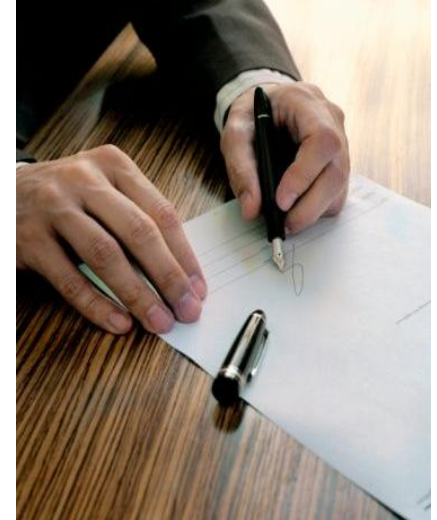
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

\_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

# Subpart D – Other Requirements

## 1904.32 Annual Summary

- A company executive must certify the summary:
  - An owner of the company
  - An officer of the corporation
  - The highest ranking company official working at the establishment
  - His or her supervisor
- Must post for 3-month period from February 1 to April 30 of the year following the year covered by the summary



# Subpart D – Other Requirements

## 1904.34 Retention and Updating

- Retain forms for 5 years following the year that they cover
- You have an obligation to update the OSHA Form 300 during that five year period
- The update obligation can be useful before an OSHA inspection
- Need not update the OSHA Form 300A or OSHA Form 301



# Subpart D – Other Requirements

## 1904.35 Employee Involvement

- You must inform each employee of how to report an injury or illness
- Must set up a way for employees to report work-related injuries and illnesses promptly; and
- Must tell each employee how to report work-related injuries and illnesses to you



# Subpart D – Other Requirements

## 1904.35 Employee Involvement

- Must provide limited access to injury and illness records to employees, former employees and their personal and authorized representatives
  - Provide copy of OSHA Form 300 by end of next business day
  - Provide copy of OSHA Form 301 to employee, former employee or *personal* representative by end of next business day
  - Provide copies of OSHA form 301 to *authorized* representative within 7 calendar days. Provide only “Information about the case” section of form.

# Subpart D – Other Requirements

## 1904.37 State Plans

- State Plan States must have the same requirements as Federal OSHA for determining which injuries and illnesses are recordable and how they are recorded
- For other Part 1904 requirements, State Plan requirements may be more stringent
- 1952.4 has been modified to reflect these concepts

# Subpart E – Reporting Information To The Government

- 1904.39 Fatality and catastrophe reporting
- 1904.40 Access for Government representatives
- 1904.41 OSHA Survey
- 1904.42 BLS Survey



# Subpart E – Reporting To The Government

## 1904.39 Fatality/Catastrophe Reporting

- Report orally within 8 hours any work-related fatality or incident involving 3 or more in-patient hospitalizations
- Do not need to report highway or public street motor vehicle accidents (outside of a construction zone)
- Do not need to report commercial airplane, train, subway or bus accidents
- Call area office unless closed, then call 1-800-321-OSHA (6742)

# Subpart E – Reporting To The Government

## 1904.40 Providing Records

- Must provide copies to government representatives within 4 business hours
- Use the business hours of the establishment where the records are located



# The OSHA Recordkeeping Audit

Directive N. 09-08 (CPL 02)

[www.OSHA.gov](http://www.OSHA.gov)

# The OSHA Recordkeeping Audit

The CSHO shall perform a comprehensive review of the employees' records in order to identify occupational injuries and illnesses that may have occurred to those employees during CY 2007 and CY 2008. The records to be reviewed shall include medical records, workers' compensation records, insurance records, payroll/absentee records and, if available, company safety incident reports, company first-aid logs, alternative duty rosters, and disciplinary records pertaining to injuries and illnesses. The CSHO will also review records that are stored offsite. The CSHO will verify that each identified recordable injury or illness is properly entered on the employer's OSHA Form 300 and OSHA Form 301.

# Recordkeeping NEP Audit Procedure

1. Obtain a copy of the employer's completed OSHA Form 300 for the establishment for calendar years 2007 and 2008; the total hours worked for all employees and the average number of employees for 2007 and 2008; and a copy of a complete roster of all employees who worked at the establishment during 2007.
2. Determine the sample size and draw samples of employees.
3. Review all pertinent records for each employee selected in the inspection sample and independently reconstruct log entries for the sampled employees. Compare the reconstructed cases with the employer's OSHA Form 300.

# Recordkeeping NEP Audit Procedure

4. Review employer's log to identify any cases recorded for the sampled employees that do not meet the OSHA recordability criteria (over-recording).
5. Interview the Designated Recordkeeper.
6. Conduct Employee Interviews.
7. Conduct Management Reviews.
8. Conduct Interviews with First-Aid Providers and Health Care Professionals.
9. Conduct Limited Walkaround Inspection.

# Thank You!

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**This presentation does not constitute legal advice.  
Every situation is different and may require consultation  
with counsel.**