

100% Compliance With OSHA Recordkeeping: Anything Less Will Be Costly!

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OSHA



OSHA Recordkeeping Is More Important Than Ever

OSHA has successfully raised average penalties, and more frequently uses willful, repeat and egregious citations.

Employers with multiple establishments or job sites present special compliance challenges and exposure for “low hanging fruit” violations, especially recordkeeping.

OSHA Recordkeeping Is More Important Than Ever

- ▶ Many employer locations continue to improperly complete OSHA 300s and related materials.
- ▶ Many employers unnecessarily record first aid incidents.
- ▶ No coordination between workers comp and OSHA recordkeeping.
- ▶ Employers do not audit and correct documents.
- ▶ Injury records are used to measure and “drive” employer safety and health programs in a way the process was not intended to do.
- ▶ Customers may select contractors and vendors in part based on injury and illness records.

Recordkeeping Action Points Going Forward

- ▶ Get ahead of the curve: audit injury & illness records (for at least 5 years).
- ▶ Properly correct logs.
- ▶ Train site personnel on proper recordkeeping.
- ▶ 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 (leading indicators).
- ▶ Revise safety incentive programs.
- ▶ Prepare for OSHA Recordkeeping inspections.

Auditing Your Recordkeeping Process

- ▶ Determine internally everyone who maintains injury and illness records and their “business” reasons for doing so:
 - OSHA
 - First Aid and FMLA
 - Workers Comp
 - STD/LTD

Auditing Your Recordkeeping Process

- ▶ Consolidate injury and illness recordkeeping into one system (to the extent possible).
- ▶ If the corporation maintains a corporate-wide log and analysis, take steps to protect this information (to the extent possible).
- ▶ Review site collection procedures and determine whether it is feasible to enter data electronically at every establishment or job site, and alternative methods.

Auditing Your Recordkeeping Process

- ▶ Self-audit logs for five (5) years and make corrections where errors are found. In the audit, utilize certain workers compensation or other appropriate records to check to see if some recordable injuries were overlooked. Utilize the process which allows such changes to lawfully be made.

Purpose Of The Recordkeeping Rule

- ▶ To require employers to record and report work-related fatalities, injuries and illnesses

Note: 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 C - Forms & Recording Criteria

1904.4 Recording Criteria

- ▶ Who is responsible to record the injury or illness?
 - The employer actually supervising the employee is typically required to record the injury, so most temporary providers do not.
 - From OSHA's vantage point, many individual "Independent Contractors" are actually misclassified and are "employees."

Subpart C - Forms & Recording Criteria

1904.4 Recording Criteria

- ▶ Covered employers must record each injury, illness or fatality that:
 - is work-related, and
 - is a new case, and
 - meets one or more of the criteria contained in sections 1904.7 through 1904.11,
 - follow the recordkeeping 5-Step Process.

Yes

• Did the employee experience an injury or illness?

Yes

• Is the injury or illness work-related?

Yes

• Is the injury or illness a new case?

Yes

• Does the injury or illness meet the general criteria or the application to specific cases?

Yes

• RECORD THE INJURY OR ILLNESS

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

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

Definition [1904.46]

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.

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

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

Determination of Work-Relatedness [1904.5]

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 discernible cause of the injury or illness or of a significant aggravation to a pre-existing condition.

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

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

Work Environment [1904.5]

- ▶ 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.

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

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

Exceptions [1904.5]

- ▶ 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 discernible 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

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

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

Exceptions [1904.5]

- ▶ 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

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

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

Exceptions [1904.5]

- ▶ Common cold or flu (pandemics may be different!)
- ▶ 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

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

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

Travel Status [1904.5]

- ▶ 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
- ▶ Detour for personal reasons is not work-related
- ▶ Not recordable if employee is out of United States and injury or illness occurs



OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

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

Work At Home [1904.5]

- ▶ 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.

OSHA INJURY & ILLNESS 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)

OSHA INJURY & ILLNESS 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

OSHA INJURY & ILLNESS 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

OSHA 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)]

- ▶ 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 or injury/illness



OSHA 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

OSHA 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)]

- ▶ 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



OSHA 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

OSHA 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)]

- ▶ 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.

OSHA INJURY & ILLNESS 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

OSHA INJURY & ILLNESS 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





OSHA INJURY & ILLNESS 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

OSHA INJURY & ILLNESS 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

OSHA INJURY & ILLNESS 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



OSHA INJURY & ILLNESS 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

OSHA INJURY & ILLNESS 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



OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

- ▶ Significant diagnosis of injuries and illnesses
- ▶ Bloodborne pathogens
- ▶ Medical removal
- ▶ Hearing loss
- ▶ Tuberculosis

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

Step 5: Record the injury or illness.

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

OSHA INJURY & ILLNESS 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				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 (K)	On job transfer or restriction (L)	(M)					
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)			Check the "Injury" column or choose one type of illness:					
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	days	days	Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
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Public reporting burden for this collection of information is estimated to average 14 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 Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, N.W., Washington, DC 20210. Do not send the complete form to this office.

Page totals
Be sure to transfer these totals to the Summary page (Form 300A) before you post it.
Page ___ of ___
Injury (1), Skin disorder (2), Respiratory condition (3), Poisoning (4), Hearing loss (5), All other illnesses (6)

10 MOST COMMON OSHA 300 RECORDKEEPING ERRORS

1. Insufficient detail describing the injury/event
2. Failure to identify mirror image of multiple body parts
3. Identifying more than one type of classification
4. Incorrectly adding up the page totals under the classification of the case
5. Incorrectly identifying the type of injury or illness or checking more than one type

10 MOST COMMON OSHA 300 RECORDKEEPING ERRORS

6. Failing to fill in a “0” on the job transfer restriction column and days away from work column when there were no days away or transfer/restriction
7. Failing to provide enough detail about the location of the injury
8. Failing to fill in the correct establishment name on the form
9. Failing to fill in the year on the form
10. Improper signature/failure to sign 300A

OSHA INJURY & ILLNESS 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. *Example:* "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.

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

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 OMB no. 1218-0181

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 15 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 OMB 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., <i>Manufacture of motor truck trailers</i>)	_____
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

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

Step 5: Record the injury or illness.

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.

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

Step 5: Record the injury or illness.

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)





OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

Step 5: Record the injury or illness.

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

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

Step 5: Record the injury or illness.

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

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

Step 5: Record the injury or illness.

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

OSHA INJURY & ILLNESS RECORDKEEPING: 5-STEP PROCESS

Step 5: Record the injury or illness.

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 (less than 1 year)
- ▶ 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 OMB no. E18-406

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 15 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 aspect of this data collection, contact the U.S. Department of Labor, OSHA Office of Statistical Analysis, Room 3C-304A, 100 Constitution Avenue, NW, Washington, DC 20203. Do not send the completed forms to this office.

Establishment information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (e.g., *Manufacturer 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, use 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 _____

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
- ▶ Update the OSHA Form 300 during that period
- ▶ 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 within 8 hours any work-related fatality
- ▶ Report within 24 hours any work-related amputation, loss of an eye, or in-patient hospitalization of one or more employees
- ▶ Do not need to report highway or public street motor vehicle accidents (outside of a construction work zone)
- ▶ Do not need to report commercial airplane, train, subway or bus accidents

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

Questions?

We appreciated your taking the time to attend this event.

If you want to discuss these issues in greater detail,
please feel free to contact:

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Follow me on Twitter: [@peterjgillespi](https://twitter.com/peterjgillespi)

Be Safe!

