

# OSHA RECORDKEEPING

## Reporting Requirements:

All work-related fatalities within 8 hours.

All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

You can report to OSHA by

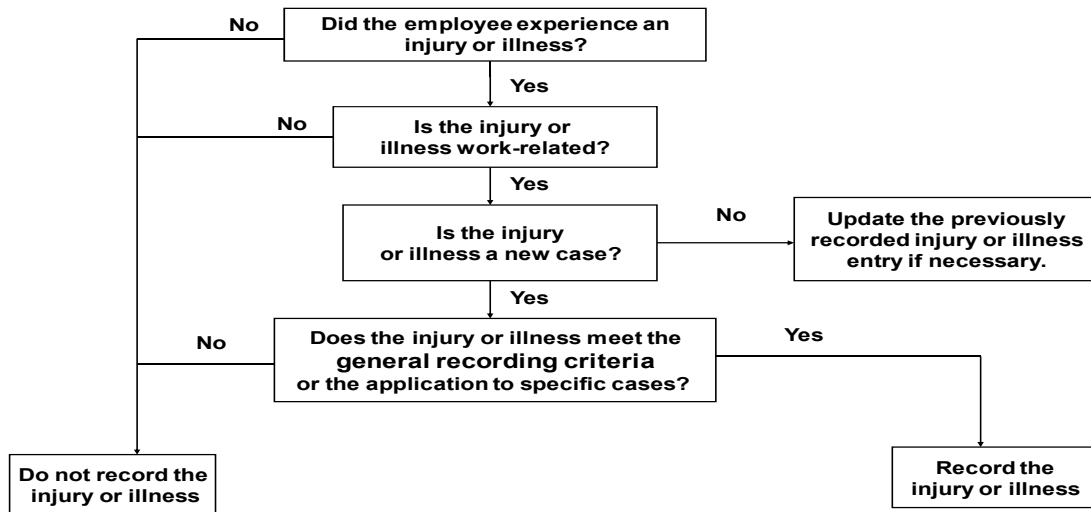
Calling OSHA's free and confidential number at 1-800-321-OSHA

Calling the Local Area Office

Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA.

In-patient hospitalization, amputation or loss of an eye incident must be reported to OSHA only if they occur within 24 hours of the work-related incident.

## The decision tree for recording work-related injuries and illnesses.



## Work Relatedness 29 CFR 1904.5(b)(2): You are **NOT** required to record injuries and illnesses if.....

- At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
- The injury or illness involves signs or symptoms that surface at work but result solely from a non-work related event or exposure that occurred outside the work environment.
- The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.
- The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in).
- The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
- The injury or illness is solely the result of personal grooming, self-medication for a non-work related condition, or is intentionally self-inflicted.
- The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
- The illness is the common cold or flu.
- The illness is a mental illness.

**General Recording Criteria:**

Death;

Days away from work;

Restricted work or transfer to another job;

Medical treatment beyond first aid;

Loss of consciousness;

A significant injury or illness diagnosed by a physician or other licensed health care professional

**Medical Treatment beyond First Aid**

Does not include:

- Visit to physician or other medical professional solely for observation or counseling.
- When diagnostic procedures, such as x-rays and blood tests, including prescription medication used solely for diagnostics.

**29 CFR 1904.7(b)(5)(ii) What is “first aid”?**

- (a) Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- (b) Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
- (c) Cleaning, flushing, or soaking wounds on the surface of the skin;
- (d) Using wound coverings such as bandages, Band-Aids, gauze pads, etc.: or using butterfly bandages or Steri-Strips (other wound closing devices such as sutures, staples, etc. are considered medical treatment);
- (e) Using hot or cold therapy;
- (f) Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment);
- (g) Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
- (h) Drilling a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- (i) Using eye patches;
- (j) Removing foreign bodies from the eye using only irrigation or a cotton swab;
- (k) Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means;
- (l) Using finger guards;
- (m) Using massages (physical therapy or chiropractic treatment are considered medical treatment);
- (n) Drinking fluids for relief of heat stress.

# Determining and Comparing Injury Rates

1. Go the NAICS Search engine to determine your classification Code.

<https://www.census.gov/naics/>

When using this search you may need to search under a very general topic before you are able to get to your specific industry. Example, if you make parts for the transportation industry like plane and trains, but not automotive, you may have to start searching under transportation, rather than plane or trains.

If you know your old SIC code, you can type in SIC xxxx and search and it should translate to the new NAICS code.

Be sure this code is really classifying what you do.

2. Once you know your code, you can determine rates for like industries

Go to the Department of Labor website – 2019 data (this is the most current data as from Nov 2020)

[https://www.bls.gov/iif/oshwc/osh/os/summ1\\_00\\_2019.htm](https://www.bls.gov/iif/oshwc/osh/os/summ1_00_2019.htm)

If for some reason the link about does not work – use this link to find the table for the correct year <http://www.bls.gov/iif/oshsum.htm> then, in the summary tables for the correct year that says Table 1 - Incidence rates - detailed industry level - 2019 (XLSX) (HTML)

Click on the file

3. Once you find your NAICS number, look in the columns titled “total recordable case” and “total” in the columns called “Cases with days away from work, job transfer or restrictions” Those are you IR rate and DART rate respectively.

4. To determine your rates use this formula

$$\frac{\#injuries}{\# \text{ hours worked}} \times 200,000$$

for the injury numbers use the Sum of columns (G)-(J) from your OSHA 300 log for the Total recordable rate and use the Sum of (H)- (I) for the DART rate.

You can also use this BLS tool: <https://data.bls.gov/iirc/>