

Memorandum

To: Community Insurance Corporation Policy Holders
From: Community Insurance Corporation
Date: 1/16/19
Re: Annual Summary of Work-Related Injuries and Illness Report due March 1, 2019

Per SPS 332.10, all Wisconsin public employers must complete and submit a DSPS Summary of Work-Related Injuries and Illnesses by March 1 of each year even if no work-related injuries or illnesses occurred during the year.

SPS 332.10 Injury and illness report. Pursuant to s. [101.055 \(7\) \(a\)](#), Stats., and beginning January 1, 2004, each employer shall report work-related injuries and illnesses to the department for the previous year by March 1 of each year. The report shall be made on form SBD-10710 or equivalent.

Note: Beginning in 2018, the Department of Safety and Professional Services began providing an online reporting system for Injury and Illness forms. The new system allows you to enter and submit your Injury and Illness information and print a completed SBD-10710 for posting. If you did not receive a notice on January 2, 2019 or need to be set up for online reporting, you should contact your DSPS Regional Inspector. A listing of regional inspectors can be found, here:

<https://dsps.wi.gov/Documents/Programs/Maps/PublicSafety.pdf>.

[101.055 \(7\) \(a\)](#) A public employer shall maintain records of work-related injuries and illnesses and shall make reports of these injuries and illnesses to the department at time intervals specified by rule of the department. These records shall be available to the department, the employer's employees and the employees' representatives. This paragraph does not authorize disclosure of patient health care records except as provided in ss. 146.82 and 146.83.

The 2018 Summary of Work-Related Injuries and Illnesses Report is due to the Department of Industry Services no later than March 1, 2019 and shall be posted in the workplace no later than February 1, 2019. In addition, the posting shall remain until April 30, 2019.

Below are some general guidelines to help you complete, post and file the Summary of Work-Related Injuries and Illnesses Report.

Step 1 / Determine whether or not an injury is work related

An injury or illness occurring in the work environment that is not work-related **is not recordable** and should **not** be included on the Summary Report.

Examples of non work-related incidents may include:

- Present as a member of the general public;
- Symptoms arising in work environment that are solely due to non-work-related event 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 activity;
- 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;
- Common cold or flu.

Step 2 / Determine whether or not the injury is a Department of Safety and Professional Service *recordable* injury/illness.

Even though a work-related injury/illness claim may be paid by the worker's compensation carrier, it does not necessarily mean it is considered a DSPS injury/illness.

RECORDABLE

An injury or illness occurring in the work environment that is work-related **is recordable** and **should** be included on the Summary Report.

Examples of work-related incidents may include:

- Death;
- Days away from work;
- Restricted work activity;
- Transfer to another job;
- Medical treatment *beyond basic first aid*;
- Loss of consciousness;
- Significant injury or illness diagnosed by a Physician or Other Licensed Health Care Professional (PLHCP).

A medically treated injury/illness may be considered a recordable injury if the health care provider directs the employee to take time off to recuperate (time off) or the employee is assigned to alternate work (light duty).

The total number of time away from work is counted in complete days, including weekends, and **does not** include the day of the injury. Payroll records, return to work procedures, and insurance/worker compensation carrier's loss run report can be a resource for obtaining total days away from work.

NON-RECORDABLE

An injury or illness occurring in the work environment that is considered Basic First Aid **is not recordable** and should **not** be included on the Summary Report.

Examples of **basic first aid** treatment administered either by an employee or a medical professional may include:

- Administering or use of nonprescription medication at nonprescription strength;

- Immunizations;
- Cleaning, flushing, or soaking surface wounds;
- Wound coverings, butterfly bandages, Steri-Strips;
- Hot or cold therapy;
- Non-rigid means of support;
- Temporary immobilization device used to transport accident victims;
- Drilling of fingernail or toenail, draining fluid from blister;
- Eye patches;
- Removing foreign bodies from eye using irrigation or cotton swab;
- 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;
- Diagnostic procedures (i.e. x-rays, ultrasounds).

Step 3 / Complete the Report.

DSPS is looking for one Summary of Work-Related Injuries and Illness Report from each Employer.

Throughout the year, you should be tracking all work-related injuries/illnesses on a Log of Work-Related Injuries and Illnesses and this tracking form should be helpful in the completion of the Summary Report. Simply transfer the information from the Log of Work-Related Injuries and Illnesses onto the Summary of Work-Related Injuries and Illness Report. Finally, compare the data with the Worker's Compensation Loss Run Report for accuracy.

Note: DSPS provides a sample log (SBD-10710A) in Excel format for download for maintaining injury and illness data throughout the year. SBD01710A can be downloaded here:
<https://dsps.wi.gov/Documents/Programs/PublicSafety/SBD10710A.xls>

Step 4 / Post the Report.

Employers must post the SBD-10710 Summary of Work-Related Injuries and Illness Report in an employee accessible area at the workplace (employee lounge, break room, etc.) **no later than February 1, 2019** and keep the posting in place **until April 30, 2019**.

Step 5 / File the Report.

Submit the SBD-10710 Summary of Work-Related Injuries and Illness Report using the new online reporting system **no later than March 1, 2019**.

ALL PUBLIC EMPLOYERS must file the Summary Report - even if no work related injuries or illnesses are recorded. If a Report is not received by March 1, 2019, it can result in a visit by a Wisconsin Department of Safety and Professional Services Inspector and a potential citation.

Note: It is important to be familiar with [Safety and Professional Services \(SPS\) Chapter 332 – Public Employee Safety and Health](#). This chapter outlines the occupational safety and health standards that all Wisconsin public employers must follow. SPS 332 also provides for compliance with federal OSHA standards as well as additional SPS codes.

If you would like to contact DSPS, a helpful map showing inspection regions with inspector contact information, can be found here: <https://dsps.wi.gov/Documents/Programs/Maps/PublicSafety.pdf>

If you have any questions regarding the posting/submission of the Annual Summary of Work-Related Injuries and Illnesses, please contact your Community Insurance Corporation Risk Management Consultant.