



SafeX

WELCOME

OSHA Recordkeeping for Public and Private Employers

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Purpose & Scope



Require employers to record and report fatalities, injuries, illnesses

- Not admission of fault
- Workers' compensation decision is separate

- Employers covered by OSH Act
- Few exemptions

PERRP Covered Employees



- Employees on payroll
- Employees of non-profit boards who are supervised by public employees (MRDD, etc.)
- Employees not on payroll who are supervised on a day-to-day basis (temporary employment)
 - Temporary help agencies only record their employee injuries when they are under their supervision. Injuries of temp workers who are supervised by a public employer must be recorded by the PE.
- Exclude volunteers and restitution workers



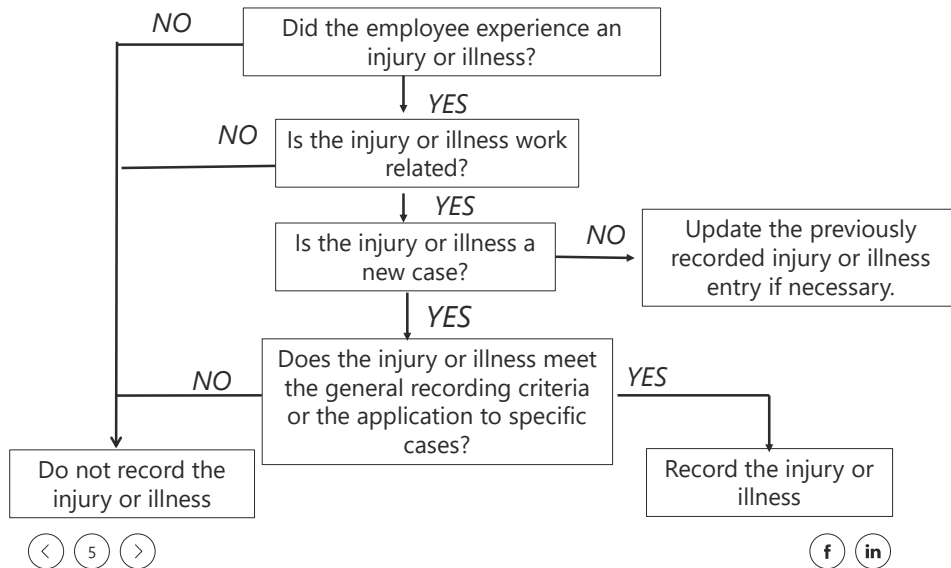
WARNING: SEPARATE DECISIONS OSHA RECORDABILITY AND WC



- Workers' Compensation determinations do NOT impact OSHA recordability.
 - Some cases may be OSHA recordable **and** compensable.
 - Some cases may be compensable, but **not** OSHA recordable.
 - Some cases may be OSHA recordable, but **not** compensable.



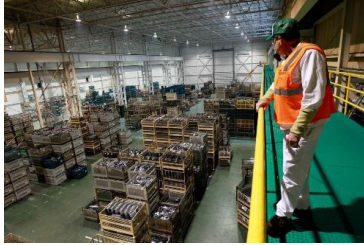
Decision Tree - Basic Recording Requirements



- Event or exposure in work environment ...
 - caused/contributed to condition or
 - aggravated a pre-existing injury or illness



What is Work Environment?



- Physical locations
- Equipment/materials used during course of work
- Employees are present as condition of employment
- Single physical location
- Construction sites
 - > 1 year

Multiple Business Establishments (PERRP)

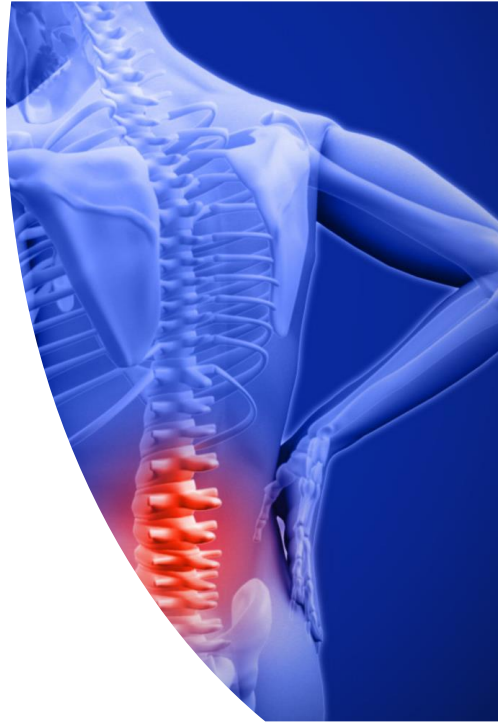


- Employers must keep a separate log and summary for each establishment.
- Establishment is defined as:
 - A single physical location where business is conducted or where services or industrial operations are performed.
- Establishment logs can be maintained in a central location, but, updated copies must be provided to each establishment quarterly and incident information to the central location within 6 days.



Work Related?

- An employee brings a plow to work in his truck that he intends to loan to a co-worker. After the two employees have clocked out for the day, they go to the employee's truck in the company parking lot to get the plow and move it to the co-worker's truck. In the process of moving the plow from one truck to the other, one of the employees injures his back.

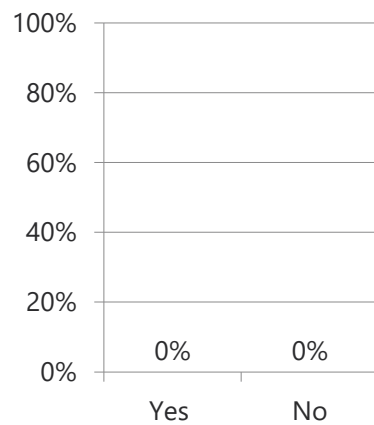


Poll #1

SafeX

Is this incident recordable?

1. Yes
2. No



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

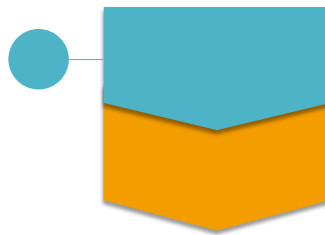
- Eating, drinking and preparing own food
- Personal tasks outside of working hours
- Personal grooming, self medication
- MV accident during commute
- Common cold, flu



New Case Determination



Not previously experienced injury/illness of same type and same body part



Completely recovered from previous situation





Work Related and Work Environment?

- Perry Mason works with glass and wore the appropriate personal protective equipment at work. On Tuesday, he reported to his supervisor, that while driving home from work Monday, he began to feel something in his eye and it became irritated. That evening, he sought medical treatment for the eye irritation. The medical diagnosis stated that there was an abrasion to the employee's eye with no foreign body present. The employee was unsure if his eye was irritated at work or not.

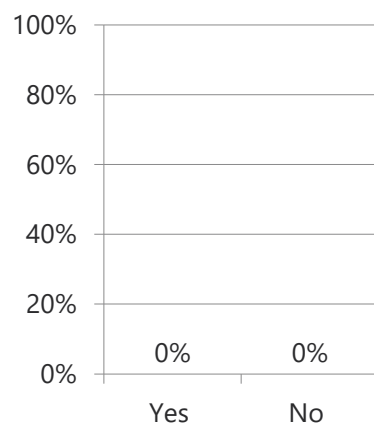


Poll #2



Is this incident Recordable?

- Yes
- No





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
 - Cancer
 - Chronic Irreversible Disease
 - Fractured or Cracked Bone
 - Punctured Eardrum



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 (Physical Therapy and Chiropractic Treatment are considered Medical Treatment)
- Finger guards
- Fluids for heat stress relief



Medical Treatment Beyond First Aid?



An employee was stung by a bee and used their personal Epi Pen as precaution. They were not exhibiting any symptoms at that time. The employee works in an office and his job does not require handling of bees or insects.

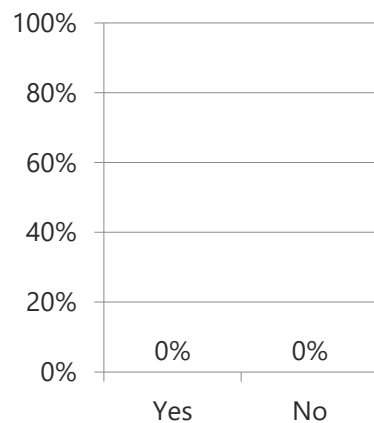


Poll #3



Is this incident recordable?

1. Yes
2. No



'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



Restricted or Days Away?



An employee is scheduled to work from 8 AM to 5 PM on Saturday and from 8 AM to 5 PM on Sunday. The employee is considered "part time" and works only 16 hours per week on this regular weekend schedule. The employee reports an injury at 2 PM on Sunday, and is placed on restricted duty for 30 days by a physician.

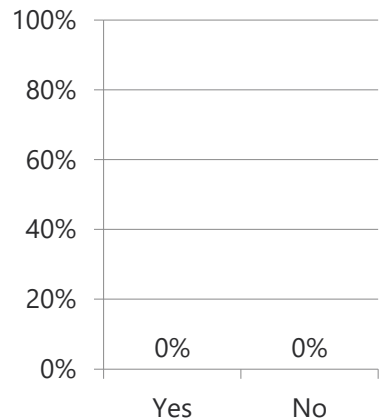


Poll #4



How many lost time days would you record?

1. 8
2. <30
3. No idea



Needlesticks and Sharps (PERRP)



- Record all injuries/cuts from sharp objects contaminated with blood and other potentially infectious materials.
- No name of injured
- Record as injury
- 300 Log can serve as sharps injury log if device is noted and sharps injuries are highlighted or segregated
- In addition to recording, all sharps injuries must be reported to PERRP electronically or by the approved form



"The Paperwork" - OSHA



- 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
- <http://osha.gov/recordkeeping/RKforms.html>



"The Paperwork" - PERRP



- PERRP FORM 300P - Log of Work-Related Injuries and Illnesses (7/06 rev.)
- PERRP 300AP - Summary of Work-Related Injuries and Illnesses
- PERRP 301P - Injury and Illness Incident Report
- <http://www.ohiobwc.com/downloads/blankpdf/PERRPrecordkepingpackage.xls>





Posting, Retention and Updating



- Update within 7 days
- Post the annual summary Feb 1 – Apr 30.
- Retain 300 Log, privacy case list, annual summary, 301 report for 5 years
- Update 300 during five-year storage period
- Certification
 - Company Executive



Reporting to PERRP



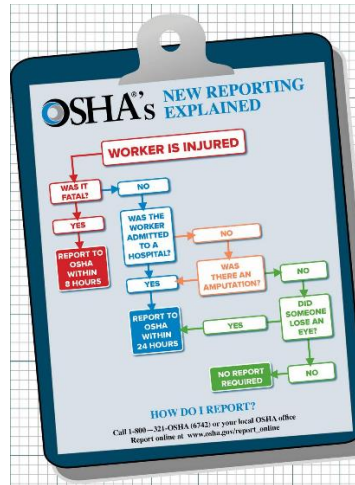
- All summary submissions must include the public employer's BWC Risk Number.
- Copy of subsequent Annual Summaries must be sent to PERRP by February 1 of each year.
 - (mail, fax or electronically via <https://www.ohiobwc.com/formslogin.asp?ReturnURL=%2Femployer%2Fservices%2FinjuryIllnessSummary%2Fsecure%2FinjuryIllnessSummary0%2Easp>)



When to Report?



- Fatality occurs within 30 days of work-related incident
 - Report within 8-hours of finding out
 - Not MV, unless construction zone
- Hospitalization, amputation or eye loss that occurs within 24 hours of work-related incident
 - Report within 24 hours of finding out



How to Report



What to Report?



- Establishment name
- Location of work-related incident
- Time of incident
- Type of event
- Number of employees who suffered
- Names of employees who suffered
 - Name, gender, age, next of kin
- Contact person and phone #
- Brief description of incident



Timing



- Visit/Inspection within 5 days
- Rapid Response Investigation
 - Call within 1 day
 - Employer abatement documentation within 5 days



PERRP Fatality or Multiple Hospitalization Reporting



- All work-related fatalities or incidents involving three or more in-patient hospitalizations must be reported to PERRP within eight hours of the incident or as soon as the employer becomes aware.
- Reports must be made in person or by phone to **800-671-6858**.
- Failure to report will result in the issuance of a citation.



PERRP Fatality Reporting



Report and record all work-related fatalities including:

- Highway or public street motor vehicle accidents
- Heart attacks.

- PERRP may not exercise its right to investigate vehicular accidents or heart attacks that result in a fatality.



January 1, 2017 Change Injury Tracking Application



- Went live August 1, 2017
- Submit Recordkeeping Information
 - Manually enter in web form
 - Upload CSV file
 - Application Programming Interface
- <https://www.osha.gov/injuryreporting/index.html>
- 2018 – Due by March 2, 2019
- OHIO BWC Website – 300 AP annual submission



Who has to submit?



- > 250 employees
 - All industries covered by Recordkeeping Regulation
 - ~~300, 300A and 301~~
- 20 – 249 employees
 - 300A
 - Certain industries
 - Based on NAICS Code



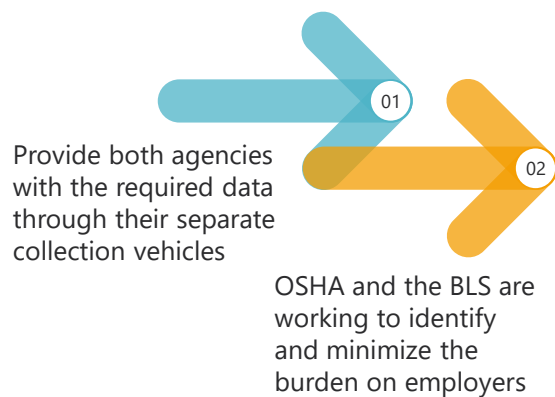
NAICS Codes (20 - 249 employees)



- 11: Agriculture
- 22: Utilities
- 23: Construction
- 31 – 33: Manufacturing
- 42: Wholesale Trade
- 4421 Furniture Stores
- 4442: Lawn and Garden Equipment and Supplies
- 4451: Grocery Stores
- 4521: Department Stores
- 4842: General Freight Trucking
- 4842: Specialized Freight Trucking
- 5621: Waste Collection
- 5622: Waste Treatment and Disposal
- 5629: Remediation and other Waste Management
- 6221: Medical and Surgical Hospitals
- 6231: Nursing Care Facilities
- 6233: Community Care Facilities for the Elderly
- 6239: Other Residential Care Facilities
- 8123: Dry-Cleaning and Laundry Services



Bureau of Labor and Statistics (BLS)



Electronic Tracking Other Points



- Anti-Retaliation Protections
 - Inform Employees of their right to report work-related injuries and illnesses
 - OSHA Workplace Poster
 - <https://www.osha.gov/Publications/poster.html>
 - Recommended Practices Program



Use of Disciplinary, Incentive or Drug Testing Programs



- Effective December 1, 2016
- Interpretation October 11, 2018
- Not Prohibited
- Cannot be used to retaliate for reporting an injury or illness
 - Discipline
 - Post Incident Drug Testing
 - Incentive Programs
- https://www.osha.gov/recordkeeping/modernization_guidance.html
- What are they trying to avoid?



10 Most Common Mistakes



- No Case Number
- Check Marks in Column H & I
- No Days Away and Restricted
- Number of Scheduled vs Calendar Days
- Record as Injury not Illness
- Temporary Employees not on Log
- > 7 Calendar Days
- Under Report Total Hours Worked
- Signature not Company Executive
- No Log and > 10 Employees








More Information Is Available!



- Call PERRP (1-800-671-6858) or go to PERRP's website:
– <http://www.ohiobwc.com/employer/programs/safety/SandHPERRP.asp>
- Or visit the federal Occupational Safety and Health Administration website:
– <http://www.osha.gov>





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