



Advanced OSHA Recordkeeping: Reporting Unique Situations

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Overview

- During this webinar, we will discuss a variety of complicated reporting situations:
 - When does an incident meet the recording criteria?
 - What incidents are not recordable?
 - How are days away from work counted for OSHA recordkeeping purposes?
 - How are incidents recorded for temporary workers?
- Help us decide whether the cases are considered OSHA recordable or not!

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We Need YOUR Help!

“To record or not to record...that is the question”

- The following slides will have a workplace scenario. **Your** task is to help us determine whether the case is recordable to OSHA or not.
- We will give you an opportunity to select the choice you feel is the most accurate for the *scenario*, using the webinar polling feature.
- We will discuss each case to provide the reasoning behind our determinations.
- You might want to have a 300 log handy to note how to record.
- Write down the scenario # for Q&A at the completion of the webinar!

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Scenario #1

Ann is an equipment operator. She sprained her ankle when coming down a set of steps.

The initial x-ray showed no evidence of fracture or dislocation. The radiologist recommended a second x-ray in seven days to rule out a fracture. As a precaution the occ doc recommended a rigid boot until the second x-ray. The second x-ray determined no fracture.

- Is Ann's scenario a **recordable** incident?
 - **A:** Yes
 - **B:** No
 - **C:** Unsure

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Scenario #2

Jaime is employed as a packaging operator.

This morning, she visited the plant nurse and complained of pain in her upper back between her shoulders.

A contracted massage therapist was on site as part of the wellness program, so Jaime, at the suggestion of the nurse, had an upper back soft tissue massage.

- Is Jaime's' scenario a **recordable** incident?
 - **A:** Yes
 - **B:** No
 - **C:** Unsure

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Scenario #3

Matt is a transient construction worker for Employer A. He is a non-exempt, hourly employee who works on a project basis. Projects vary in duration, but the typical project lasts anywhere from four days to two weeks. At the end of a project, Matt is placed in inactive status. However, the employer does not terminate Matt so that the workforce can be quickly mobilized to the next job without going through the hiring process. During the inactive periods, Matt remains on the employer's payroll system, and in the employee database, but he is not working and does not receive compensation.

Matt suffered a work-related injury on August 14 that resulted in days away from work. The doctor advised Matt to remain off work until August 22. On August 15, the employer's project is completed as planned and the work crew of which Matt is a member demobilizes from the customer's site. A new project is scheduled to begin on August 25. Matt plans to work on this new project.

- Is Matt's injury a **recordable** incident?
 - **A:** Yes
 - **B:** No
 - **C:** Unsure

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Scenario #4

Matt is a transient construction worker for Employer A. He is a non-exempt, hourly employee who works on a project basis. Projects vary in duration, but the typical project lasts anywhere from four days to two weeks. At the end of a project, Matt is placed in inactive status. However, the employer does not terminate Matt so that the workforce can be quickly mobilized to the next job without going through the hiring process. During the inactive periods, Matt remains on the employer's payroll system, and in the employee database, but he is not working and does not receive compensation.

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How many lost time days must Employer A record?

- A: One
- B: Eight
- C: None

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Scenario #5

- John lacerated the palm of his hand and received seven sutures and returned to work with no sutures.
- The accident was a result of sharpening his personal pocket knife while sitting in the employers' parking lot during break.
- Is John's scenario a **recordable** incident?
 - A: Yes
 - B: No
 - C: Unsure

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Scenario #6

In late 2019, Tyson twisted his knee and fell coming down steps from the blow molding machine.

He reported it to his supervisor and saw a physician.

The physician referred him to a specialist who did a MRI and recommended surgery.

Tyson didn't want to have surgery so wore a knee brace to work and did his regular job. Tyson finally scheduled surgery for July 2, 2020.

There was RIF and the Tyson was let go on June 28, 2020.

- Is Tyson's scenario a **recordable** incident?
 - A: Yes
 - B: No
 - C: Unsure

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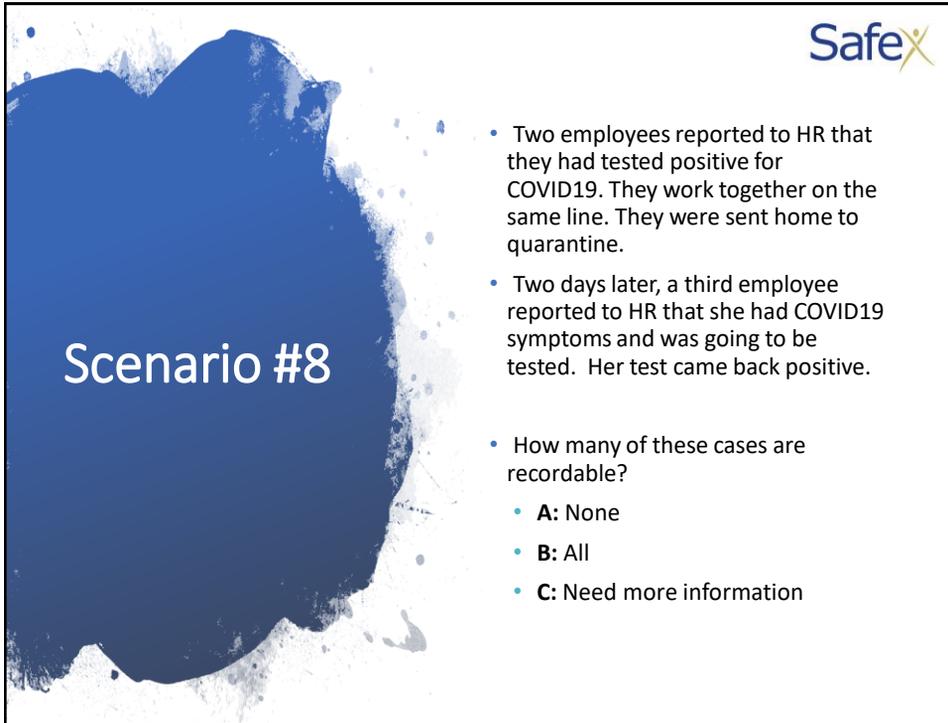


Scenario #7

- Alyssa fell at work and land hurt her side on Wednesday, June 5. She saw a physician that afternoon and her diagnosis is "bruised ribs".
- She was prescription for a painkiller, which she filled and she was released to return to work the next day.
- Alyssa came in late the next day (Thursday) and left early.
- She called in on Friday and says her side is still hurting and she won't be in. She sees the doctor on Friday afternoon. The doctor issued a statement stating that Alyssa could return to work on Monday, June 10.

- When did this incident become *recordable*?
 - A: Wednesday, June 5th
 - B: Thursday, June 6th
 - C: Friday, June 7th

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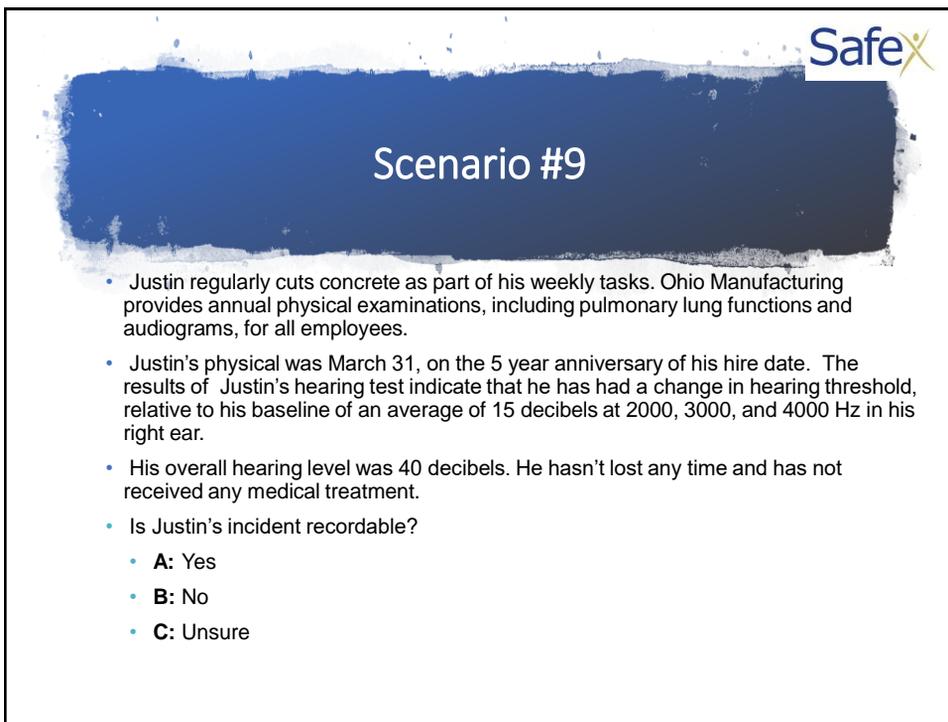


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Scenario #8

- Two employees reported to HR that they had tested positive for COVID19. They work together on the same line. They were sent home to quarantine.
- Two days later, a third employee reported to HR that she had COVID19 symptoms and was going to be tested. Her test came back positive.
- How many of these cases are recordable?
 - **A:** None
 - **B:** All
 - **C:** Need more information

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Scenario #9

- Justin regularly cuts concrete as part of his weekly tasks. Ohio Manufacturing provides annual physical examinations, including pulmonary lung functions and audiograms, for all employees.
- Justin's physical was March 31, on the 5 year anniversary of his hire date. The results of Justin's hearing test indicate that he has had a change in hearing threshold, relative to his baseline of an average of 15 decibels at 2000, 3000, and 4000 Hz in his right ear.
- His overall hearing level was 40 decibels. He hasn't lost any time and has not received any medical treatment.
- Is Justin's incident recordable?
 - **A:** Yes
 - **B:** No
 - **C:** Unsure

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Scenario #10

- Harrison was loading pallets on Line 8 Saturday, 7/11/20 at 6 am, and debris fell into his eye. He did not want to seek medical attention.
- On July 13, he stopped by to request an appointment because the debris is still present.
- He was prescribed two prescriptions.
- Is this a recordable incident?
 - A: Yes
 - B: No
 - C: Unsure

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Scenario #11

Jason was working outdoors due building maintenance and was stung by a bee. He has had allergic reactions to bee stings in the past while not at work and carries a personal Epi Pen (epinephrine) with him. Just after the bee sting at work, and before any allergic symptoms arise, Jason injected himself with the Epi Pen as a precaution. His job functions have nothing to do with the keeping of bees, removing bees or the handling of bees

- Is this a **recordable** incident?
 - A: Yes
 - B: No
 - C: Unsure

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Scenario #12

Abby works on the finishing line, spraying empty propane tanks.

One day Abby hurt her left arm trying to lift one of the tanks.

She goes to the doctor and is told not to use her left arm for one week.

Abby can perform all her routine job functions using only her right arm (though at a slower pace and is never required to use both arms to perform her job).

- Is this considered restricted work?
 - **A:** Yes
 - **B:** No
 - **C:** Unsure

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Quick Recap:

OSHA Definition of a Recordable Injury



- Any work-related fatality;
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job;
- Any work-related injury or illness requiring medical treatment *beyond* first aid;
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums; and
- Special recording criteria for work-related cases involving: needlesticks and sharps injuries; medical removal; hearing loss; and tuberculosis.

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Quick Recap:

First Aid = NOT Recordable

- Non-prescription medications
- Tetanus immunizations
- Cleaning, flushing, soaking, or covering wounds
- Non-rigid support
- Removing splinters by simple means
- Eye patches
- Drilling nail -pressure
- Draining blister
- Hot or cold therapy
- Steri-strips/butterflies
- Massages
- Finger guards
- Fluids for heat stress



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OSHA's Form 300
Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

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 OSHA no. 1218-0176

Please 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.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.15.

Reminders:

- 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.
- Feel free to use two lines for a single case if you need to.
- Complete the 6 steps for each case.

Company name: XYZ company State: MA

City: Anywhere

Step 1. Identify the person		Step 2. Describe the case		Step 3. Classify the case				Step 4.		Step 5.			
(A)	(B)	(C)	(D)	(E)	(F)	SELECT ONLY ONE circle based on the most serious outcome.				Enter the number of days the employee or contractor was			
Case no.	Employee's name	Job title (e.g., 9-4040)	Date of injury or onset of illness (e.g., 2/10)	Where the event occurred (e.g., Loading dock work area)	Describe injury or illness, parts of body affected, and job/tasks that directly injured or made person ill (e.g., Severe electric burn on right forearm from accident force)	Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	Days lost (K)	Days lost (L)	Days lost (M)	Days lost (N)
RESET 1	Mark Rogin	Welder	5 / 25 month/day	basement	fracture, left arm and left leg, fell from ladder	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	12 days	15 days	<input type="radio"/>	<input type="radio"/>
RESET 2	Shane Alexander	Foundry man	7 / 12 month/day	pouring deck	poisoning from lead fumes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	7 days	50 days	<input type="radio"/>	<input type="radio"/>
RESET 3	Sam Swales	Electrician	8 / 15 month/day	2nd floor storeroom	broken leg, fell over box	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	3 days	3 days	<input type="radio"/>	<input type="radio"/>
RESET 4	Robb Roccella	Laborer	9 / 17 month/day	packaging department	back strain lifting a box	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	3 days	3 days	<input type="radio"/>	<input type="radio"/>
RESET 5	Jarrod Daniels	Machine op.	10 / 22 month/day	production floor	dust in left eye	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3 days	3 days	<input type="radio"/>	<input type="radio"/>
RESET						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3 days	3 days	<input type="radio"/>	<input type="radio"/>
RESET						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3 days	3 days	<input type="radio"/>	<input type="radio"/>

Be as specific as possible. You can use two lines if you need more room.

Revise the log if the injury or illness progresses and the outcome is more serious than you originally recorded for the case. Cross out, erase, or write-out the original entry if hard copy. (If using the PDF's fillable form feature, simply change your selections. You can also clear the entire case entry from the log using the Reset button.)

Choose ONLY ONE of these categories. Classify the case by recording the most serious outcome of the case, with column G (Death) being the most serious and column J (Other recordable cases) being the least serious.

Note whether the case involves an injury or an illness.

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OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this reconkeying package are "illable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20

U.S. Department of Labor
Occupational Safety and Health

Form approved OSHA 300-1219

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 reconkeying 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
0	0	0	0
(2)	(9)	(1)	(4)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
0	0
(5)	(3)

Injury and Illness Types			
Total number of ...			
(M)			
(1) Injuries	0	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

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 30 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 this estimate or any other aspect of this data collection, contact US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20010. 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*)

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

Employment information (If you don't have these figures, see the Worksheet on the next 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

Reset

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Electronic Submission

Due March 2, 2021

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Resources

- Reporting to OSHA
 - <https://www.osha.gov/recordkeeping2014/reporting.html>
- Recordkeeping FAQ
 - <https://www.osha.gov/recordkeeping2014/faqs.html#reporting>
- Final Rule
 - <https://www.osha.gov/laws-regs/federalregister/2014-09-18>
- Ohio BWC Employer Reporting Forms
 - <https://www.bwc.ohio.gov/bwccommon/forms/BWCForms/nlbwc/EmployerForms.asp>

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Questions?

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