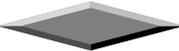


Program Profile Series

Number One



INJURY/ILLNESS RECORDKEEPING

SCOPE - Federal regulations provide for recording and reporting of certain occupational injuries and illnesses by employer. This recordkeeping can be used to display the occurrence, extent, and outcome of cases recorded during the year.

AUTHORITY/REFERENCE - OSHA 29 CFR 1904



ACCOUNTABILITY - Employers shall maintain a log, supplementary record, and summary of all recordable cases. Each recordable injury or illness shall be entered within seven (7) calendar days after receiving notification of the occurrence. For this purpose the OSHA 300 log and the 301 forms (or equivalent) shall be used.

This is required only for employers with more than ten full or part-time employees at any one time in the previous calendar year, and who have a certain standard industrial classification (SIC). There are certain SIC codes in the retail sales and service industries that are exempt.

PROGRAM ELEMENTS - The following requirements are necessary to maintain and retain the occupational injury and illness log and supplementary report:

1. Maintain a copy of the log and report for each place of employment.
2. Update the log within seven days after being informed of the injury or illness.
3. Conduct accident/illness (incident) investigations.
4. Post the annual summary (300 A) from February 1 to April 30 each year.

5. Keep the records for five years plus the current calendar year.

6. Make the log and reports available to every employee.

7. Report any catastrophic incident within 8 hours orally to OSHA.

8. Develop a procedure for employees to report all accidents and illnesses and train them on that procedure.

TRAINING - Instructions for the completion of the OSHA 300 Log, 300-A Summary, and 301 forms can be found on OSHA's web page at www.osha.gov.

DEFINITIONS

First Aid - any one time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters and so forth, which do not ordinarily require medical care.

Lost Work Days - the number of calendar days (consecutive or not) after, but not including, the day of injury or illness that the employee was not able to work.

Medical Treatment - the management and care of a patient to combat disease or disorder.

Program Profile Series

Number One



Recordable Occupational Injury or Illness - incidents which result in fatalities, regardless of the time between the injury and death, or the length of the illness; days away from work, restricted work or transfer to another job; medical treatment beyond first aid, loss of consciousness, or significant injury or illness

diagnosed by a physician or other licensed health care professional. This also applies to any diagnosed occupational illness, which is reported to the employer that requires medical treatment, days away from work or days of restricted activity.

CROSS-REFERENCING - Another program which may be involved in the development of this program is Incident Investigation.

RESPONSIBILITY - Who is going to see that the program is developed and implemented including creating and conducting the training? A company executive must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.