

NRCA Safety Manual  
 Chapter Nineteen:  
 Injury Reporting and Record  
 Keeping Checklist



NATIONAL ROOFING CONTRACTORS ASSOCIATION | CNA COMMERCIAL INSURANCE

<b>Pre-job</b>			
1.	In the previous calendar year, did your company employ 11 or more employees at <i>any</i> time?	<b>Y</b>	<b>N</b>
	<i>If so, OSHA injury reporting and recordkeeping must be done. If not, reporting of any work-related death or injury or illness that requires the hospitalization of three or more employees must be done. Other OSHA reporting or recordkeeping is not required.</i>		
2.	Has OSHA or the Bureau of Labor Statistics informed your company to maintain injury and illness records for the year?	<b>Y</b>	<b>N</b>
	<i>If so, you are required to prepare injury and illness reports and records for the year regardless of the number of employees you had during the previous year.</i>		
<b>Job-in-progress</b>			
3.	Has a work-related injury or illness caused the death of an employee or the hospitalization of three or more employees?	<b>Y</b>	<b>N</b>
	<i>If so, the incident must be reported to the nearest OSHA office or OSHA headquarters at (800) 321-6742 within eight hours after the employer learns of the incident.</i>		
4.	Has a work-related incident resulted in any of the following to a worker		

	a) Days away from work	Y	N
	b) Restricted work or job transfer	Y	N
	c) Medical treatment beyond first aid	Y	N
	d) Loss of consciousness	Y	N
	e) Significant, doctor-diagnosed injury	Y	N
	f) Contaminated needle-stick injury	Y	N
	g) Medical removal under OSHA standards	Y	N
	h) Occupational hearing loss	Y	N
	i) Tuberculosis exposure or diagnosis	Y	N
	j) Musculoskeletal disorder	Y	N
	<i>If a "yes" answer is made to any of the above incidents that have occurred, OSHA forms 300 and 301 must be completed within seven days of the incident.</i>		
	<b>Post-job</b>		
5.	Have OSHA forms been completed for all work-related injuries or illnesses that took place during the course of the project?	Y	N
6.	Has the OSHA Summary Form 300A been completed and posted by February 1 following the calendar year to which it relates?	Y	N