

Injury and Illness Recordkeeping Workbook

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment.

A case is recordable if it involves one or more of the following:

- death
- days away from work
- restricted work
- job transfer
- medical treatment (beyond first aid)
- loss of consciousness
- other serious or significant cases diagnosed by a physician or licensed health care professional (PLHCP)
- occupational injuries and illnesses that meet special recording criteria

Reading an OSHA Log

A: Case Number

B: Employee's Name

C: Job Title

D: Date of Injury

E: Where Event Occurred

F: Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill

G: Fatality

H: Days Away from Work

I: Job Transfer or Restriction

J: Other Recordable Cases

K: Number of Days Away from Work

L: Number of Days on Job Transfer or Restriction

M: Injury and/or Illness

Incident #1 - Fatality:

On 2/16/12, Jim James, maintenance worker, was cleaning snow off the roof when he slipped and fell on his head to the pavement below. He was pronounced dead at the scene.

How would you record this incident?

Column H: Days Away from Work:

When an injury or illness involves **one or more days** away from work, it must be recorded.

If a job restriction or transfer is recommended, but the employer cannot offer restricted work or a job transfer, the case will be counted as a days away from work case.

If a case has **both** days away and job transfer/restriction days, it gets recorded only **once**.

Incident #2: Injury:

On 3/13/12, Gina, a food service worker, slips and falls on a wet surface in the cafeteria. She goes to the doctor suffering with back pain. The doctor recommends 3 days of light duty for Gina. There is no light work available, so the employer tells her to stay home instead.

How would you record this incident?

Incident #3: Injury:

Rob, a carpentry teacher, falls from an extension ladder to a concrete patio on an off campus job site. He is seen by an emergency room doctor and diagnosed with a broken arm. He is out of work for 7 days and on restricted duty for 10 days.

How would you record this incident?

Incident #4: Illness:

John, a body shop teacher, suffered an asthma attack as a result of being in an area where students were spraying foam spray containing isocyanate. He was taken to the emergency room for treatment and told to remain home the rest of the week, four total days.

How would you record this incident?

Column I: Job Transfer or Restriction

If a work injury or illness prevents an employee from performing one or more **routine functions** of his or her job, the case involves days of job restriction or transfer.

A routine function is defined as a task performed at least once per week.

If an employee is kept from working a full workday, the days are counted as restrictions.

Incident #5: Injury:

Every Friday, Cindy moves 15-40 lb delivery boxes in the warehouse. On April 20, 2012, Cindy hurts her shoulder lifting one of the boxes. She sees a doctor, who has prohibited her from lifting over 20 lbs. for five days.

How would you record this incident?

Incident #6: Injury:

On April 1, 2012, Aaron hurts his back when he lifts a heavy tool box in the auto shop. The doctor tells Aaron not to lift anything over 40 lbs. His normal workweek does not require any lifting over 15 lbs.

How would you record this incident?

Incident #7: Illness: Bill uses an adhesive in carpentry that he has developed an allergy to. On January 9, 2012, he broke out into a painful rash, even though he wasn't directly using the product. He has become so sensitized to the product that he can no longer work in the shop when the product is being used by the students. As a result, Bill has been transferred from the shop to administrative duties until an alternative product can be identified, ordered, and received. It is unclear exactly how long it will take for this to be completed, but it will be at least two weeks.

How would you record this incident?

Column J: Other Recordable Cases

A case is OSHA recordable if it involves medical treatment beyond First Aid or diagnosis of a significant injury or illness.

Medical treatment that does not fall under First Aid as listed below.

- **Prescription medication.** The use of non-prescription medication at prescription strength as recommended by a physician or licensed health care professional (PLHCP) is considered prescription medication.
- **Immunizations (except tetanus) such as hepatitis B or rabies vaccines.**
- **Wound-closing devices** such as surgical glue, sutures, staples, etc.
- Any device with **rigid stays or other systems designed to immobilize parts of the body.**
- Therapeutic massages such as **physical therapy or chiropractic treatment.**
- Removal of **foreign material that is embedded in the eye.**

Not Recordable

If a case is limited to First Aid treatment AND there are no days away from work, job transfer, or job restriction, do not include the case on your OSHA 300 Log.

The case is not OSHA recordable, even if the First Aid treatment is administered at a health clinic, emergency room, hospital, or other medical treatment facility.

First Aid treatment has a broad definition and includes procedures that may appear on the surface to be beyond first aid. For example, getting an x-ray for diagnostic purposes or the

drilling of a fingernail to relieve pressure is considered first aid treatment. What is important is to report any injury and illness and let the appropriate administrative staff determine if it is a recordable incident or not.

Exceptions: There are also other exceptions that would make a case not considered work-related. For example, an incident involving eating, drinking, or preparing food or drink for personal consumption or a motor vehicle accident occurring in a parking lot during a normal commute to or from work would not be considered work-related.

Occupational injuries and illnesses that meet special recording criteria:

- **Needlestick injuries** and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious materials. Potentially infectious materials include human bodily fluids, tissues and organs, and materials infected with the HIV or hepatitis B virus.
- An OSHA standard requires **medical removal of an employee for medical surveillance.**
- **Hearing loss**

Answers:

#1: (Check Column G)

#2. (This is a recordable case with 3 days away from work. Check Column H and record 3 days in Column K and check (1) in column M.)

#3. (Check Column H, record 7 days in Column K and 10 days in Column L. Leave Column I blank and check (1) in Column M.)

#4. (Check Column H, record 4 days in Column K and check (3) in column M.)

#5. (The injury is recordable with 5 days of restriction. Check Column I and record 5 days in Column L and (1) in Column M)

#6. (The restriction is not recordable.)

#7. (The incident is recordable with 14 days of restriction. Check Column I and record 14 days in Column L and check (2) in Column M).