

OSHA INJURY/ILLNESS RECORDKEEPING 203

I. PURPOSE

To establish guidelines for compiling statistics on occupational illness and injury. These records must be kept in accordance with MDCIS, OSHA / BLS recordkeeping standards.

II. DEFINITION OF AN OCCUPATIONAL INJURY OR ILLNESS

MDCIS, OSHA and The Bureau of Labor Statistics (BLS) provide instructions on recordkeeping in various publications.

III. RECORDKEEPING FORMS

Recordkeeping forms are maintained on a calendar year basis. They must be maintained at the location for a period of five years, and must be available for inspection by representatives of OSHA, BLS, or the designated state agency. Only two forms are needed for recordkeeping:

- OSHA 300 Log and Summary of Occupational Injuries and Illnesses: Each recordable occupational injury and illness must be logged on this form within six working days from the time the employer learns of injury/illness.
- OSHA 301 Supplementary Record of Occupational Injuries and Illnesses: This form contains further details describing each injury or illness. This form must also be completed within six working days from the time the employer learns of the work-related injury or illness. A substitute for the OSHA 301 form (such as insurance or workers' compensation forms) may be used if they contain all the required information.

IV. OSHA 300 POSTING REQUIREMENTS

The Occupational Safety and Health Act requires that each location post a copy of their previous year's OSHA 300 Log and Summary of Occupational Injuries and Illnesses in a conspicuous location where notices to employees are customarily posted. This copy must be posted no later than February 1 and remain posted until May 31. As a reminder, the following information is required:

- Only the right side of the last page of the OSHA 300 will be posted.
- All lines requesting information should be completed, and all columns totaled or zeros entered on the total lines when no injuries or illnesses occur.
- A Company Representative shall verify that the totals are accurate and complete

by signing the bottom of the form. The individual responsible for maintaining records (if not the same individual) must also initial the form.

V. STATE PLANS

Injuries and illness are segregated into First Aids and OSHA recordables. MDCIS, OSHA recordables are segregated further into medical, restricted activity and lost time.

Two case rates are formulated, Lost Time Case Rate (LTCR) and Total OSHA Recordable Case Rates (TCR). They are derived by the number of cases times 200,000 hours worked divided by the actual hours worked.

Example: $3 \text{ (OSHAS)} \times 200,000 / 800,000 = \text{TCR} = .75$

VI. REFERENCES

OSHA standard/publication:

- 1910.104: Recording and reporting occupational injuries and illnesses.
- What every employer needs to know about OSHA recordkeeping

Bureau of Labor Statistics publication:

- Recordkeeping guidelines of occupational injuries and illnesses