

COMPANY REPORTING

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I. PURPOSE

- A. To meet requirements for collecting and publishing injury/illness data in order to communicate accident and injury statistics throughout the company.
- B. Satisfy company requirements for complying with government reports, industry trade association reporting, data collection for insurance company records and Bureau of Labor Statistics participation.

II. PROCEDURE

- A. In the event of an injury / accident a monthly summary will be created to summarize the month's events.
- B. The monthly summary will be discussed at the next monthly safety meeting. Information to be discussed includes the following (as available):
 - 1. Identify location name, month and year.
 - 2. Enter total number of hours worked.
 - 3. Verify case statistics (e.g. enter number of days restricted, lost, or return dates for the month, if applicable).
 - 4. A summary of all incidents in the previous 30-days.
 - 5. A list of all open and closed cases.