



Recordkeeping & Reporting Requirements

Chapter 296-27

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Objectives

- Purpose of keeping injury and illness records
- How to determine recordability

Scope

- Applies to all employers covered by the WISH Act; unless otherwise specified in the rule.
- The requirements in this chapter are separate and distinct from the Industrial Insurance Act, Title 51.
- When the employer makes entries on the recordkeeping forms they are only recording that an incident happened that meets the recordability requirements of the standard.

Why Keep Injury And Illness Records?



Covered Employees

- **Includes**
 - All employees on payroll or are being compensated by another employer
 - This includes temp agency employees being supervised on a day-to-day basis by host employer
 - **Do Not Include** (for the purpose of recordkeeping)
 - Sole proprietor, corporations, and partners
 - Volunteers who are not on payroll or being compensated in any way (this section is specific to employees)
- ** This can impact the employee count!**

Recordkeeping Forms

- OSHA 301: Incident Report
 - Details about the incident
- OSHA 300 Log: Record of Injury & Illness Cases
 - Details all recordable cases in calendar year
- OSHA 300A: Annual Summary
 - Summary of all the cases for the year

Equivalent forms means that you may use different forms as long as they contain the same info.



OSHA 300 Log

- Record specific details within 7 days
 - What Happened
 - Where It Happened
 - When It Happened
 - How It Happened, and
 - Who it Happened To

OSHA 300A Summary

- Totals for the calendar year
- Specific to site/establishment
- Certified by company executive
- Summary must be POSTED February 1st to April 30th in the following calendar year.

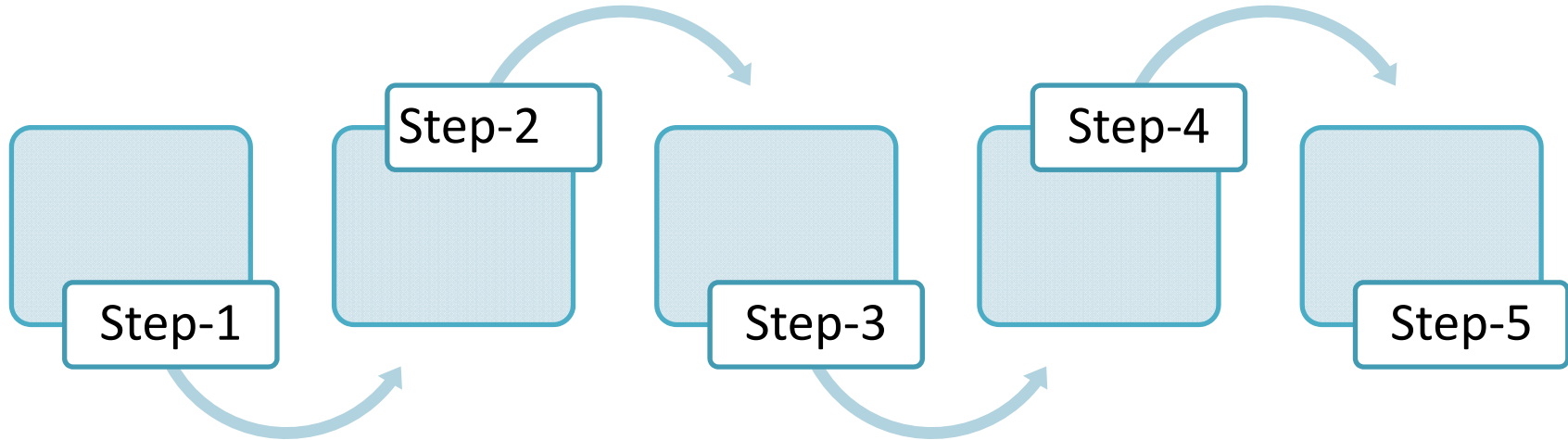


We know:

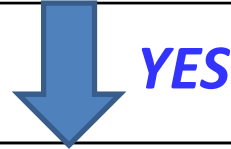
- The rule applies to the employer
- Why it's important to keep records
- Who is covered
- Which forms to use

.....How do we determine if an injury or illness is recordable?

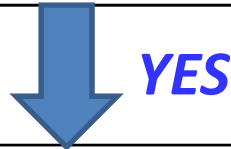
Five Step Process *for* Determining Recordability



Did the employee experience an injury or illness?



Is the injury or illness work-related?



Is the injury or illness a new case?



Does the injury or illness meet the general criteria
OR the application to specific cases **OR** significant diagnosed case?



RECORD THE INJURY OR ILLNESS

Step-1: Did the employee experience an injury or illness?

Employee complains of painful wrists and goes to the nurses station. Nurse gives the employee TWO non-prescription strength Advil.

Step 2: Is The Injury or Illness Work Related?

- Unless an exception applies, **work-relatedness is presumed** for injuries and illnesses resulting from events or exposures occurring in the work environment, **AND**
- That event or exposure is the likely cause of the injury or illness.



When Is It Not Work-Related?

.....Some Exceptions:

- Employee present as part of the general public
- Eating, drinking, preparing food for personal consumption
- Voluntary participation in employer sponsored wellness program
- Personal tasks at the establishment outside of work hours
- Motor vehicle accident on company lot during commute



Step 3: Is It A New Case?

It's a new case IF the employee:

- Has never had a recorded injury of this type before or to this part of the body.
- Had the same/similar injury in the past but was fully recovered prior to the new event or exposure.

Not a new case, if:

- Previously recorded, and the signs and symptoms re-appear or continue (employee went back to full duties before making a complete recovery) in the absence of a new workplace event or exposure. Update original entry.

Step 4: Does The Injury or Illness Meet:

One or more of the **General Recording Criteria?**

- Death
- Days away from work (prescribed by a physician or other LHCP)
- Restricted work (prescribed by physician of LHCP)
- Job Transfer
- Loss of consciousness for any length of time
- Medical treatment beyond first aid

Or is it a **Significant Diagnosed Case?**

Or is it a **Specific Case?**

To Record or Not to Record

Medical Treatment



...VS

First Aid



Medical treatment is the management and care of a patient to combat disease or disorder.

- Does not include:
 - Visits for observation or counseling
 - Diagnostic procedures
 - First aid as defined in chapter 27



Significant Diagnosed Cases

- “Significant” diagnosed injuries and illnesses include work-related cases involving:
 - Cancer
 - Chronic irreversible disease
 - Fractured or cracked bone
 - Punctured ear drum
- Recorded at the time of diagnosis (exception to the day count), even if it DOES NOT result in death, days away, job transfer or restricted work, loss of consciousness, or medical treatment because it will as the disease progresses.

“Specific Cases”

- Needle sticks & sharps injuries
- Medical removal
- Hearing loss
- Tuberculosis





Needle Sticks & Sharps

Record all:

- Work-related needle sticks and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material.
- Splashes or other exposures to blood or other potentially infectious material if it results in diagnosis of a bloodborne disease or meets the general recording criteria

Non-contaminated needle sticks or cuts with sharps are ONLY recordable if they meet the general recording criteria.

Medical Removal

- If an employee is medically removed under the medical surveillance requirements of a different standard, you must record the case as either:
 - days away from work, or
 - days of restricted work activity
- When employers voluntarily remove employees who are below the thresholds in the standard, there is no case to record.

Recap Steps

- There's an injury or illness
- It's work related due to event/exposure in the work environment
- It's a new case
- Meets one or more of the general recording criteria or it's a specific case or it's a significant diagnosed case.

.....**then Step 5:** Record the case on the OSHA 300 Log and fill out the OSHA 301 IR

**Must record a work-related injury or illness within 7-calendar days on both the OSHA Log & 301-IR.

Counting Days

Count the number of calendar days the employee was:

- Not at work = days away, or
- On restricted work duties, or
- Job transfer



Stop counting if:

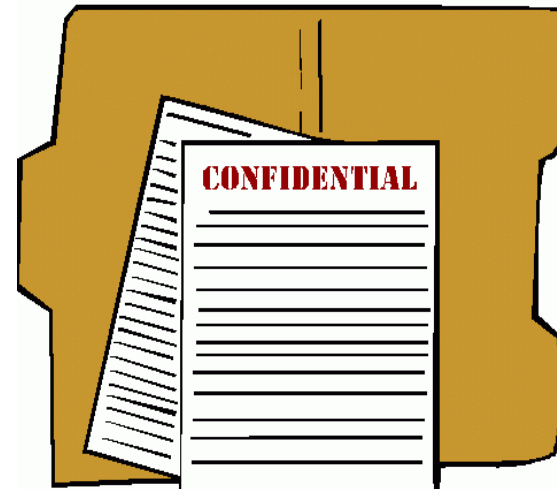
- The number of days away and/or restricted or job transfer reaches the 180 day cap
- The employee leaves company

Cases entered in one calendar year but continue into the next calendar year are only recorded one time—which is the injury year. Original record must be updated if changes occur during the 5 year records retention.

Privacy Cases

The only injuries/illnesses considered Privacy Cases are:

- Mental illness
- HIV, hepatitis, TB
- Sexual assault
- Involves intimate part of the body or reproductive system
- Needle-stick injuries and cuts with sharps objects contaminated with another persons blood or OPIM
- Other illness if the employee independently and voluntarily requests that their name not be entered on the log.



ACTIVITY 😊



1. Determine if the following scenarios are recordable
2. Why or why not
3. If you determine it is recordable, then enter it on the makeshift OSHA 300 Log.

Questions?