

OSHA Update

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Occupational Safety and Health Administration

OSHA's Continuing Mission

- OSHA and its state partners, coupled with efforts of employers, safety & health professionals, unions and advocates, have helped **dramatically reduce** workplace injuries and illnesses.
- Worker fatalities in America are **down**— on average, from 38 workers a day in 1970 to **15** a day in **2019**.
- Worker injuries and illnesses are **down**— from 10.9 incidents per 100 workers in 1972 to **2.8** per 100 in **2019**.

Regional and Area Office Functions

- Inspections
- Compliance Assistance
- Outreach
- Training
- Penalty Collection
- Abatement Assurance



Recordkeeping



- Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses.
- Certain low-risk industries are exempted
- Minor injuries requiring first aid only do not need to be recorded.

Recordkeeping

- Subpart C - Recordkeeping Forms and Recording Criteria
 - 1904.4 Recording criteria
 - 1904.5 Work-relatedness
 - 1904.6 New case
 - 1904.7 General recording criteria
 - 1904.8 Needlesticks and sharps
 - 1904.9 Medical removal
 - 1904.10 Hearing loss
 - 1904.11 Tuberculosis
 - 1904.29 Forms

Recordkeeping Forms

- **OSHA Form 300** – Log of Work-Related Injuries and Illnesses
- **OSHA Form 301** – Injury and Illness Incident Report
- **OSHA Form 300A** – Summary of Work-Related Injuries and Illnesses. This form must be posted from Feb. to April every year.

What cases are work related?

- Cases caused by events or exposures in the work environment
- Cases contributed to by events or exposures in the work environment
- Cases significantly aggravated by events or exposures in the work environment

(For a list of activities that are not work related, see section [1904.5\(b\)\(2\)](#))

1904.7 – General Recording Criteria

An injury or illness is recordable if it results in one or more of the following:

- Death
- Days away from work
- Restricted work activity
- Transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a PLHCP

First Aid or Medical Treatment

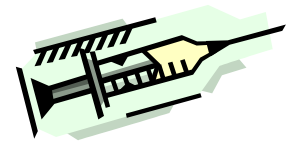
- First Aid list of procedures
- If a procedure is not on the list, it is not considered first aid for record keeping purposes.

First Aid or Medical Treatment

- If an employee is provided prescription medications or non-prescription medications at prescription strength, it is considered medical treatment.
- Butterfly bandages, and Steri-Strips are first aid. Use of wound closure methods such as sutures, medical glues or staples is considered medical treatment.
- Hot or cold therapy is first aid regardless of how many times it is used.

1904.7(b)(5) – First Aid

- Using nonprescription medication at nonprescription strength
- Tetanus immunizations
- Cleaning, flushing, or soaking surface wounds
- Wound coverings, butterfly bandages, Steri-Strips
- Hot or cold therapy
- Non-rigid means of support
- Temporary immobilization device used to transport accident victims



1904.7(b)(5) – First Aid

- Drilling of fingernail or toenail, draining fluid from blister
- Eye patches
- Removing foreign bodies from eye using irrigation or cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Finger guards
- Massages
- Drinking fluids for relief of heat stress



1904.7(b)(5) – Medical Treatment

- Medical treatment is the management and care of a patient to combat disease or disorder.
- It does not include:
 - Visits to a PLHCP solely for observation or counseling
 - Diagnostic procedures
 - First aid

1904.31 – Covered Employees

- Exclude self-employed and partners
- Employees on payroll
- Employees not on payroll who are supervised on a day-to-day basis (temp or from another location)
- Temporary help agencies should not record the cases experienced by temp workers who are supervised by the host employer

1904.32 Annual Summary

- Requires the annual summary to be posted from February 1 through April 30
- Requires certification of the summary by a company executive

OSHA's Form 300A (Rev. 01/2004)
Summary of Work-Related Injuries and Illnesses

Year 20 _____
U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OSHA no. 1215-0174

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.
Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0".
Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 300 or its equivalent. See 29 CFR Part 1904.35, or OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(a) _____	(b) _____	(c) _____	(d) _____

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(e) _____	(f) _____

Injury and Illness Types

Total number of ...	(1) Injuries	(2) Skin disorders	(3) Respiratory conditions	(4) Poisonings	(5) Hearing loss	(6) All other illnesses
(g) _____	_____	_____	_____	_____	_____	_____

Establishment information

Year of establishment name _____
Street _____
City _____ State _____ ZIP _____
Industry description (e.g., Manufacturer of metal work tables) _____
Standard Industrial Classification (SIC), if known (e.g., 3711) _____
OR
North American Industrial Classification (NAICS), if known (e.g., 33212) _____

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)
Annual average number of employees _____
Total hours worked by all employees last year _____

Sign here
Knowingly falsifying this document may result in a fine.
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.
Company executive _____ Title _____
Date _____


Post this Summary page from February 1 to April 30 of the year following the year covered by the form.
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing the instructions, searching existing data sources, gathering the data needed, and reviewing and revising the collection of information. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestions for reducing the burden, to Washington, DC 20503. Do not send this information to this office.

Common Annual Summary Mistakes

OSHA 300A- Annual Summary

- Signed by highest ranking official onsite
- Matching 300 log
- Missing number of employees and hours worked

Common 300 Log Mistakes

OSHA's Form 300 (Rev. 01/2004)						Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.		 Year <input type="text"/> U.S. Department of Labor Occupational Safety and Health Administration													
Log of Work-Related Injuries and Illnesses								Form approved OMB no. 1218-0176													
You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two						Establishment name <input type="text"/>		City <input type="text"/> State <input type="text"/>													
Identify the person			Describe the case			Classify the case															
(A)	(B)	(C)	(D)	(E)	(F)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:						Check the "injury" column or choose one type of illness:					
Case No.	Employee's Name	Job Title (e.g., Welder)	Date of injury or onset of illness (mo./day)	Where the event occurred (e.g. Loading dock north end)	Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illness:				
								Job transfer / restriction	Other recordable cases	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)				
1	Mark Bagin	Welder	5/25	basement	fell from ladder	✓						✓									
2	Shana Alexander	Foundry man	7/2	pouring dock	poisoning from lead fumes		✓			12				✓							

Recordkeeping Mistakes

OSHA 300 log

- Injury and illness description (column F)
- Event location (column E)
- Classification of injury (column G,H,I, J)
- Column Totals
- Not including supervised temporary workers

Recordkeeping Mistakes

OSHA 301 – Incident Reports

- Missing information
- Can use State of Ohio FROI or OSHA 301 equivalent

Maintaining Records

OSHA 300, 300A, 301 – retention requirements

- Must maintain five full calendar years
- Update when new information is received
- Maintain signed/posted annual summaries

WC Claim vs OSHA Recordable

- Recording or reporting a work-related injury, illness, or fatality does not mean that the employer or employee was at fault, or that an OSHA rule has been violated, or that the employee is eligible for workers' compensation or other benefits.

WC Claim vs OSHA Recordable

- Denied WC claims may not cause a case to be a OSHA non-recordable
- Employer cannot use WC as the only reason to keep an injury off their OSHA log
- WC may link cases together to consolidate claims but OSHA has specific criteria on when a case is new and when it is a re-occurrence of the same injury

Suggestions

- Maintain in electronic format
- Have in central location
- Take a recordkeeping class
- Call an OSHA office if there are questions

Remember the log should be a trending tool.

Reporting Fatalities and Severe Injuries

- All employers are required to notify OSHA when an employee is **killed** on the job or suffers a work-related **hospitalization, amputation, or loss of an eye**.
- A fatality must be reported **within 8 hours**.
- An in-patient hospitalization, amputation, or eye loss must be reported **within 24 hours**.



How to Report Fatalities and Hospitalizations

- During business hours, call the nearest OSHA office
- Or call the OSHA 24-hour hotline 1-800-321-6742 (OSHA)
- Or report online at [osha.gov/report](https://www.osha.gov/report)
- Be prepared to supply: Business name; names of employees affected; location and time of the incident, brief description of the incident; contact person and phone number.



Electronically Submitting Injury and Illness Data

- Covered employers must electronically submit data from their OSHA Form 300A to OSHA using OSHA's **Injury Tracking Application**
- Applies to establishments with **250 or more employees** that are currently required to keep OSHA injury and illness records, and establishments with **20-249 employees** that are classified in [certain industries](#) with historically high rates of occupational injuries and illnesses



Electronic Submittal Reporting Dates

- Beginning in 2019, those establishments required to submit will have to submit the Form 300A information by **March 2** of the year after the calendar year covered.
- Reports submitted through OSHA's Injury Tracking Application (ITA). <https://www.osha.gov/injuryreporting/>
- ITA stays open until December 31 of each year.

Recordkeeping Compliance Assistance

- News and updates to the recordkeeping rule:
<https://www.osha.gov/recordkeeping/index.html>
 - Recordkeeping Requirements
 - Maintaining and Posting Records
 - Electronic Submission of Records
 - Severe Injury Reporting

OSHA Recordkeeping Webpage

OSHA Injury and Illness Recordkeeping: Q & A Search



Use key words to search Q & As on OSHA's injury and illness recordkeeping requirements for employers. From this page you can search a repository of questions and answers from the regulation rule itself as well as from requests for information submitted to the Agency. Simply type any key word(s) into the input field below, then select the Search button to view a list of resulting questions that link to answers. If a search on this page does not answer your question, you can submit your question using [OSHA's e-correspondence form](#).

Keyword Search

https://www.osha.gov/recordkeeping/faq_search/index.html

Coronavirus Disease (COVID-19)



Learn about the new Emergency Temporary Standard for Healthcare along with updated (8/13) OSHA guidance for mitigating and preventing the spread of COVID-19 in all industries.

OSHA Requirements

Regulations

NEW [Emergency Temporary Standard for Healthcare](#)

UPDATED [National Emphasis Program](#)

UPDATED [Enforcement](#)

Recording and Reporting

- [Non-ETS Reporting and Recording FAQ](#)

Workers' Rights

Guidance

For Everyone

- **UPDATED 8/13** [Mitigating and Preventing the Spread of COVID-19 in the Workplace](#)
 - [Summary](#)
- [Hazard Recognition](#)
- [Control and Prevention](#)

By Industry

By Topic

FAQ

Highlights and Tools

Vaccines.gov

[CDC Coronavirus \(COVID-19\) Page](#)

[CDC Workplaces and Businesses Page](#)

[Job Accommodation Network \(COVID-19\)](#)

[OSHA Newsroom](#)

OSHA Data

- [Enforcement Data](#) including inspections with COVID-19 related violations
- [Whistleblower Data](#)

[Archived OSHA Resources](#)

<https://www.osha.gov/coronavirus>

Help for Small Businesses:

OSHA's On-Site Consultation Program

On-Site Consultation is OSHA's preeminent compliance assistance program for small employers. In all 50 States and most Territories.

■ **Services**

- Hazard identification and correction
- Assistance in Safety and Health Program development

■ **Benefits**

- No-cost and confidential
- Exemption from OSHA's programmed inspections
- Training and technical assistance available

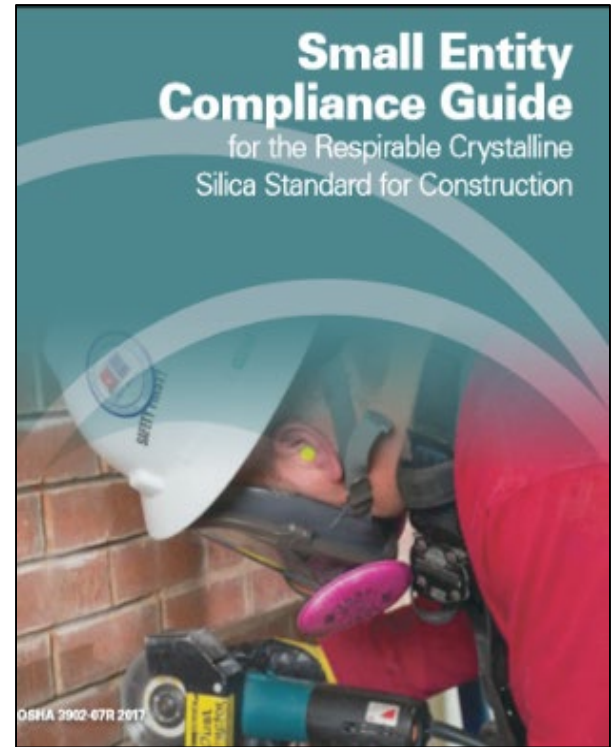
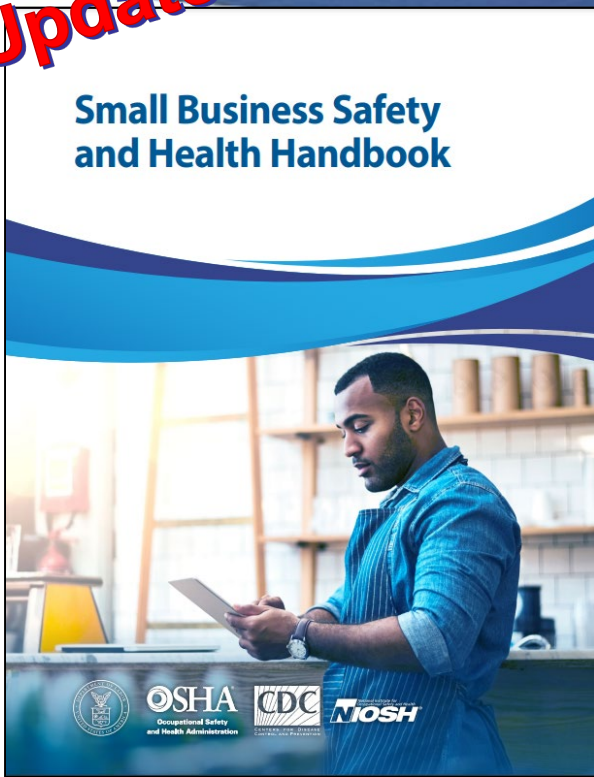
Compliance Assistance Specialists

- Work out of OSHA's Area Offices
- Provide general information about OSHA's standards and compliance assistance resources
- Available for seminars, workshops, and speaking events



Help for Small Businesses: Publications

Updated



Spanish-Language Resources

- OSHA Webpage
- OSHA Poster
- Publications
- Videos
- 800 Number
- Dictionaries



Todos los trabajadores tienen el derecho a:

- Un lugar de trabajo seguro.
- Decir algo a su empleador o la OSHA sobre preocupaciones de seguridad o salud, o reportar una lesión o enfermedad en el trabajo, sin sufrir represalias.
- Recibir información y entrenamiento sobre los peligros del trabajo, incluyendo sustancias tóxicas en su sitio de trabajo.
- Pedirle a la OSHA inspeccionar su lugar de trabajo si usted cree que hay condiciones peligrosas o insalubres. Su información es confidencial. Algun representante suyo puede comunicarse con OSHA a su nombre.
- Participar lo su representante puede participar en la inspección de OSHA y hablar en privado con el inspector.
- Presentar una queja con la OSHA dentro de 30 días (por teléfono, por internet, o por correo) si usted ha sufrido represalias por ejercer sus derechos.
- Ver cualquier citación de la OSHA emitida a su empleador.
- Pedir copias de sus registros médicos, pruebas que miden los peligros en el trabajo, y registros de lesiones y enfermedades relacionadas con el trabajo.

Este cartel está disponible de la OSHA para gratis.

Llame OSHA. Podemos ayudar.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www

Los empleadores deben:

- Proveer a los trabajadores un lugar de trabajo libre de peligros reconocidos. Es ilegal discriminar contra un empleado quien ha ejercido sus derechos bajo la ley, incluyendo hablando sobre preocupaciones de seguridad o salud, o con la OSHA, o por reportar una enfermedad relacionada con el trabajo a la OSHA.
- Cumplir con todas las normas de la OSHA.
- Reportar a la OSHA todas las lesiones y todas hospitalizaciones, amputaciones y pérdidas de un ojo dentro de 30 días.
- Proporcionar el entrenamiento a los trabajadores en un idioma que ellos pueden entender.
- Mostrar claramente este cartel de trabajo.
- Mostrar las citaciones de la OSHA en cada estado.

Los empleadores de tamaño pequeño pueden recibir ASISTENCIA GRATUITA y corregir los peligros sin costos de los programas de consulta por la OSHA en cada estado.



PROTEJA A LOS TRABAJADORES DENTRO DE ZANJAS

Evite los derrumbes de zanjas y salve vidas:

INCLINE o construya bancos en las paredes de zanjas,

APUNTALE las paredes de zanjas con soportes, o

PROTEJA las paredes de zanjas con cajas de zanjas



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OSHA QuickTakes



- **Free** OSHA e-newsletter delivered twice monthly to more than 200,000 subscribers
- **Latest news** about OSHA initiatives and products to help employers and workers find and prevent workplace hazards
- Sign up at www.osha.gov

Ohio OSHA Offices

Toledo Area Office

(419) 259-7542

420 Madison Avenue, Ste 600
Toledo, OH 43604

Cincinnati Area Office

(513) 841-4132

36 Triangle Park Drive
Cincinnati, OH 45246



Cleveland Area Office

(216) 447-4194

Essex Place
6393 Oak Tree Blvd., Ste 203
Independence, OH 44131-6964

Columbus Area Office

(614) 469-5582

200 North High Street, Rm 620
Columbus, OH 43215



Working Together, We Can Help

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