



OSHA Electronic Recordkeeping

OSHA Recordkeeping -Agenda

- ▶ Electronic Submission of OSHA Forms
 - ▶ Organizations Impacted
 - ▶ High Hazard Industries
 - ▶ Key Deadlines
- ▶ Injury Reporting Procedures
- ▶ Severe Injury Reporting
- ▶ Wrap-up and Questions





OSHA Recordkeeping, Electronic Submission of Records

OSHA Recordkeeping Rule

- ▶ Some employers will have to electronically submit injury and illness records
 - ▶ Based on size of establishment and type of industry
- ▶ OSHA State Plan states will have similar requirements as federal OSHA Plan
 - ▶ Some states may use their own “reporting portal”



OSHA 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
- ▶ Only establishments that are already required to keep the 1904 injury and illness recording forms are covered by the electronic reporting rule.



Partially Exempt Industries

- ▶ Are you currently required to complete the OSHA Forms?
- ▶ What is your North American Industry Classification System (NAICS, pronounced Nakes) code?
- ▶ <https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>
- ▶ The partial industry classification exemption applies to individual business establishments.
- ▶ If a company has several business establishments engaged in different classes of business activities, some of the company's establishments may be required to keep records, while others may be partially exempt.



OSHA Recordkeeping – Partially Exempt Industries

4412	Other Motor Vehicle Dealers	5411	Legal Services
4431	Electronics and Appliance Stores	5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services
4461	Health and Personal Care Stores	5413	Architectural, Engineering, and Related Services
4471	Gasoline Stations	5414	Specialized Design Services
4481	Clothing Stores	5415	Computer Systems Design and Related Services
4482	Shoe Stores	5416	Management, Scientific, and Technical Consulting Services
4483	Jewelry, Luggage, and Leather Goods Stores	5417	Scientific Research and Development Services
4511	Sporting Goods, Hobby, and Musical Instrument Stores	5418	Advertising and Related Services
4512	Book, Periodical, and Music Stores	5511	Management of Companies and Enterprises
4531	Florists	5611	Office Administrative Services
4532	Office Supplies, Stationery, and Gift Stores	5614	Business Support Services
4812	Nonscheduled Air Transportation	5615	Travel Arrangement and Reservation Services
4861	Pipeline Transportation of Crude Oil	5616	Investigation and Security Services
4862	Pipeline Transportation of Natural Gas	6111	Elementary and Secondary Schools
4869	Other Pipeline Transportation	6112	Junior Colleges
4879	Scenic and Sightseeing Transportation, Other	6113	Colleges, Universities, and Professional Schools



OSHA Recordkeeping – Partially Exempt Industries

4885	Freight Transportation Arrangement	6114	Business Schools and Computer and Management Training
5111	Newspaper, Periodical, Book, and Directory Publishers	6115	Technical and Trade Schools
5112	Software Publishers	6116	Other Schools and Instruction
5121	Motion Picture and Video Industries	6117	Educational Support Services
5122	Sound Recording Industries	6211	Offices of Physicians
5151	Radio and Television Broadcasting	6212	Offices of Dentists
5172	Wireless Telecommunications Carriers (except Satellite)	6213	Offices of Other Health Practitioners
5173	Telecommunications Resellers	6214	Outpatient Care Centers
5179	Other Telecommunications	6215	Medical and Diagnostic Laboratories
5181	Internet Service Providers and Web Search Portals	6244	Child Day Care Services
5182	Data Processing, Hosting, and Related Services	7114	Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures
5191	Other Information Services	7115	Independent Artists, Writers, and Performers
5211	Monetary Authorities - Central Bank	7213	Rooming and Boarding Houses
5221	Depository Credit Intermediation	7221	Full-Service Restaurants
5222	Nondepository Credit Intermediation	7222	Limited-Service Eating Places
5223	Activities Related to Credit Intermediation	7224	Drinking Places (Alcoholic Beverages)



OSHA Recordkeeping – Partially Exempt Industries

5223	Activities Related to Credit Intermediation	7224	Drinking Places (Alcoholic Beverages)
5231	Securities and Commodity Contracts Intermediation and Brokerage	8112	Electronic and Precision Equipment Repair and Maintenance
5232	Securities and Commodity Exchanges	8114	Personal and Household Goods Repair and Maintenance
5239	Other Financial Investment Activities	8121	Personal Care Services
5241	Insurance Carriers	8122	Death Care Services
5242	Agencies, Brokerages, and Other Insurance Related Activities	8131	Religious Organizations
5251	Insurance and Employee Benefit Funds	8132	Grantmaking and Giving Services
5259	Other Investment Pools and Funds	8133	Social Advocacy Organizations
5312	Offices of Real Estate Agents and Brokers	8134	Civic and Social Organizations
5331	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)	8139	Business, Professional, Labor, Political, and Similar Organizations



OSHA Recordkeeping, Electronic Submission of Records

- ▶ **Establishments with 250 or more employees**
 - ▶ Submit Form 300A (Summary Form) for 2017 by July 1, 2018
 - ▶ ***OSHA is not accepting Form 300 and 301 information at this time.*** OSHA announced that it will issue a notice of proposed rulemaking (NPRM) to reconsider, revise, or remove provisions of the "Improve Tracking of Workplace Injuries and Illnesses" final rule, including the collection of the Forms 300/301 data. The Agency is currently drafting that NPRM and will seek comment on those provisions.



OSHA Recordkeeping, Electronic Submission of Records

- ▶ **Establishments with 20-249 employees in high-risk industries**
- ▶ Submit Form 300A for 2016 by December 1, 2017 (Federal States and some state plans)
- ▶ Submit Form 300A for 2017 by July 1, 2018.
- ▶ In 2019 Form 300A must be submitted by March 2, 2019.
- ▶ **Establishments with fewer than 20 employees** at all times during the year do not have to routinely submit information electronically to OSHA.



OSHA Recordkeeping – High Risk Industries

11	Agriculture, forestry, fishing and hunting	4854	School and employee bus transportation
22	Utilities	4855	Charter bus industry
23	Construction	4859	Other transit and ground passenger transportation
31-33	Manufacturing	4871	Scenic and sightseeing transportation, land
42	Wholesale trade	4881	Support activities for air transportation
4413	Automotive parts, accessories, and tire stores	4882	Support activities for rail transportation
4421	Furniture stores	4883	Support activities for water transportation
4422	Home furnishings stores	4884	Support activities for road transportation
4441	Building material and supplies dealers	4889	Other support activities for transportation
4442	Lawn and garden equipment and supplies stores	4911	Postal service
4451	Grocery stores	4921	Couriers and express delivery services
4452	Specialty food stores	4922	Local messengers and local delivery
4521	Department stores	4931	Warehousing and storage
4529	Other general merchandise stores	5152	Cable and other subscription programming
4533	Used merchandise stores	5311	Lessors of real estate
4542	Vending machine operators	5321	Automotive equipment rental and leasing
4543	Direct selling establishments	5322	Consumer goods rental
4811	Scheduled air transportation	5323	General rental centers
4841	General freight trucking	5617	Services to buildings and dwellings
4842	Specialized freight trucking	5621	Waste collection
4851	Urban transit systems	5622	Waste treatment and disposal
4852	Interurban and rural bus transportation	5629	Remediation and other waste management services
4853	Taxi and limousine service	6219	Other ambulatory health care services



OSHA Recordkeeping – High Risk Industries

6221	General medical and surgical hospitals
6222	Psychiatric and substance abuse hospitals
6223	Specialty (except psychiatric and substance abuse) hospitals
6231	Nursing care facilities
6232	Residential mental retardation, mental health and substance abuse facilities
6233	Community care facilities for the elderly
6239	Other residential care facilities
6242	Community food and housing, and emergency and other relief services
6243	Vocational rehabilitation services
7111	Performing arts companies
7112	Spectator sports
7121	Museums, historical sites, and similar institutions
7131	Amusement parks and arcades
7132	Gambling industries
7211	Traveler accommodation
7212	RV (recreational vehicle) parks and recreational camps
7213	Rooming and boarding houses
7223	Special food services
8113	Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance
8123	Dry-cleaning and laundry services



OSHA Recordkeeping, Electronic Submission of Records

- ▶ **Establishments with fewer than 20 employees** at all times during the year do not have to routinely submit information electronically to OSHA.



OSHA Recordkeeping -Size of the Establishment

- ▶ Reporting requirements are based on the size of the establishment, not the firm.
- ▶ An establishment is a single physical location where business is conducted.
- ▶ Determine the establishment's peak employment during the last calendar year.
 - ▶ Include full-time, part-time, seasonal, and temporary workers.
 - ▶ Each establishment of a company is assigned a NAICS code, based on the primary business activity.
 - ▶ Your company can have multiple establishments with different NAICS codes and employment counts.
 - ▶ Pay attention to multi-state operations.



Electronic Submission of Records –Case Study

- ▶ Plastic Manufacturing Operation
- ▶ What is my NACIS Code?
 - ▶ 31-33 Manufacturing
- ▶ What is my employee count for this establishment?
 - ▶ Total employee count in 2017: 248 total employees, (including temporary employees)
- ▶ What are my requirements?
 - ▶ Under 250 employees
- ▶ High Hazard Industry
 - ▶ Must report the 300A summary form 2017 –2018 –2019....



Electronic Submission of Records –Case Study

- ▶ Hotel with 10 locations
- ▶ High hazard operation based on NAICS code.
- ▶ Five hotels 200 employees at each individual location (establishment)
 - ▶ These locations would only have to submit 300A summary form 2017 – 2018 – 2019....
- ▶ Five hotels have 251 employees at each individual location (establishment)
 - ▶ Employee count is more than 250
 - ▶ Submit Form 300A (Summary Form) by July 1, 2018
- ▶ A hotel (establishment) with fewer than 20 total employees would not have to submit any forms.



Case Study –Multiple Facilities - Campus Setting

- ▶ A company operates multiple facilities within a campus setting.
- ▶ Each facility has less than 250 employees
- ▶ The “company campus” has more that 250 employees.
- ▶ How should the employee count be calculated?
 - ▶ Under most circumstances, a campus is a single physical location and considered as a single establishment.



Case Study –Multiple Facilities - Campus Setting

- ▶ You may divide one location into two or more establishments only when:
 1. Each facility represents a distinctly separate business
 2. Each facility is engaged in a different economic activity
 3. No one industry description applies to the joint activities of the establishments
 4. Separate reports are routinely prepared for each establishment on the number of employees, their wages and salaries, sales or receipts, and other business information.



Multiple Locations –One Establishment

- ▶ An employer can combine two or more physical locations into a single establishment under these circumstances:
 1. The employer operates the locations as a single business operation under common management.
 2. The locations are all located in close proximity to each other.
 3. The employer keeps one set of business records for the locations, such as records on the number of employees, their wages and salaries, sales or receipts, and other kinds of business information.
 - ▶ For example, one manufacturing establishment might include the main plant, a warehouse a few blocks away, and an administrative services building across the street





Frequently Asked Questions

Permanently Closed Establishment

- ▶ If the establishment is permanently closed, you don't have to electronically submit the injury and illness data. For example, an establishment that permanently closed at the end of 2017 does not have to submit the 2017 data in 2018.



State Plan State

- ▶ State-government and local-government establishments in State Plans states are required to electronically submit injury and illness information. However, please be aware that the establishment size and industry coverage of the collection can vary from state to state. Also be aware that some State Plans do not yet have an electronic reporting requirement in place. If your State Plan does not yet have a requirement in place, you are not required to electronically submit injury and illness information until the State Plan requirement is in place. Please contact your [State Plan office](#) for further information.



Establishment vs. Firm

- ▶ The electronic reporting requirements are based on the size of the establishment, not the firm. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A firm may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an establishment, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.
- ▶ All establishments with 250 or more employees in industries covered by the recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300A only at this time.
- ▶ Establishments with 20-249 employees in certain [industries](#) must electronically submit information from OSHA Form 300A only.



BLS vs. OSHA Survey

- ▶ OSHA and the BLS are working to identify and minimize the burden on employers that are required to respond to both data collections. However, at this time you will need to provide both agencies with the required data through their separate collection vehicles.



Multiple Establishment Submission

- ▶ A firm with more than one establishment may submit establishment-specific data for multiple establishments. To do this, the firm will create one registration and follow the directions provided to submit data for multiple establishments. It is important to note that the electronic reporting requirements are for data at the establishment level, not the firm level.
- ▶ The submitted data must be specific for each individual establishment. Note that establishments under state plan jurisdiction must comply with state plan regulations. For more information about the regulations in individual state plans, see here: <https://www.osha.gov/dcsp/osp/statestandards.html>



Third Party Submission

- ▶ A third party is allowed to maintain the injury and illness records for an employer, a third party is allowed to submit the data for that employer. However, as with recordkeeping, responsibility for the completeness and accuracy of the data lies with the employer, not the third party.



Special Software

- ▶ No special software is needed and nothing is downloaded to your device. OSHA has provided a secure website for the electronic submission of information. The website includes web forms for direct data entry and instructions for other means of submission (e.g. file uploads).



How to Submit

- ▶ OSHA provides a secure website for the electronic submission of information. The website includes web forms for direct data entry and instructions for other means of submission (e.g. file uploads).
- ▶ Establishments must submit the information electronically and may not submit the information on paper. Employers who do not have the necessary equipment or internet connection may submit their data from a public facility, such as a library. OSHA also intends to provide an interface for entering data from a mobile device.



Injury Tracking Application

OSHA.gov

UNITED STATES DEPARTMENT OF LABOR

Occupational Safety and Health Administration

ABOUT OSHA - WORKERS - EMPLOYERS - REGULATIONS - ENFORCEMENT - TOPICS - NEWS & PUBLICATIONS - DATA - TRAINING

Posting Form 300A starting Feb. 1

Employers must prominently display 2017 summary of work-related injuries and illnesses in their workplaces from Feb. through April.

TAKE ACTION

- Contact OSHA
- File a safety and health complaint
- Report a death or severe injury
- Get whistleblower information
- Submit 2017 data electronically

NEWS

February 8, 2018
U.S. Department of Labor Reaches Settlement Agreement Resulting in Paperboard Company Paying \$175,000 in Penalties

February 7, 2018
U.S. Department of Labor Cites Georgia Manufacturer for Safety Violations, Proposes \$250,000 in Penalties

February 2, 2018
OSHA and the Board of Certified Safety Professionals Form Alliance to Provide Safety and Health Information to Construction Workers

OSHA WORKING WITH EMPLOYERS

- Training
- Compliance Assistance
- Cooperative and Recognition Programs

GIBSON
STRENGTH AGAINST RISK

Launch ITA

UNITED STATES DEPARTMENT OF LABOR

Occupational Safety and Health Administration

ABOUT OSHA - WORKERS - EMPLOYERS - REGULATIONS - ENFORCEMENT - TOPICS - NEWS & PUBLICATIONS - DATA - TRAINING

Final Rule / Injury Tracking Application (ITA) - Electronic Submission of Injury and Illness Records to OSHA

Injury Tracking Application

Electronic Submission of Injury and Illness Records to OSHA

Launch ITA

Attention: The ITA is scheduled for maintenance from the evening of February 13th through the 15th. The application will be unavailable during that period.

ANNOUNCEMENTS

Employers can now begin to electronically report their Calendar Year (CY) 2017 Form 300A data to OSHA. All covered establishments must submit the information by July 1, 2018. Employers can view their submitted CY 2016 Form 300A summary information, but they cannot edit or submit additional 2016 data on this website. **Remember, not all establishments are covered by this requirement.** To review which establishments need to provide their 2017 data, [click here](#).

Covered establishments with 250 or more employees are only required to provide their 2017 Form 300A summary data. **OSHA is not accepting Form 300 and 301 information at this time.** OSHA announced that it will issue a notice of proposed rulemaking (NPRM) to reconsider, revise, or remove provisions of the "Improve Tracking of Workplace Injuries and Illnesses" final rule, including the collection of the Forms 300/301 data. The Agency is currently drafting that NPRM and will seek comment on those provisions.

GIBSON
STRENGTH AGAINST RISK

ITA

The screenshot shows the OSHA website header with the United States Department of Labor logo and navigation links. The main heading is "Occupational Safety and Health Administration" followed by "Injury Tracking Application Login". There are input fields for "Username or Email Address" and "Password", along with a "Forgot Password?" link and a "Log In" button. Below the login form, there is a disclaimer about system access and a public reporting burden notice.

UNITED STATES DEPARTMENT OF LABOR

Occupational Safety and Health Administration

OSHA / Injury Tracking Application Login

Injury Tracking Application Login

Log in or [create an account](#)

Username or Email Address

Password

Forgot Password?

Log In

You are about to access a U.S. Government computer/information system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of 28 USC, United States Code, Section 5322 and other Federal or state criminal and civil laws. These systems and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in the system by a user.

If monitoring reveals possible misuse or criminal activity, notice of such may be provided to supervisory personnel and law enforcement officials as evidence.

Anyone who accesses a Federal computer system without authorization or exceeds their access authority, and by any means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, may be subject to fine or imprisonment, or both.

Your use of this system indicates understanding that you are personally responsible for your use and any misuse of your access including your system account and password. Use further indicates understanding that by accessing a U.S. Government information system that you must comply with the prescribed policies and procedures. Lastly, your use shall serve as acknowledgment of receipt of, your understanding of your responsibilities, and your willingness to comply with the rules of behavior for this system.

OMB Control Number: 1218-0176 Expiration Date: January 31, 2018

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid

Injury Tracking Application Home

The screenshot shows the "Injury Tracking Application Home" page. It features a navigation menu, a "76 days left in the 2017 filing period" notice, and a "Get Started Here" link. The main content area is divided into sections for manual data entry and batch data transmission. A "2016 Data Submission Status" table is also present.

ABOUT OSHA - WORKERS - EMPLOYERS - REGULATIONS - ENFORCEMENT - TOPICS - NEWS & PUBLICATIONS - DATA - TRAINING

Injury Tracking Application Home

Injury Tracking Application Home

76 days left in the 2017 filing period

[Get Started Here](#)

For Manual Data Entry

Create Establishment Add a new establishment to your account

View Establishment List View the establishments which have been added to your account

For Batch Data Transmission

Upload a Batch File Upload a CSV file containing your establishment and 300 A summary data

View Your API Token Access your authentication token for use in electronically transmitting data via API

Overview of Data Submission Process

Step 1 Create an Establishment

Step 2 Add 300 A Summary Data

Step 3 Submit Data to OSHA

Step 4 Review Confirmation Email

2016 Data Submission Status

300A Summary Status	Establishments
Not Added	0
Not Submitted	0
Submitted	0
Total	0

FAQ: If you have questions, please complete the [Help Request Form](#)

Establishment List

Injury Tracking Application Home / Establishment List

Injury Tracking Application
User: Hilary | Logout
Navigation Menu

Instructions for Submitting Your Data to OSHA

- Select one or more establishments from the list below, then click Submit button.
- If you have more than one page of establishments, you may select establishments from multiple pages before clicking the submit button.
- To edit 300A data for an establishment, click its name in the list below.

[+ Create an Establishment](#)
[Submit 300A Data for Selected](#)

Filter

To filter your list of establishments, input your criteria in one or more fields below, and then click the "Filter" button to update the list.

[Clear](#)

Include Inactive Establishments [Filter](#)

No establishments have been created. [Click here to get started.](#)

EAO | If you have questions, please complete the [Help Request Form](#)

UNITED STATES
DEPARTMENT OF LABOR

Injury Tracking Application Home

ABOUT OSHA - WORKERS - EMPLOYERS - REGULATIONS - ENFORCEMENT - TOPICS - NEWS & PUBLICATIONS - DATA - TRAINING

Injury Tracking Application Home

Injury Tracking Application
User: Hilary | Logout
Navigation Menu

76 days left in the 2017 filing period

Get Started Here

For Manual Data Entry

[Create Establishment](#) Add a new establishment to your account.

[View Establishment List](#) View the establishments which have been added to your account.

For Batch Data Transmission

[Upload a Batch File](#) Upload a CSV file containing your establishment and 300 A summary data.

[View Your API Token](#) Access your authentication token for use in electronically transmitting data via API.

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2016 Data Submission Status

300A Summary Status	Establishments
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EAO | If you have questions, please complete the [Help Request Form](#)

Create Establishment

[Establishment List](#) / Create Establishment

Injury Tracking Application

User: Hilary | Logout

Navigation Menu

Create Establishment

* Required Fields

Establishment Name *

Each establishment name must be different from all other establishment names provided.

Company Name

Please enter the name of the company that owns the establishment.

Address *

Please include your physical address, not a PO Box.

City *

State *

ZIP (5 or 9 digits) *

NAICS Industry Code or Description (start typing, then select) *

Begin typing either your 2012 NAICS code or the industry description, then select the correct value from the list. If you don't know your code and can't find it in the list, you can look it up at [OESdata.gov](#)

What was the maximum number of employees at this establishment for this year? *

Under 20 20-249 Over 250+

Please select the maximum number of employees (full-time, hourly, part-time, and seasonal workers) that the establishment had at ANY point during the filing year. This field can not be empty.

Is this establishment part of a public sector (government) entity? *

No Yes - State Government Yes - Local Government

Cancel

Save

[FAQ](#) | If you have questions, please complete the [Help Request Form](#)



View Establishment

View Establishment

User: Hilary | Logout

Navigation Menu

You have successfully created an Establishment

Establishment Details: Gisbon

ID: 262040

Company: Gisbon

Address: 130 S. Main St, Suite 400,
South Bend, TN, 38661

NAICS: 542110

Size: 20-249 employees

Government: 300A Status: Not Added

Edit Details

Remove

300A Submission Progress

1. Create an Establishment
2. Add 300A Summary Data
3. Submit Data to OSHA
4. Review Confirmation Email

Summary for Filing Year 2017

2017

Employee Information

Annual average number of employees:

Total hours worked by all employees last year:

There's currently no 300A Summary data for this establishment.

After you finish entering your 300A Summary data, you must submit the data to OSHA.

- You may submit data for a single establishment from this page.
- To submit multiple establishments at the same time go to the [Establishment List Page](#).
- It is possible to edit and resubmit data in the event of changes or errors.

Add 300A Summary

Submit 300A Data

Illness & Injury Rates

Total Case Incidence Rate (TCIR) *

Days Away Restrictions and Transfers (DART) *



Add 300A Summary

Summary of Work-related Injuries and Illnesses

* All Fields are Required

Establishment Name: **Gisbon**

Employment Information

Average number of employees *

Note: This is not necessarily the same as the maximum number of employees you selected when creating the establishment.

Total hours worked by all employees last year *

* Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day-to-day supervision by your establishment (e.g., temporary help service workers).
Do not include vacations, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employee actually worked.

Did any recordable work related injuries or illnesses occur at this establishment in this year? * Yes No

Select Yes if the establishment had recordable work-related injuries this year. Select No if it did not.

Number Of Cases

Enter 0 if there are no cases to report.

TOTAL NUMBER OF:

Deaths (G) * Cases with days away from work (H) * Cases with job transfer or restriction (I) * Other recordable cases (J) *



Add 300A Summary

Number Of Days

Enter 0 if there are no days to report.

TOTAL NUMBER OF:

Days away from work (K) * Days of job transfer or restriction (L) *

Injury And Illness Types

Enter 0 if there are no injuries or illnesses to report.

TOTAL NUMBER OF:

Injuries (M1) * Poisonings (M4) *
 Skin disorders (M2) * Hearing loss (M5) *
 Respiratory conditions (M3) * All other illnesses (M6) *

[Cancel](#) [Save](#)



View Establishment

View Establishment

User: Hilary | Logout
Navigation Menu

You have successfully created an Establishment

Establishment Details: Gisbon

ID: 263540	NAICS: 524210	Edit Details
Company: Gisbon	Size: 20-249 employees	Remove
Address: 130 S. Main St, Suite 400, South Bend, IN 46601	Government:	300A Status: Not Added

300A Submission Progress

- 1. Create an Establishment
- 2. Add 300A Summary Data
- 3. Submit Data to OSHA
- 4. Review Confirmation Email

Summary for Filing Year 2017

Employee Information

Annual average number of employees:
Total hours worked by all employees last year:

There's currently no 300A Summary data for this establishment.

After you finish entering your 300A Summary data, you must submit the data to OSHA.

- You may submit data for a single establishment from this page.
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[Add 300A Summary](#)
[Submit 300A Data](#)

Illness & Injury Rates

Total Case Incidence Rate (TCIR):

Days Away Restrictions and Transfers (DART):



Site Navigation

Injury Tracking Application Home

Injury Tracking Application
User: Hilary | Logout
Navigation Menu

Injury Tracking Application Home

76 days left in the 2017 filing period

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Step 2

Add 300A Summary Data

Step 3

Submit Data to OSHA

Step 4

Review Confirmation Email

2016 Data Submission Status

300A Summary Status	Establishments
Not Added	0
Not Submitted	0
Submitted	0
Total	0



Summary

- ▶ Determine if you have establishments which are partially exempt for OSHA Recordkeeping Requirements
- ▶ Review the NAICS list of industries that are considered high hazard
- ▶ Keep apprised of any updates on the OSHA website
- ▶ Keep apprised of any changes associated with State OSHA Plans
- ▶ Make sure all of your locations and key personnel are familiar with OSHA Reporting requirements.



OSHA Reportable Incidents

OSHA Reportable Work Related Injuries

- ▶ Fatality
 - ▶ Report within 8 hours
 - ▶ Any fatality that occurs within 30 days of a work-related incident
- ▶ Inpatient hospitalizations of one or more employees
 - ▶ Report within 24 hours
- ▶ Amputations
 - ▶ Report within 24 hours
- ▶ All work-related losses of an eye
 - ▶ Report within 24 hours
 - ▶ Occurs within 24 hours of a work-related incident.
- ▶ Heart Attack – fatality or inpatient hospitalization
 - ▶ Your local OSHA Area Office director will decide whether or not to investigate the incident.
- ▶ These reports to OSHA are called Severe Injury Reports (SIR)



Amputation

- ▶ Traumatic loss of a limb or other external body part.
- ▶ Includes a part, such as a limb or appendage, that has been severed, cut off, amputated
- ▶ **Includes complete or partial amputations**
- ▶ Fingertip amputations with or without bone loss
- ▶ **Medical amputations resulting from irreparable damage**
- ▶ **Amputations of body parts that have been reattached**



In-Patient Hospitalization

- ▶ A formal admission to the in-patient service of a hospital or clinic for care or treatment.
- ▶ The hospital or clinic makes the determination.
 - ▶ Simply admitted to the Emergency Room would not be reportable
 - ▶ Inpatient hospitalization for diagnostic testing or observation only would not be reportable
- ▶ Must be formally admitted to the in-patient service of the hospital to be a reportable event.



Reporting Incidents to OSHA

Reporting Fatalities and Severe Injuries

- ▶ Employers **do not** have to report these events:
 - ▶ Motor vehicle accident on a public street or highway.
 - ▶ Unless incident was in a construction zone
 - ▶ Occurred on a commercial or public transportation system
 - ▶ Only report a fatality to OSHA if the fatality occurs within thirty (30) days of the work-related incident.
 - ▶ Only report in-patient hospitalization, amputation, or loss of an eye to OSHA if it occurs within twenty-four (24) hours of the work-related incident.
 - ▶ However, all of the above examples may be considered recordable on the OSHA 300 log



How do I report an event to OSHA?

- ▶ Employers have three options for reporting the event:
 1. By telephone to the nearest OSHA Area Office during normal business hours.
 2. By telephone to the 24-hour OSHA hotline (1-800-321-OSHA or 1-800-321-6742).
 3. OSHA Online form. <https://www.osha.gov/pls/ser/serform.html>
- ▶ 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.



OSHA.gov

UNITED STATES DEPARTMENT OF LABOR

Occupational Safety and Health Administration

Posting Form 300A starting Feb. 1

Employers must prominently display 2017 summary of work-related injuries and illnesses in their workplaces from Feb. through April.

TAKE ACTION

- Contact OSHA
- File a safety and health complaint
- Report a death or severe injury
- Get whistleblower information
- Submit 2017 data electronically

NEWS

February 6, 2018
U.S. Department of Labor Reaches Settlement Agreement Resulting in Paperboard Company Paying \$175,000 in Penalties

February 7, 2018
U.S. Department of Labor Cites Georgia Manufacturer for Safety Violations, Proposes \$250,000 in Penalties

February 8, 2018
OSHA and the Board of Certified Safety Professionals Form Alliance to Provide Safety and Health Information to Construction Workers

OSHA WORKING WITH EMPLOYERS

- Training
- Compliance Assistance
- Cooperative and Recognition Programs

GIBSON
STRENGTH AGAINST RISK

UNITED STATES DEPARTMENT OF LABOR

Occupational Safety and Health Administration

Serious Event Reporting Online Form

Form No. OSHA 6-40.1

Validation Check - Enter State of Event to determine reporting requirements.

State: Indiana

NOTE: For employers covered by Federal OSHA that are located in State Plan States, to make a report:

- Call the nearest OSHA office.
- Call the OSHA 24-hour hotline at 1-800-321-4742 (OSHA).

OMB Control Number: 1218-0176

Expiration Date: February 28, 2018

GIBSON
STRENGTH AGAINST RISK

Serious Event Report

Serious Event Reporting Online Form

Items noted with an asterisk (*) are required in order to accept your submission.

Information about the location where the incident occurred

*Name of Location (or Description)

Street Address 1

Street Address 2

*City

*State

*County

*Zip

GPS Coordinates:

Information about the incident

*Date incident occurred ex. mm/dd/yyyy

*Time incident occurred ex. 2245

*What Happened?

Additional Information

Number of Fatalities



What information do I need to report?

- ▶ Name of Location (or Description) with Address
- ▶ Date incident occurred
- ▶ Time incident occurred
- ▶ What Happened?
- ▶ Number of Fatalities
- ▶ Number of Hospitalizations
- ▶ Legal Business Name with Address
- ▶ Contact Person(s)
- ▶ Victim Name (First and Last)
- ▶ What was the employee doing just before the incident occurred?
- ▶ What was the injury or illness?
- ▶ What object or substance directly harmed the employee?
- ▶ Type of incident; fatality, hospitalization, amputation, loss of an eye.



OSHA Response to Reporting Fatalities and Injuries

- ▶ The following conditions will always trigger an OSHA inspection:
 - ▶ All fatalities
 - ▶ Two or more in-patient hospitalizations
 - ▶ Any injury involving a worker under 18.
 - ▶ The employer has a history of the same or similar incidents within the past 12 months;
 - ▶ Repeat offenders (willful violations, failure-to-abate, or repeated citations).
 - ▶ Report of a hazard covered by a local, regional, or national emphasis program.
 - ▶ Any imminent danger



OSHA Response to Reporting Fatalities and Injuries

- ▶ OSHA will also consider the following:
 - ▶ What were the corrective measures taken?
 - ▶ Have they been implemented?
 - ▶ Are other employees still exposed?
 - ▶ Did the incident involve: Confined Space, Lockout Tagout, PSM, chemicals or heat stress or a fall?
 - ▶ Focus four for Construction:
 - ▶ Fall, Electrocution, Struck By, Caught In Between
 - ▶ Does the employer have work rules that address the incident?
 - ▶ How are the work rules communicated and enforced?
 - ▶ Does the employer have prior OSHA inspection history?



Rapid Response Investigation

- ▶ If OSHA does not inspect an employer after a Severe Injury Report is filed
- ▶ OSHA will conduct a Rapid Response Investigation (RRI) of the incident
 - ▶ An employer is expected to conduct its own investigation into the work-related incident and share its findings with OSHA.
 - ▶ Employers have five working days to inform OSHA of the results of its internal investigation by letter, email, or fax



Rapid Response Investigation



ERIC HOLCOMB, GOVERNOR
1000 West Washington Street, Room 10105
Indianapolis, Indiana 46204-2151
Phone (317) 232-2655
Fax (317) 233-3190

[Redacted]
[Redacted]

Dear Safety and Health Manager:

This letter is to follow up on your reporting of a hospitalization of an employee or [Redacted]. There are some important steps you should now be taking to ensure the safety of your workers and avoid an OSHA inspection.

In most cases, a serious injury or illness indicates the presence of workplace hazards that threaten the health and safety of other workers. IODHA is very concerned that the additional employees at your workplace are at risk of being injured. While this letter is not a citation, and we do not intend to conduct an inspection at this time, we ask that you immediately conduct your own investigation into the incident and make any necessary changes to avoid further incidents.

Please complete each of the following by [Redacted]:

1. Conduct an incident investigation (see Attachment A)
2. Document findings and send corrective action to RS@iosl.in.gov
3. *Please do not email a copy if you have submitted a response by email.* Post a copy of this letter where employees can readily review it.
4. Email a copy of the signed Certificate of Posting (Attachment B) to RS@iosl.in.gov

Please include the referral number in the subject line of all emails.

If we do not receive a response from you by [Redacted] indicating the actions you have taken, your worksite may be considered for an immediate on-site inspection.

The goal of your incident investigation will be to identify both the immediate and the underlying causes of the incident. To assist you in conducting an effective investigation, I have attached a guide you can use in identifying the root causes of the incident and taking the necessary steps to ensure your employees are protected from future injuries. Additional resources are available at www.osha.gov.

Please note that it is against the law for employers to retaliate or discriminate in any way against an employee for raising safety and health issues or for exercising their rights under the OSHA law. This includes the right to report a work-related injury or illness to their employer, or to contact IODHA.



Rapid Response Investigation

- ▶ OSHA may conduct an onsite inspection if they have not received a response or an inadequate response from an employer within the five working days.
- ▶ If OSHA is satisfied with the employer response, OSHA will send the employer a notification indicating that the matter is closed.
- ▶ OSHA may conduct monitoring inspections of closed RRI's based on a randomized selection of closed investigations.



Helpful Links

- ▶ **Basic OSHA Recordkeeping**
 - ▶ <https://www.osha.gov/recordkeeping2014/records.html>
- ▶ **Partially Exempt Industries**
 - ▶ <https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>
- ▶ **OSHA Recordkeeping High Hazard Industries**
 - ▶ <https://www.osha.gov/recordkeeping/NAICScodesforelectronicsubmission.html>
- ▶ **OSHA Definition of Establishment:**
 - ▶ https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12790
- ▶ **North American Industry Classification System**
 - ▶ <https://www.census.gov/eos/www/naics/faqs/faqs.html#q2>
- ▶ **Determine your NAICS Code**
 - ▶ <https://www.census.gov/eos/www/naics/>
- ▶ **Severe Injury Reports and Rapid Response Investigations**
 - ▶ https://www.osha.gov/dep/enforcement/Interm_Enforcement_Procedures.html
- ▶ **OSHA Definition of Work Related and Work Environment**
 - ▶ https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9636



Questions

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