

Public Employers: Injury, Illness, Needlestick Recordkeeping



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Agenda

Time	Topic
8:30	List learner's objectives in behavioral terms. Introduction Housekeeping Issues Class Schedule - Lunch – Breaks Overview Explain PERRP program Explain what recordkeeping and needlestick forms are required to be kept by Public Employers
12:00	Lunch break
1:00	Review required information and criteria for entering injuries and illness data on PERRP recordkeeping forms Review required information and criteria for entering information on PERRP sharps injury form Class break Case studies How to use the information on the forms Q & A Evaluation
4:30	Dismiss

Objectives

You will learn:

- How to interpret Public Employment Risk Reduction (PERRP) rules and regulations;
- The differences and similarities between PERRP and OSHA;
- About PERRP recordkeeping requirements for workplace injuries and illnesses;
- How to fill out, complete and submit PERRP recordkeeping and needlestick forms;
- Questions and answers for recordable and non-recordable workplace injuries.

Resources Available from the Division of Safety & Hygiene (DSH) Libraries

(800) 644-6292 (614) 466-7388

library@bwc.state.oh.us

www.ohiobwc.com

Safety training:

- Safety talks, outlines and scripts - DSH Safety leader's discussion guide, Training Center's One-hour safety presentations, reference books, web resources
- Videos – hundreds of safety and health topics
- Books and articles on training techniques

Machine and equipment safety:

- Safety standards (ANSI, NFPA, CGA)
- Books and articles on power presses, material handling equipment, lockout/tagout, etc.

Sample written programs:

- DSH program profiles and sample written programs
- Reference books
- Internet resources

Illness and injury statistics:

- Statistics from the U.S. Bureau of Labor Statistics
- National Safety Council's *Injury Facts*
- National Institute of Occupational Safety & Health (NIOSH) studies

Hazard communication and chemical safety:

- Chemical safety information
- Material safety data sheets (MSDSs)
- Sample written programs
- Videos
- Internet resources

Safety standards

- American National Standards Institute (ANSI) standards (including standards for construction, machinery and equipment, personal protective equipment)
- National Fire Protection Association (NFPA) fire codes (including the Life Safety Code and the National Electrical Code)
- Compressed Gas Association (CGA) standards

Other topics of interest (books, articles, magazines, videos and standards):

- Confined spaces
- Electrical safety
- Job safety analysis
- New employee orientation
- Powered industrial trucks
- Respiratory protection
- Scaffolds
- Spill response

Directories and lists of vendors of safety equipment

Occupational Safety & Health Administration (OSHA) regulations

Manual of Uniform Traffic Control Devices (MUTCD)

Recommendations of useful Internet sites

BWC publications

Saving You Time and Research

Requests for copies of OSHA standards, information on starting a safety committee, a video on accident investigation techniques -- these are some of the thousands of inquiries BWC's Division of Safety & Hygiene (DSH) libraries receive each year.

DSH has two libraries to serve you:

- The central library in the William Green Building in downtown Columbus;
- The resource center and video library located at the Ohio Center for Occupational Safety and Health (OCOSH) in Pickerington.

Both libraries are open 8 a.m. to 4:45 p.m., Monday through Friday. Your need for information does not require a visit to the library. You can phone, fax, or e-mail your requests and receive a quick response.

The central library provides free information services on the topics of occupational safety and health, workers' compensation and rehabilitation.

The OCOSH resource center provides similar services for those who visit OCOSH for meetings and training center classes.

The video library offers an extensive collection of videotapes to supplement your organization's safety and health training program. It is a convenient and popular source for Ohio employers to borrow quality occupational safety- and health-related training aids.

Visit our Web site at **www.ohiobwc.com**.

Central library
30 W. Spring St., Third Floor
Columbus OH 43215-2256
1-800-OHIOBWC
(614) 466-7388
(614) 644-9634 (fax)
library@bwc.state.oh.us

OCOSH resource center
13430 Yarmouth Drive
Pickerington OH 43147
1-800-OHIOBWC
Resource center (614) 728-6464
Video library (614) 644-0018

Introduction to PERPP



What is OSHA?
What is PERRP?



- Occupational Safety and Health Administration
- Public Employment Risk Reduction Program
- Both agencies are responsible for worker safety and health protection.



In The Beginning...
 A Brief History of Safety and Health Protection
 On The Job For Ohio's Public Employees

- **1970** Federal OSHA created (public employees exempted from coverage)
- **1973** Governor's Executive Order signed providing safety and health protection for executive branch state employees. (OPESH)
- **1992** Ohio Public Employment Risk Reduction Act was passed and OPESH becomes PERRP (House Bill 308)
- **July 1994** the Act went into full effect
- **July 2005** PERRP became part of the Ohio Bureau of Workers' Compensation, Division of Safety and Hygiene

What does PERRP do?

- Encourages public employers and employees to reduce workplace hazards and implement new or improve existing safety and health programs
- Develops and enforces mandatory job safety and health standards
- Maintains a reporting and recordkeeping system to monitor job-related injuries and illnesses
- Provides assistance, training and other support programs to help public employers and workers

Employer and Employee Responsibilities

- Each public employer in the State of Ohio must provide a place of employment free from recognized hazards
 - This requirement is known as the “General Duty Clause”
- Each public employee in the State of Ohio must
 - comply with all safety and health regulations and...
 - any reasonable safety and health policies developed by their employer

Compliance ...

The foundation of an effective safety and health program!



Without a foundation...



- The framework and structure of a safety and health program will collapse!
- Increased injuries and operating costs will result!
- When a foundation for compliance is built... a safety and health program can grow and flourish!

What is Enforced?

The regulatory elements of the PERRP Act are...

- The federal OSHA regulations:
 - Parts 1910, 1926 and 1928
- The FHWA, Manual on Uniform Traffic Control Devices (Millennium Edition)
- Applicable parts of Chapters 4167 of the Ohio Administrative Code and Ohio Revised Code
 - e.g., Injury and Illness recordkeeping and workplace safety poster



All OSHA posters must be removed and replaced by the required PERRP poster!



NO!



YES!

PERRP Recordkeeping Forms

- 300P, *Log of Work-Related Injuries and Illnesses*



- 300AP, *Summary of Work-Related Injuries and Illnesses*



- 301P, *Injury and Illness Incident Report*



- The forms clarify the requirements for public employers and reference the appropriate sections in the ORC/OAC.



PERRP Enforcement Inspections

Inspection Priorities

- PERRP conducts jobsite inspections for unsafe and/or unhealthy conditions...

- When there is a refusal to do work;
- When there is a fatality;
- When an incident occurs that hospitalizes three or more employees;
- When there is an employee complaint;
- When an employer requests assistance due to a complaint;
- When a request is submitted for consultative services.

ENFORCEMENT

Types of Violations

Findings fall into one of four different categories:

- Imminent Danger
- Serious
- Other Than Serious
- Other Findings and Recommendations
- On to the Top Ten list!

Refusal to Work

- Any public employee acting in good faith may refuse to work;
- Good faith means when a reasonable person would find that the conditions create...
 - An imminent danger of death or serious physical harm
 - Evidence must exist that a serious accident will occur immediately or, if not immediately, then before abatement would normally be required
- Good faith does not mean that an employee can refuse to perform a job task that might be reasonably expected to occur during the course of their regular duties.

Refusing to Work

Public employees that wish to invoke a refusal to work must follow these steps...

1. The employee must notify his or her immediate supervisor of the imminent danger condition.
2. If the employer refuses to correct or disputes the condition, the employee must contact PERRP. Employees are encouraged to contact PERRP by phone [(614)731-4380] as soon as possible.
3. A written statement explaining the imminent danger condition must be submitted to PERRP.

Fatalities

Reporting requirements

- All fatalities must be reported to PERRP within 8 hours of the accident or as soon as the employer becomes aware;
- This requirement also applies to the in-patient hospitalization of three or more employees as the result of a single catastrophic accident.

Complaints

Apply to any unsafe or unhealthful condition or practice

- Any public employee or employee representative may file a complaint with PERRP;
 - All complaints are kept confidential!
- The complaint must be submitted in writing to PERRP by letter or fax;
- Employees should initially attempt to have unsafe or unhealthy conditions corrected by contacting their immediate supervisor (or designated safety person).

Discrimination

The PERRP Act provides for employee protection

- Employees cannot be discharged or otherwise discriminated against for...
 - Invoking a good faith refusal to work,
 - Filing a complaint,
 - Speaking with an inspector during the course of an inspection, OR
 - Testifying at a hearing
- Health and Safety discrimination complaints can be filed with the State Personnel Board of Review.

Inspection Procedures

- An opening conference will be conducted to explain the scope of the inspection;
- A walk-around of the jobsite will be performed;
- Interviews of employees and management personnel will be conducted;
- A closing conference will be held to summarize the findings.

Inspection Reports

- Following all inspections, detailed reports are prepared and sent to the employer
 - In the case of a refusal to work or complaint investigation, a copy of the report is also sent to the employee or employee representative.
- Inspection reports include the following information:
 - Executive Summary (scope, purpose, outcome of visit)
 - Incident Description (details concerning the events prompting the enforcement visit)
 - Findings (description and locations of any alleged violations), and
 - Citations (issued if violations of standards are observed)

Citation Posting

When issued, they must be posted!

- Citations include the following information:
 - Standard (regulation that is alleged to have been violated)
 - Conditions (violation descriptions),
 - Findings (location where violations were observed), and an
 - Abatement Date (mandatory deadline to achieve compliance)
- Copies of citations must be prominently posted in a conspicuous place at or near each violation.
- Citations must remain posted until all cited violations are corrected, or for three working days, whichever period is longer.

Hazard Abatement

All hazards must be addressed

- Each enforcement citation will include an abatement date:
 - All hazards must be corrected by the assigned abatement date
 - Abatement Verification must be submitted to PERRP
- Abatement dates on citations may be contested within fourteen (14) calendar days of citation receipt.
 - The Administrator may require progress reports for citations where multi-step and/or long term abatement is granted

ORC 4167.10

Failure to Abate

All Hazards must be corrected in a timely fashion

- If a Public Employer, Public Employee, or Public Employee Representative willfully fails to comply with a final order from an enforcement inspection:
 - PERRP may apply to the Court of Common Pleas for an injunction, restraining order, or any other appropriate relief;
 - If granted, this action requires the Public Employer, Public Employee, or Public Employee Representative to comply with the abatement order.

Penalties

PERRP does not issue penalties

- Only an enforcement inspection can result in a civil penalty from the Court of Common Pleas
 - Penalty cannot exceed five hundred dollars (\$500) per day per violation
 - Total penalty may not exceed ten thousand dollars (\$10,000) per violation
- PERRP Consultations do not result in penalties!
- And...results of a consultative visit can not be used for 3 years as evidence in any court proceeding in the State of Ohio.



Public Employment Risk Reduction Program (PERRP)

"Serving Ohio's public employers in risk management by conducting free safety and health inspections"

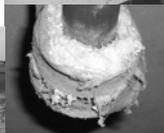
Consultative Services

Consultative Services

Consultations demonstrate a "Good Faith" effort by an employer to achieve compliance!

- Employers may request PERRP to perform the following consultative services:

- Safety Surveys
- Health Surveys
- Training



Consultative Services

- Safety Surveys
 - Comprehensive, or
 - Site specific



Consultative Services

- Health Surveys
 - Noise
 - Air monitoring
 - Chemical hygiene, etc.



Consultation Reports

A detailed report will be issued

- Following all consultative visits, reports are prepared and sent to the employer
- Employers are encouraged (but not required) to share the results of consultative inspections with their employees.
- Consultation reports include the following information:
 - Target Date (date for completion of corrective action)
 - Standard (regulation that is alleged to have been violated)
 - Condition (violation description),
 - Finding(s) (location where violations were observed),
 - Potential Effects (how a violation may injure a worker), and
 - Recommended Action (how to eliminate or control an observed hazard)

Corrective Action

Consultative hazards must also be addressed

- Consultative report findings are voluntarily abated by employers by assigned “target dates.”
 - However, compliance with cited standards is always mandatory.
- A corrective action report is sent to the employer following the inspection to verify abatement
- Abatement verification is used by our office for statistical analysis
- Employers who voluntarily abate hazards are demonstrating a “good faith” effort to comply with the cited standards.

Consultative Services

- Training

- OSHA 10 hr General Industry and Construction classes
- Standard specific
 - Permit Required Confined Spaces,
 - Trenching and Excavation,
 - Electrical hazard recognition,
 - Hazard Communication, etc.



Consultative Services

Only employers may submit requests for consultative services!

- All of PERRP's consultative services are performed, free of charge;
- Requests can be submitted by mail, fax, or on BWC's Web site: ohiobwc.com
- You can also phone in a request to PERRP at: (800) 671-6858

Questions



For More Information...

Ohio Bureau of Workers' Compensation
Division of Safety and Hygiene
Public Employment Risk Reduction Program
13430 Yarmouth Drive
Pickerington, Ohio 43147

Phone: (800)671-6858 (PERRP)
Phone: (800)OHIOBWC
Refusal to Work/Fatality Hotline: (614)731-4380



PERRP Consultants

Steve Mazur
419-878-4484

Williams, Fulton, Lucas, Defiance,
Henry, Wood, Paulding, Putnam,
Hancock, Van Wert, Allen, Hardin,
Logan, Shelby, Mercer, Auglaize

Glenn McGinley
419-865-4118

Ottawa, Sandusky, Erie, Lorain, Seneca,
Norton, Medina, Wyandot, Crawford,
Richland, Ashland, Wayne

Doug Kaple
330-498-0166

Cuyahoga, Lake, Geauga,
Ashtabula, Summit, Portage,
Trumbull, Stark, Mahoning,
Columbiana

Kim Mitchem
740-335-8014

Darke, Miami, Union, Champaign,
Madison, Franklin, Preble,
Montgomery, Clark, Greene,
Fayette, Pickaway, Clinton

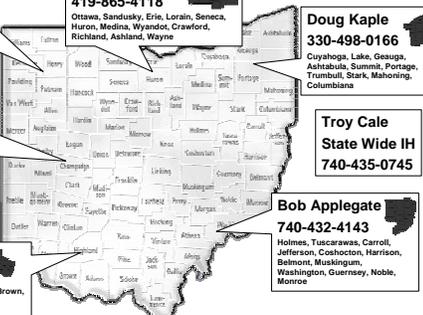
Troy Cale
State Wide IH
740-435-0745

Tim Clay
740-820-5945

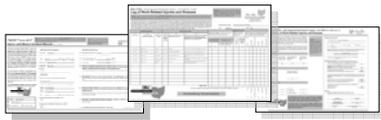
Butler, Warren, Hamilton, Clermont, Brown,
Highland, Adams, Ross, Pike, Scioto,
Jackson, Lawrence, Gallia

Bob Applegate
740-432-4143

Holmes, Tuscarawas, Carroll,
Jefferson, Coshocton, Harrison,
Belmont, Muskingum,
Washington, Guernsey, Noble,
Monroe



Course Slides



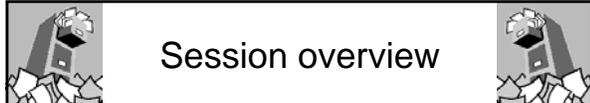
PERRP

Injury and Illness Recordkeeping

Data collection and submission requirements for public employers

Troy Cale
Industrial Hygienist
BWC Division of Safety & Hygiene
Public Employment Risk Reduction Program

1



Session overview

- What are the requirements for public employer injury and illness recordkeeping in Ohio Administrative Code (OAC) 4167-06?
 - Overview of the requirements
- What are the changes to recordkeeping procedures?
- What are the most common recordkeeping mistakes?
- What are the steps to becoming an effective record keeper?

2

Purpose (of the Rule)

- To develop a system of statistical data collection
- Public employers in Ohio are required to record and report work-related fatalities, injuries and illnesses
 - Note: Recording or reporting a work-related injury, illness, or fatality does not mean the the employer or employee was at fault, a PERRP rule has been violated, or that the employee is eligible for workers' compensation or other benefits.
- PERRP injury and illness recordkeeping and Bureau of Workers' Compensation are independent of each other

3

Scope of recordkeeping

- The OAC amplifies the Ohio Revised Code (ORC) and creates the details for recordkeeping.
- All fundamental recordkeeping requirements are outlined in OAC 4167-6-01 through 04
- Public employers in Ohio are therefore required to record work-related fatalities injuries and illnesses.

4

Scope of statistical collection

- The ORC creates the actual rule for statistical collection, no amplification needed.
- All fundamental statistical collection requirements are outlined in ORC 4167.11.
- It requires maintenance of an effective program of collection, compilation, and analysis of employment risk reduction statistics.
- Public employers in Ohio are therefore required to submit statistical information.

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ORC 4167.11 (B)

To implement and maintain the statistics program, the workers' compensation Board of Directors is required to adopt rules that require public employers to:

- “Make, keep, and preserve, and make available” necessary reports and records appropriate for standards enforcement or for developing information regarding the causes and prevention of occupational accidents and illnesses.

6

Recordkeeping vs. statistics

- Two independent requirements under Chapter 4167 blended together
- Less burdensome to submit recordkeeping summary instead of requiring independent statistics
- Recordkeeping requirement established in 1994
- Submit summary 300AP established in 2003
- Will allow public entities to compare injury illness data with similar entities

7

Statistical information DOES NOT:

- Cause an inspection;
- Cause citations or fines to be issued;
- Cause a determination of compensation rates;
- Determine injury, illness or fatality fault;
- Determine eligibility for a compensation claim.

8

ORC 4167.11 (B)

- Public employers are also required to:
 - Post notices or otherwise “keep their public employees informed” of their rights and obligations;
 - Maintain accurate records of public employee exposure to potentially toxic materials, carcinogenic materials, and harmful physical agents.



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Organization of the Rule

- 6-01: Records maintained by calendar year
- 6-02: Log and Summary
- 6-03: Supplementary Record
- 6-04: Annual Summary
- 6-05: Falsification of Records
- 6-06: BWC Reporting (Reserved)
- 6-07: Retention of Records
- 6-08: Access to Records
- 6-09: Monitoring Records
- 6-10: Reporting of Fatalities and Catastrophes



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Covered Employees

- Employees on payroll
- Employees of non-profit boards that are supervised by public employees (MRDD, etc.)
- Employees not on payroll who are supervised on a day-to-day basis (temporary employment)
 - Temporary help agencies only record their employee injuries when they are under their supervision. Injuries of temp workers who are supervised by a public employer must be recorded by the PE.
- Exclude volunteers and restitution workers

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Exemptions???

As of July 2007, there are NO exemptions. Ohio Public employers must log all recordable work-related injuries and illnesses. This includes work-related injuries and illnesses involving police officers, corrections officers, firefighters, EMTs and paramedics.

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Multiple business establishments

- Employers must keep a separate log and summary for each establishment.
- Establishment is defined as:
 - A single physical location where business is conducted; or,
 - Where services or industrial operations are performed.
- Establishment logs can be maintained in a central location, if:
 - Incidents are reported to the central office within six calendar days
 - Updated copies of the Log are provided to each establishment quarterly.



OAC 4167-6-02

Required forms

- Log and summary, PERRP 300P and 300AP or equivalent
- Supplementary, PERRP 301P or equivalent
- BWC First Report of an Injury, Occupational Disease or Death (FROI) is equivalent to 101/301.



OAC 4167-6-02 & 4167-6-03

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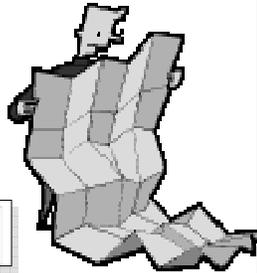
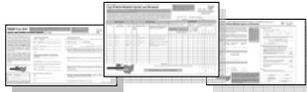
PERRP forms

- 300P, *Log of Work-Related Injuries and Illnesses* 
- 300AP, *Summary of Work-Related Injuries and Illnesses* 
- 301P, *Injury and Illness Incident Report* 
- The new forms clarify the requirements for public employers and reference the appropriate sections in the ORC/OAC.
- More on the new forms later.

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Filling out the forms

You must follow the instructions!



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What instructions?

- PERRP has created a set of instructions to help public employers understand and apply the recording criteria.
 - The PERRP instructions are similar to the Federal OSHA instructions but different.

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WHAT DO I DO FIRST?

- PERRP 301P or equivalent
- BWC First Report of Injury (FROI) is equivalent to 301P.

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Recording criteria

Public employers must record each fatality, injury or illness that:

- Is work-related, and;
- Is a new case, and;
- Meets one or more of the recording criteria contained in the instructions.

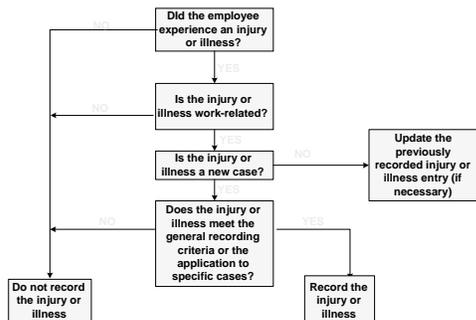
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General recording criteria

- Requires records to include any work-related injury or illness resulting in one of the following.
 - Death
 - Days away from work
 - Restricted work or transfer to another job
 - Medical treatment beyond first aid
 - Loss of consciousness
 - Diagnosis of a significant injury/illness by a physician or other licensed health care professional

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Recording Criteria Decision Tree



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Work-relatedness



- Cases are work-related if:
 - An event or exposure in the work environment either caused or contributed to the resulting condition;
 - An event or exposure in the work environment significantly aggravated a pre-existing injury or illness.

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Work-relatedness

- Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment.
- A case is presumed work-related if, and only if, an event or exposure in the work environment is a discernable cause of the injury or illness or of a significant aggravation to a pre-existing condition.
- The work event or exposure need only be one of the discernable causes; it need not be the sole or predominant cause.

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Work-related exceptions

There are a total of nine exceptions.

1. Commuting to and from an establishment
2. Eating, drinking or preparing food or drink for personal consumption
3. Common colds and flu
4. Voluntary participation in wellness or fitness programs
5. Personal grooming or self-medication
6. In the establishment as a member of the general public
7. Symptoms of non-work related injury/illness
8. Personal tasks not related to employment, and
9. Mental illness (unless employee provides proof of work relatedness)

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Travel Status

Any injury or illness that occurs while an employee is on travel status is work-related if it occurred while the employee was engaged in work activities in the interest of the employer.

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Work at Home*

Injuries and illnesses that occur are work-related if they:

- occur while the employee is performing work for pay or compensation in the home, and
- are directly related to the performance of work rather than the general home environment



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Significant aggravation

- A pre-existing injury or illness is significantly aggravated when an event or exposure in the work environment results in any of the following (which otherwise would not have occurred).
 - Death
 - Loss of consciousness
 - Days away, days restricted or job transfer
 - Medical treatment

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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.



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

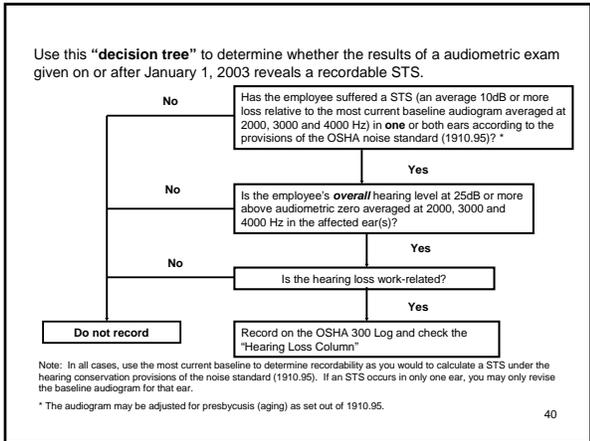


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First aid (continued)

- Drilling of fingernail or toenail, draining fluid from blister
- Eye patches
- Removing foreign bodies from eye by 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





Musculoskeletal Disorders

- Applies the same recording criteria to musculoskeletal disorders (MSDs) as to all other injuries and illnesses
- Employer retains flexibility to determine whether an event or exposure in the work environment caused or contributed to the MSD

1904.12

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Day counts

- Eliminates the term lost workdays and focuses on days away or days restricted or transferred
- Includes rules for counting that rely on calendar days instead of workdays



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Days away cases

- Day counts (days away or days restricted)
 - Count the number of calendar days the employee was unable to work (include weekend days, holidays, vacation days, etc.).
 - Cap day count at 180 days away and/or days restricted.
 - May stop day count if employee leaves your agency for a reason unrelated to the injury or illness.
 - If a medical opinion exists, employer must follow that opinion.
 - DO NOT count the day of the injury!

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Employee privacy

- Prohibits employers from entering an individual's name on the Log for certain types of injuries/illnesses (enter "privacy case")
- Provides employers the right not to describe the nature of sensitive injuries where the employee's identity would be known
- Gives employee representatives access only to the portion of Incident Report which contains no personal information
- Requires employers to remove employees' names before providing the data to persons not provided access rights under the rule

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Privacy cases

- You must consider the following injuries or illnesses to be privacy concern cases.
 - An injury or illness to an intimate body part or the reproductive system
 - An injury or illness resulting from a sexual assault
 - Mental illnesses
 - HIV infection, hepatitis, or tuberculosis
 - Needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or OPIM (see § 1910.1030 for definitions)
 - Other illnesses, if the employee voluntarily requests that his or her name not be entered on the log.
- This is the complete list of all injuries and illnesses considered privacy concern cases for the purposes of PERRP recordkeeping, and it is consistent with HIPAA.

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Restricted work cases

- Restricted work activity exists if the employee is:
 - Unable to work the full workday he or she would otherwise have been scheduled to work; or
 - Unable to perform one or more routine job functions.
- An employee's routine job functions are those activities the employee regularly performs at least once per week.

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Restricted work

A case is not recordable as a restricted work case if:

- The employee experiences minor musculoskeletal discomfort,
- A health-care professional determines that the employee is fully able to perform all of his or her routine job functions, or;
- The employer assigns a work restriction to that employee for the purpose of preventing a more serious condition from developing.

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Job Transfer

- An injured or ill employee is assigned to a job other than his or her regular job for part of the day
- A case is recordable if the injured or ill employee performs his or her routine job duties for part of a day and is assigned to another job for the rest of the day



1904.7(b)(4)

Master summary

- Employers with multiple establishments are asked to create and submit a master summary.
- So, one summary should be submitted from each of the following:
 - Cities, townships, school districts, special districts, villages, and most state agencies
- There are a few exceptions to the master summary submission.

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Master summary exceptions

- The following must submit multiple summaries
 - Counties, one summary for each of the following:
 - Commissioners, highway engineer, county home/care center, county MRDD)
 - Universities and colleges
 - One summary for each campus or branch campus and one for each medical center/hospital
 - ODOT
 - One summary for each district
 - ODNR
 - One summary for each park
 - ODRC
 - One summary for each correctional facility

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Reporting to PERRP

- All summary submissions must include the public employer's BWC risk number.
- Copies of subsequent annual summaries must be sent to PERRP by Feb. 1 of each year.
 - You can submit your summary by logging onto: ohiobwc.com with BWC login and password.



OAC 4167-6-04

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Retention and updating

- Retain forms for five years following the year that they cover.
- Update the Log during that period.
- You do not need to update the summary or incident forms.



OAC 4167-6-07

55

State of Ohio - Public Employment Risk Reduction Program - Form 388AP (Rev. 07/2006)
Summary of Work-Related Injuries and Illnesses

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.

Administrator Name (Print)	Title
Administrator Name (Signature)	Date
Phone	Email Address

This summary of work-related injuries and illnesses must be kept on file at the facility for the year covered by the form. It must be posted in a location accessible to each employee and/or other authorized representatives, but need not be posted in areas accessible to the public or non-employees.

This summary must be submitted to PERRP on or before February 1 of the year following the year covered by the form. The required information may be submitted by mail, fax, or electronically to PERRP's Web site, perc.state.oh.us.

Calculate the injury and illness incidence rates for your establishment:
Incidence rate for OSHA 2000
OSHA 2000-100
OSHA 2000-1000

Knowingly falsifying this document may result in a fine.

PERRP
Public Employment Risk Reduction Program

Falsification and failure to maintain records or reports

- A failure to post a copy of the establishment's annual summary will result in the issuance of a citation.
- If a false statement, representation or certification of the required records is knowingly given, a willful failure to comply order will be issued.

ORC 4167.05

57

BAD
 THE 7 HABITS OF

IN HIGHLY
EFFECTIVE

 RECORDKEEPERS

Or...
 Who wants to be an effective recordkeeper?

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Bad Habit #1

- Failure to fill in the Year at the top of the 300P Log and Summary
- Prevents PERRP and the employer from measuring sequential annual incidence rates.

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 2006

Ohio Bureau of Occupational Safety and Health, PERRP
13430 Yarmouth Drive
Pickerington, Ohio 43147

Establishment name My Ohio School Building
 City MyTown State Ohio

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Bad Habit #2



- **Over-recording of incidents on the Log**
 – (e.g. first aid incidents, miscounting days away from work, new case in new year)
- Not every incident is recordable and not every BWC compensable claim is recordable.
- Over-recording creates artificially high incidence rates.
- Research each case carefully and compare the facts to the recording criteria.

60



Bad Habit #3

- Failure to properly calculate total number of full-time and part-time employees
- Including police, firefighters, paramedics and EMTs in your total count (these job classifications are listed separately)
- Including substitutes and volunteers in your total count

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Bad Habit #4



- **Failure to maintain a Log and Summary for each establishment**
- This requirements helps identify specific work area concerns.
- PERRP and the employer can then focus on areas of greatest concern.
- This will result in a timely resolution of safety and health concerns.

62

Bad Habit #5



- **Failure to certify the Summary**
- Certifying the Summary ensures that upper management is aware of the injury and illness trends in its establishments.
- Upper management knowledge is critical in the development and prioritization of safety and health issues.
- Management commitment and planning establish a firm foundation for an effective safety and health program.

63



Bad Habit #6



- **Failure to post the Summary**
- Post the summary from Feb. 1 to April 30 every year, even if you do not have any recordable injuries (zero summary)!
- Employees must be informed of the nature and frequency of workplace injuries and illnesses.
- Communication is key to the success of a safety and health program.

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Bad Habit #7



- **Failure to submit the Summary**
- This provides the employer and PERRP with a snapshot of overall concerns in the workplace.
- Helps the employer and PERRP compare incidence rates across public employment sectors.
- With data from every public employer in Ohio, PERRP can concentrate on areas of concern and develop effective consultation program enhancements to prevent public employment injuries and illnesses.

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The 7 Bad Habits

1. Failure to fill in the Year at the top of the 300P Log and Summary
2. Over-recording of incidents on the Log
3. Failure to properly calculate total number of employees
4. Failure to maintain a Log and Summary for each establishment
5. Failure to certify the Summary
6. Failure to post the Summary
7. Failure to submit the Summary

66

Reporting needlesticks



- OAC 4167-3-06(B) requires employers to record all needlestick and sharps injuries involving contamination by another person's blood or other potentially infectious material.
- In addition to recording, all sharps injuries must be reported to PERRP electronically or by the approved form.

PERRP sharps injury form





Scenario 1

Sue Wilson is a student teacher working in her classroom at Maple High School, 1100 Wheeling Ave. Cambridge, OH 43725. Sue started her workday at 7:00 a.m. at the end of her first class at 8:20 a.m. she trips on some books and falls on the concrete floor and is sent to the hospital where she is diagnosed with a broken wrist. Is this a recordable injury on the school district's 300P log?

70

Answer 1

Yes. Sue is a student teacher and although she is not an employee of the school district she is under the direction and control of the school district. Therefore her injury is recordable.
Now let's take the information we have and complete a PERRP 301P form for Sue.

71

Scenario 2

Bob is a county employee; his headquarters is home-based. Bob is moving a file box full of work-related documents at his home office and drops the file box on his foot, breaking a toe. Is this injury recordable on his employer's 300P log?

72

Answer 2

Yes. PERRP considers injuries and illnesses that occur while an employee is working at home, including work in a home office, work related if the injury or illness occurs while the employee is performing work for pay or compensation in the home.

73

Scenario 3

Mike normally reports to his local office, however he is required to report to the Central Office for a week to work on a project. Mike checks into a hotel on Monday. On Tuesday morning Mike is driving to the Central Office and is involved in an accident that requires him to be hospitalized. Is this work related?

74

Answer 3

No. If the employee has established a home away from home and is reporting to a fixed work site each day, you do not consider injuries or illnesses work-related if they occur while the employee is commuting between the temporary residence and the job location.

75

Scenario 4

Shelly is a firefighter for a small town in Ohio. Shelly is at a fire scene and receives burns to her arms that require medical treatment. Is her employer required to keep a PERRP 300P log and record her injuries?

76

Answer 4

Yes. This is one of the changes that PERRP implemented this year. All work-related injuries and illnesses to firefighters, EMTs and police officers are to be recorded on the employer's 300P log.

77

Scenario 5

Terry is a part-time seasonal employee for Greenacres State Park. While working on some equipment, Terry cuts his finger and goes to the hospital where the doctor gives him a tetanus shot and applies a butterfly bandage to the wound. Is this a recordable injury?

78

Answer 5

No. Not because Terry is only part-time or a seasonal employee, but because both a tetanus shot and a butterfly bandage are considered first aid not medical treatment.

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THIS IS YOUR CHANCE TO MAKE A DIFFERENCE

- **WHO** SHOULD I SHARE THIS INFORMATION WITH.
- **WHAT** CAN I DO WITH THIS INFORMATION THAT WILL HELP IMPROVE OUR FACILITIES INJURY AND ILLNESS RATE.
- **WHERE** ARE THE MAJORITY OF THE INJURIES AND ILLNESS OCCURING.
- **WHEN** ARE THE MAJORITY OF OUR INJURIES AND ILLNESSES OCCURING
- **WHY** SHOULD I BOTHER WITH IT.

80

WHO

- MANAGEMENT
- SUPERVISORS
- SAFETY OFFICERS
- TRAINING OFFICERS
- SAFETY COMMITTEE
- AFFECTED EMPLOYEES

81

WHAT

- DETERMINE IF CERTAIN JOB CLASSIFICATIONS OR JOB TASKS PRESENT A GREATER RISK FOR INJURIES OR ILLNESSES.
- TARGET TRAINING ACTIVITIES FOR THE COMING YEAR.
- ALLOCATE FUNDS FOR NECESSARY S&H EQUIPMENT.

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WHERE

- CERTAIN LOCATIONS
- CERTAIN DEPARTMENTS
- CERTAIN SUPERVISORS
- CERTAIN JOB CLASSIFICATIONS
- CERTAIN WORK ACTIVITIES

83

WHEN

- DIFFERENT WORK SHIFTS
- TIMES OF THE DAY
- SEASONS

84

WHY

- REDUCED WORKERS' COMP RATES
- REDUCED LOST WORKDAYS
- A SAFER AND HAPPIER WORKFORCE.
- POSSIBLE PROMOTION FOR YOU.

85

More information is available!

- Call PERRP at (800) 671-6858.
- Call your local Division of Safety & Hygiene consultant.
- Log onto: ohiobwc.com.



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For More Information...

BWC Division of Safety & Hygiene
Public Employment Risk Reduction Program
13430 Yarmouth Drive
Pickerington, OH 43147

Phone: (800) 671-6858 (PERRP)
Phone: 1-800-OHIOBWC
Refusal to work/fatality hotline: (614) 731-4380



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PERRP consultants

Steve Mazur
(419) 878-4484
Williams, Fulton, Lucas, Defiance, Henry, Wood, Paulding, Putnam, Hancock, Van Wert, Allen, Hardin, Logan, Shelby, Mercer, Auglaize

Glenn McGinley
(419) 865-4118
Ottawa, Sandusky, Erie, Lorain, Seneca, Huron, Medina, Wyandot, Crawford, Richland, Ashland, Wayne

Doug Kaple
(330) 498-0161
Cuyahoga, Lake, Geauga, Ashland, Summit, Portage, Trumbull, Stark, Mahoning, Columbiana

Kim Mitchem
(740) 335-8014
Darke, Miami, Union, Champaign, Madison, Franklin, Preble, Montgomery, Clark, Greene, Fayette, Pickaway, Clinton

Troy Cale
Statewide Industrial Hygienist
(740) 435-0745

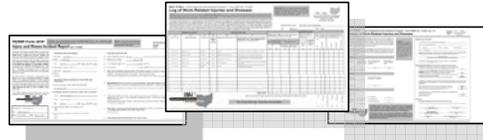
Tim Clay
(740) 820-5945
Butler, Warren, Hamilton, Clermont, Brown, Highland, Adams, Ross, Pike, Scioto, Jackson, Lawrence, Gallia

Bob Applegate
(740) 432-4143
Holmes, Tuscarawas, Carroll, Jefferson, Coshocton, Harrison, Belmont, Muskingum, Washington, Guernsey, Noble, Monroe



Recordkeeping Instructions

PERRP Forms for Recording Work-Related Injuries and Illnesses



Dear Ohio Public Employer:

This booklet includes the forms and the instructions needed for maintaining occupational injury and illness records for public employers. In July 2003, the Public Employment Risk Reduction Program (PERRP) announced changes to its injury and illness recordkeeping rule. The new rule, effective January 2005, requires Ohio public employers to complete the OSHA 300 series injury and illness recordkeeping forms or maintain equivalent forms. PERRP has created equivalent Ohio specific forms for public employers and this packet includes the new forms.

The new forms have changed in several important ways from the previous recordkeeping forms. Please review the forms and the accompanying instructions to ensure that you are maintaining accurate records.

Changes to the *Log of Work-Related Injuries and Illnesses (300P/Log)* —

- The form number for the Ohio Log has changed to the 300P.
- The positions of the day count columns are switched. The days away from work column now comes before the days on job transfer or restriction.
- The column heading *Classify the case* is more prominent to make it clear that employers should mark only one selection among the four columns offered.
- There are new recording criteria for occupational hearing loss.

Changes to the *Summary of Work-Related Injuries and Illnesses (300AP/Summary)* —

- The form number for the Ohio Summary has changed to the 300AP.
- PERRP added fields for the total number of full time and part time employees by your agency's definition Jul 07.

On Feb. 7, 2003, PERRP announced its decision to require all public employers to submit the information on the Summary directly to PERRP. You may use alternative forms or electronic methods of recording this required information if the alternative method collects all of the required data.

PERRP shares with you the goal of preventing injuries and illnesses in Ohio's public employment workplaces. Accurate injury and illness records will help us achieve that goal.

*Public Employment Risk Reduction Program
Ohio Bureau of Workers' Compensation
13430 Yarmouth Drive, Pickerington, Ohio 43147*

What's inside?

In this package, you'll find everything you need to complete PERRP's *Log of Work-Related Injuries and Illnesses (300P/Log)* and *Summary of Work-Related Injuries and Illnesses (300AP/Summary)* for the next several years. The package includes:

An overview: Recording work-related injuries and illnesses — General instructions for filling out the forms in this package and definitions of terms you should use when you classify your cases as injuries or illnesses;

How to fill out the Log — Instructions for correctly recording case entries on the Log;

Quick reference sections — Example forms you can use as guides to properly filling out the Log, Summary and Incident Report;

PERRP Log (300P) — Included are several blank copies of the Log (but you may make as many copies of the Log as you need.) Notice that the Log is separate from the Summary form;

PERRP Summary (300AP) — Included are several blank copies of the Summary for easy posting at the end of the year. Note: you only post the Summary, not the Log;

PERRP Form 301P, Injury and Illness Incident Report — A copy of the 301P used to gather details about the incident. You may make as many copies as you need or use an equivalent form;

Please take a few minutes to review this package. If you have any questions, call PERRP at: (800) 671-6858, or log on to **ohiobwc.com**, click on Safety Services, then click on Public Employment Risk Reduction Program under Consultative Services. Scroll Down to the on-line form.

We'll be happy to help you!

An overview: Recording work-related injuries and illnesses

Public employers use the *Log of Work-Related Injuries and Illnesses* (300P/Log) to classify work-related injuries and illnesses, and provide information about the extent and severity of each case. When an incident occurs, use the Log to record specific details about what happened and how it happened. The *Summary of Work-Related Injuries and Illnesses* (300AP/Summary) — a separate form — shows annual category totals.

On Feb. 1 of each year, post the Summary in a visible location so your employees are aware of the injuries and illnesses occurring in their workplace. You must post it in a location accessible to public employees and/or public employee representatives, but you do not need to post it in areas accessible to the public or non-employees.

Public employers must keep a Log for each establishment or physical work location. If you have more than one establishment, you must keep a separate Log and Summary for each location. If you have more than one location you are also asked to maintain a master Summary that consolidates the data totals for all of your work locations. Submit the master Summary to PERRP on or before Feb. 1 of each year.

For example, a school district, with 10 elementary schools, 1 high school, 1 administration building, and a 1 bus garage, must maintain a total of 13

establishment Logs, a Summary for each of the 13 establishments and one master Summary.

Cases listed on the Log are not necessarily eligible for workers' compensation or other insurance benefits. Listing a case on the Log does not mean the employer or worker was at fault or that they violated a PERRP standard.

Note: Your employees have the right to review your injury and illness records. For more information on employee access rights, consult Ohio Administrative Code (OAC) 4167-6-08, *Access to records*.

When is an injury or illness considered to be work related?

PERRP considers an injury or illness to be work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing condition.

PERRP presumes work relatedness for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies (See exceptions listed in these instructions).

PERRP considers the work environment to be the establishment and other locations where one or more employees

are working or are present as a condition of their employment. The work environment includes not only physical locations, but also the equipment or materials used by the employee during the course of his or her work.

How do I handle a case if it is not obvious whether the incident or exposure occurred in the work environment or occurred away from work?

In these situations, you must evaluate the employee's work duties and environment to decide whether or not one or more events or exposures in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing condition.

How do I decide whether an injury or illness is work-related if the employee is on travel status at the time the injury or illness occurs?

Injuries and illnesses that occur while an employee is on travel status are work-related if, at the time of the injury or illness, the employee was engaged in work activities in the interest of the employer.

Examples of these activities include: travel to and from customer contacts, conducting job tasks, and entertaining or being entertained to transact, discuss, or

Where do I start?



1. Within **six** calendar days after you receive information about a case, decide if the case is recordable under PERRP recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing case.
3. Establish whether the case was work-related.
4. If the case is recordable, decide which form you will fill out as the injury and illness incident report.

Note: You may use PERRP's 301P: *Injury and Illness Incident Report* or an equivalent form. The Ohio Bureau of Workers' Compensation, *First Report of an Injury, Occupational Disease or Death* (FROI) is an acceptable substitute. To be considered an equivalent form any other substitute must contain the same information as the data collected on the 301P.

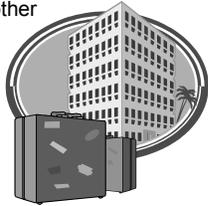
How to work with the Log.

1. Identify the employee involved unless it is a privacy concern case as described in these instructions.
2. Identify when and where the case occurred.
3. Describe the case, as specifically as you can.
4. Classify the seriousness of the case by recording the most serious outcome associated with the case, with column G (Death) being the most serious and column J (Other recordable cases) being the least serious.
5. Identify whether the case is an injury or illness. If the case is an injury, check the injury category. If the case is an illness, check the appropriate illness category.

promote business (work-related entertainment only includes entertainment activities engaged in at the direction of the employer). Injuries or illnesses that occur when the employee is on travel status do not have to be recorded if they meet one of the following exceptions:

- ▶ If a traveling employee checks into a hotel, motel, or into another temporary residence, he or she establishes a home away from home.

You must evaluate the employee's activities after he or she checks into the hotel, motel, or other temporary residence for their work-relatedness in the same manner as you evaluate the activities of a non-traveling employee. When the employee checks into the temporary residence, he or she is considered to have left the work environment.



When the employee begins work each day, he or she re-enters the work environment. If the employee has established a home away from home and is reporting to a fixed worksite each day, you do not consider injuries or illnesses work-related if they occur while the employee is commuting between the temporary residence and the job location.

- ▶ If a traveling employee has taken a detour for personal reasons. BWC does not consider injuries or illnesses work related if they occur while the employee is on a personal detour from a reasonably direct route of travel (e.g., has taken a side trip for personal reasons).

How do I decide if a case is work-related when the employee is working at home?

PERRP considers injuries and illnesses that occur while an employee is working at home, including work in a home office, work related if the injury or illness occurs while the employee is performing work for pay or compensation in the home.

If the home-based employee suffers an injury or illness directly related to the performance of work rather than to the general home environment or setting, the incident would be recordable. Working from home scenarios include:

- ▶ If an employee drops a box of work documents and injures his or her foot, the case is work-related.
- ▶ If an employee's finger is cut or lacerated while using equipment provided by the employer to perform work at home, and the finger requires stitches or becomes infected and requires medical treatment, the injury is work-related.
- ▶ If an employee is injured because he or she trips on the family dog while rushing to answer a work phone call, the case is not work-related.
- ▶ If an employee working at home is electrocuted because of faulty home wiring, the injury is not work-related.

Some of my employees work at several different locations or do not work at any of my establishments at all. How do I record cases for these employees?

For recordkeeping purposes, you must link each of your employees with one of your establishments. You must record the injury and illness on the Log of the injured or ill employee's establishment, or on a Log that covers the employee's short-term establishment.

How do I record an injury or illness when an employee of one of my establishments is injured or becomes ill while visiting or working at another of my establishments, or while working away from any of my establishments?

If the injury or illness occurs at one of your establishments, you must record the injury or illness on the Log of the establishment at which the injury or illness occurred. If the employee is injured or becomes ill and is not at one of your establishments, you must record the case on the Log at the establishment at which the employee normally works.

Which work-related injuries and illnesses must be recorded?

PERRP believes most significant injuries and illnesses will result in one of the following outcomes. Therefore, you must record those work-related injuries and illnesses that result in:

- ▶ Death;
- ▶ Loss of consciousness;
- ▶ Days away from work;
- ▶ Restricted work activity or job transfer;
- ▶ Medical treatment beyond first aid.

You must also record all work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed in the next section of these instructions.

You must always record the following work-related conditions at the time of diagnosis by a physician or other Practicing Licensed Health-Care Professional (PLHCP): cancer, chronic irreversible disease, a fractured or cracked bone (including a tooth), or a punctured eardrum.

In general, PERRP considers the outcomes listed above as significant injuries and illnesses. You must record these at the time of initial diagnosis even if even if, in a particular case, medical treatment or work restrictions are not recommended, or are postponed.

In addition, there are some significant progressive diseases, such as asbestosis, silicosis, and some types of cancer, for which medical treatment or work restrictions may not be recommended at the time of diagnosis but are likely to be recommended as the disease progresses.

How do I know if an event or exposure in the work environment significantly aggravated a pre-existing injury or illness?

A pre-existing injury or illness has been significantly aggravated, for purposes of PERRP injury and illness recordkeeping, when an event or exposure in the work environment results in any of the following:

- ▶ Death, provided the pre-existing injury or illness would likely not have resulted in death but for the occupational event or exposure.
- ▶ Loss of consciousness, provided the pre-existing injury or illness would likely not have resulted in loss of consciousness but for the occupational event or exposure.
- ▶ One or more days away from work, or days of restricted work, or days of job transfer that otherwise would not have occurred but for the occupational event or exposure.
- ▶ Medical treatment in a case, which required no medical treatment for the injury or illness before the workplace

event or exposure, or the workplace event or exposure necessitated a change in medical treatment.

Which injuries and illnesses are considered pre-existing conditions?

An injury or illness is a pre-existing condition if it resulted solely from a non-work-related event or exposure that occurred outside the work environment.

Are there work-related injuries and illnesses I am not required to record?

Yes. You are not required to record injuries and illnesses if:

- ▶ At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
- ▶ The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.
- ▶ The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee chokes on a sandwich while in the employer's establishment, the case is not work related.

Note: If an employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related. Likewise, if a food service employee is injured while preparing or serving food to the public or

other employees, the case would be considered work-related.

- ▶ The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
- ▶ The injury or illness is solely the result of personal grooming, self medication for a non-work-related condition, or is intentionally self-inflicted.
- ▶ The injury or illness is caused by a motor vehicle accident and occurs on a agency parking lot or agency access road while the employee is commuting to or from work.
- ▶ The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, baseball, etc.
- ▶ The illness is the common cold or flu, even if it was contracted in the workplace.

Note: PERRP considers contagious diseases diagnosed by a physician or other PLHCP such as tuberculosis, brucellosis, hepatitis A, or plague work-related if the disease infects the employee at work.. The disease becomes recordable on the date of the diagnosis, not on the date of exposure.

- ▶ The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or PLHCP with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating the employee has a work-related mental illness.

Are there any additional criteria for recording injuries and illnesses?

You must record the following conditions when they are work-related.:

- ▶ Any needlestick injury or cut from a sharp object contaminated with another person's blood or other potentially infectious material.

Note: You are required to report these incidents directly to PERRP as soon as you become aware of the exposure, in accordance with OAC 4167-3-06, *Safe needle standards*.

- ▶ Any case requiring an employee to be medically removed under the requirements of an OSHA health standard (i.e., standards found in 29 CFR 1910 Subpart Z, or 29 CFR 1926 Subpart Z).
- ▶ Tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or PLHCP after exposure to a known case of active tuberculosis.
- ▶ An employee's hearing test (audiogram) reveals: 1) the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz), and; 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000Hz) in the same ear(s) as the STS.

What is medical treatment?

Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are NOT recordable:

- ▶ Visits to a doctor or health-care professional solely for observation or counseling;
- ▶ Diagnostic procedures (including administering prescription medications used solely for diagnostic purposes, X-rays, MRIs, etc.), and
- ▶ Any procedure that can be labeled first aid.



What is first aid?

If the incident required only one of the following types of treatment, consider it first aid. DO NOT record the case if it only involves:

- ▶ Using non-prescription medications at nonprescription strength;
- ▶ Administering tetanus immunizations;
- ▶ Cleaning, flushing, or soaking wounds on the skin surface;
- ▶ Using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages.
- ▶ Using hot or cold therapy;
- ▶ Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- ▶ Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
- ▶ Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- ▶ Using eye patches;
- ▶ Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- ▶ Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye;
- ▶ Using finger guards;
- ▶ Using massages;
- ▶ Drinking fluids to relieve heat stress.



Are any other procedures included in first aid?

No. This is a complete list of all treatments considered first aid for recording purposes. If a procedure or treatment is not on the list, then PERRP considers it to be medical treatment beyond first aid.

Does the professional status of the person providing the treatment have any effect on what PERRP considers first aid or medical treatment?

No. PERRP considers the treatments listed in these instructions to be first aid regardless of the professional status of the person providing the treatment. Even when a physician or PLHCP provides the treatments, PERRP considers them to be first aid for determining recordability.

Similarly, PERRP considers treatment beyond first aid to be medical treatment even when someone other than a physician or PLHCP provides the treatment.

What if a physician or PLHCP recommends medical treatment but the employee does not follow the recommendation?

If a physician or PLHCP recommends medical treatment, you should encourage the injured or ill employee to follow the recommendation.

But, you must record the case even if the injured



or ill employee does not follow the physician or PLHCP's recommendation.

Is every work-related injury or illness case involving a loss of consciousness recordable?

Yes. You must record a work-related injury or illness if the worker becomes unconscious, regardless of the length of time the employee remains unconscious.

How do I determine if I have a new case or a recurring case?

You must consider an injury or illness to be a new case if:

- ▶ The employee has not previously experienced a recorded injury or illness of the same type and affecting the same part of the body; or,
- ▶ The employee previously experienced a recorded injury or illness of the same type that affected the same part of the body but had recovered completely (all signs and symptoms had disappeared) from the previous injury or illness and an event or exposure in the work environment caused the signs or symptoms to reappear.

When an employee experiences the signs or symptoms of a chronic work-related illness, do I need to consider each recurrence of signs or symptoms to be a new case?

No. For occupational illnesses where the signs or symptoms may recur or continue in the absence of an exposure in the workplace, you must only record the case once. Examples may include

occupational cancer, asbestosis, byssinosis and silicosis.

When an employee experiences the signs or symptoms of an injury or illness as a result of an event or exposure in the workplace, such as an episode of occupational asthma, must I treat the episode as a new case?

Yes. Because an event or exposure in the workplace caused the episode or recurrence, you must treat the incident as a new case.

May I rely on a physician or PLHCP to determine whether a case is a new case or a recurrence of an old case?

You are not required to seek the advice of a physician or PLHCP. However, if you do seek such advice, you must follow the physician or PLHCP's recommendation about whether the case is a "new case" or a recurrence.

If you receive recommendations from two or more physicians or PLHCPs, you must make a decision as to which recommendation is the most authoritative (best documented, best reasoned or most authoritative) and record the case based upon that recommendation.

How do I decide if the injury or illness resulted in restricted work?

Restricted work occurs when, as the result of a work-related injury or illness:

- ▶ You keep the employee from performing one or more of the routine functions of his or her job, or from working the full workday he or she would

otherwise have been scheduled to work; or,

- ▶ A physician or PLHCP recommends the employee not perform one or more of the routine functions (see next section) of his or her job, or not work the full workday he or she would otherwise have been scheduled to work.

May I keep the records for all of my establishments at my headquarters location or at some other central location?

Yes. You may keep the records for an establishment at your headquarters or other central location if you can:

- ▶ Transmit information about the injuries and illnesses from the establishment to the central location within **six** calendar days of receiving information a recordable injury or illness has occurred; and
- ▶ Send or transmit copies of the Log from the central location to each establishment at least quarterly as required by OAC 4167-6-02(E).

How do I certify the Summary?

First, verify the accuracy of the information. Then, OAC 4167-6-04(D) requires the employer or representative of the employer who supervises the preparation of the Log and Summary to sign the Summary and certify the information is true and complete.

Ultimately, for public employers, each appointing authority is responsible for ensuring the required injury and illness records are properly maintained and the Summary is submitted to PERRP by Feb. 1 of each year.

The Ohio Revised Code (ORC) 4167.01 defines each appointing authority as an employer. Each authority may appoint someone (e.g., county loss control coordinator, safety manager.) to maintain the required records. However, the appointing authority would then be responsible for certifying the Summary as required by OAC 4167-6-04(D).

Therefore, PERRP expects each Summary to be certified by either the highest-ranking authority for an agency (e.g., mayor, school district superintendent, commission president), or as a minimum, the immediate supervisor of the highest-ranking agency official working at the establishment.

Where do I post the annual Summary?

You must post a copy of the annual Summary in each establishment in a conspicuous place or places where you customarily post notices to employers. You must ensure no one alters, defaces or covers the posted annual Summary.

You must post the Summary in a location accessible to public employees and/or public employee representatives, but you do not need to post it in areas accessible to the public or non-employees.



When do I post the Summary?

You must post the Summary by February 1 of the year following the year covered by the form and keep it posted until April 30.

How long do I need to keep the Log and Summary on file?

You must keep the Log and Summary for five years following the year to which they pertain. If you have older forms (200 Log or 101 forms) you must also maintain those until the five-year period expires.

Do I have to update the Log and Summary if a case changes?

Yes. You must update the Log during the retention period as case information changes. But, you do not need to update the Summary, 301P or the older (200) version of the Log.

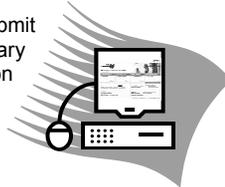
Do I have to send (or electronically submit) these forms to PERRP at the end of the year?

Yes. You must send the Summary to PERRP each year. The Summary must be post marked by Feb. 1 of the year following the year covered by the form. For more information on the Summary submission requirements; see the *Quick reference* section in these instructions.

Send completed forms to:

PERRP Recordkeeping Submission
Ohio Bureau of Workers' Compensation
Division of Safety and Hygiene
13430 Yarmouth Drive
Pickerington, Ohio 43147

You may also submit your Summary electronically on BWC's Web site, ohiobwc.com.



Recordkeeping review

- You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following:
 - ▶ Death;
 - ▶ Days away from work;
 - ▶ Restricted work or transfer to another job;
 - ▶ Medical treatment beyond first aid;
 - ▶ Loss of consciousness; or,
 - ▶ A significant injury or illness (as defined in the instructions) diagnosed by a physician or other practicing licensed health-care professional (PLHCP).
- You must record all cases on the basis of the treatment performed, and not on the basis of the professional status of the person providing the treatment.
- You must record cases even if the injured or ill employee does not follow the recommendations of the treating physician or other licensed health care professional.
- You must record and report to PERRP any needlestick injury or cut from a sharp object contaminated with another person's blood or other potentially infectious material (OPIM).
- You must submit the Summary to PERRP by Feb. 1 of each year. You can submit the Summary by U.S. Mail or electronically on BWC's Web site, ohiobwc.com.

How to fill out the Log Procedures for making case entries

Do I need to make an entry on the Log for every incident report (301P) completed by an employee?

No. While you must have an incident report form (301P, or equivalent) for each entry on the Log, you will not necessarily have a Log entry for every 301P form completed by an employee.

The only entries you will have on the Log will be those incidents that meet the general recording criteria explained in these instructions.

Do I record every BWC compensable claim on the Log?

No. Recordable incidents and compensable claims do not have the same criteria. While an employee may have completed a *First Report of an Injury, Occupational Disease or Death* (FRO) for the incident, you will only record incidents with outcomes that meet the general recording criteria explained in these instructions.

For example, if a public employee has a medical-only claim; you would enter it on the Log only if the physician or other PLHCP provided treatment that was not considered to be first aid as defined in these instructions. If the treatment did not meet these criteria, or the incident did not meet one of the other elements of the

general recording criteria, then the case would not be recordable.

Covered employees

Who does PERRP consider a public employee?

Public employee means any individual who engages to furnish services subject to the direction and control of a public employer. This includes those individuals working for a private employer who has contracted with a public employer and over whom the National Labor Relations Board (NLRB) has declined jurisdiction.

What individuals are not under the jurisdiction of the NLRB?

Generally the NLRB has jurisdiction over all employees and employers involved in interstate commerce. They do not have jurisdiction over airlines, railroads, agriculture, independent contractors and governmental agencies. You can find a complete list of public employers and employees that are not under NLRB jurisdiction in Chapter 1 Sections 400-401 of the NLRB publication, *An Outline of Law and Procedure in Representation Cases*.

If a self-employed person (independent contractor) is injured or becomes ill while doing work at my

agency, do I need to record the injury or illness?

PERRP generally covers self-employed individuals if the self-employed person is working in your establishment and is under your direction and control (day-to-day supervision). If the self-employed person meets these criteria, you must record their injuries and illnesses on your Log.

If an employee in my establishment is a contractor's employee, must I record an injury or illness occurring to that employee?



If the contractor's employee is under the day-to-day supervision (direction and control) of the contractor, the contractor is responsible for recording the injury or illness.

If I obtain employees from a temporary help service, employee leasing service, or personnel supply service, do I have to record an injury or illness occurring to one of those employees?

No. You and the temporary help service, employee leasing service, personnel supply service, or contractor should coordinate your efforts to make sure that each injury and illness is recorded on the other employer's OSHA 300 Log.

What is the Log?

The *Log of Work-Related Injuries and Illnesses* (300P) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the Log to record specific details about what happened and how it happened.

We have given you several copies of the Log in this package. If you need more than we provided, you may photocopy and use as many as you need.

The Summary (300AP) — a separate form — shows the work-related injury and illness totals for the year in each category. At the end of the year, count the number of incidents in each category and transfer the totals from the Log to the Summary.

If your agency has more than one establishment or site, you must keep separate records for each physical location that is expected to remain in operation for one year or longer.

You must post the Summary from Feb. 1 until April 30 of each year. Post the Summary in a visible location in each of your establishments so your employees are aware of injuries and illnesses occurring in their workplace.

You only post the Summary.

DO NOT POST THE LOG.

While those employees may be under your direction and control, the NLRB has generally not declined jurisdiction over these employees.

Are firefighter, EMT or paramedic injuries recordable on the 300P Log?



Yes. PERRP covers these employees since ORC 4167.25 defines them as public health-care workers.

Are there any other recording exceptions for injuries or illnesses that occur in my establishments?

Yes. Do NOT record injuries on the Log if the injured person is not a paid employee.

PERRP does not classify persons who furnish services subject to the direction and control of a public employer but do not receive compensation, either directly or indirectly, for those services (e.g., volunteers, restitution workers) as employees.

Are there circumstances when I should NOT enter the employee's name on the Log?

You must consider the following types of injuries or illnesses to be privacy concern cases:

- ▶ An injury or illness to an intimate body part or to the reproductive system;
- ▶ An injury or illness resulting from a sexual assault;
- ▶ A mental illness;
- ▶ A case of HIV infection, hepatitis, or tuberculosis;

- ▶ A needlestick injury or cut from a sharp object contaminated with blood or other potentially infectious material (see these instructions for definition);
- ▶ Other illnesses, if the employee independently and voluntarily requests his or her name not be entered on the Log.

You must NOT enter the employee's name on the Log for these cases. Instead, enter "Privacy Case" in the space normally used for the employee's name.

You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy concern cases so you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe information describing the privacy concern case may be personally identifiable even though you have omitted the employee's name, you may use discretion in describing the injury or illness on both the Log and 301P forms.

You must enter enough information to identify the cause of the incident and the general severity of the injury or illness, but you do not need to include details of an intimate or private nature.

Case classification

How do I record an injury or illness that involves medical treatment beyond first aid?

If a work-related injury or illness results in medical treatment beyond first aid, you must record it on the Log.

If the injury or illness did not involve death, one or more days away from work, one or more days of restricted work, or one or more days of job transfer, you enter a check mark in the box for cases where the employee received medical treatment but remained at work and was not transferred or restricted.

You must also enter a check mark in the appropriate column that classifies the incident as an injury or illness.

Check the "Injury" column or choose one type of illness:

(M)					
Injury	Skin disorders	Respiratory conditions	Poisoning	Hearing loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How do I record an injury or illness when a physician or PLHCP recommends the worker stay at home but the employee comes to work?

You must record these injuries and illnesses on the Log using the check box for cases with days away from work and enter the number of calendar days away recommended by the physician or PLHCP.

If a physician or PLHCP recommends days away, you should encourage your employee to follow the recommendation. However, you must record the days away whether or not the injured or ill employee

follows the physician or PLHCP's recommendation.

If you receive recommendations from two or more physicians or PLHCPs, you may make a decision as to which recommendation is the most authoritative, and record the case based upon that recommendation.

How do I record a work-related injury or illness that results in the employee's death?

You must record an injury or illness that results in death by entering a check mark on the Log in the space for cases resulting in death. OAC 4167-6-10(A) requires you to report any work-related fatality to PERRP within eight hours. You must orally report the occupationally related death by telephone (614) 731-4380, or in person.

How do I record a work-related injury or illness that results in days away from work?

When an injury or illness involves one or more days away from work, you must record the injury or illness on the Log with a check mark in the space for cases involving days away and an entry of the number of calendar days away from work in the number of days column. If the employee is out for an extended period of time, you must enter an estimate of the days the employee will be away, and update the day count when you know the actual number of days.



Do I count the day on which the injury occurred or the illness began?

No. You begin counting days away from work on the day after the injury occurred or the illness began.

How do I handle a case when a physician or PLHCP recommends the worker return to work but the employee stays at home?

In this situation, you must end the count of days away from work on the date the physician or PLHCP recommends the employee return to work.

How do I count weekends, holidays, or other days the employee would not have worked anyway?

You must count the number of calendar days the employee was unable to work as a result of the injury or illness, regardless of whether or not the employee was scheduled to work on those day(s).

Weekend days, holidays, vacation days or other days off are included in the total number of days recorded if the employee would not have been able to work on those days because of a work-related injury or illness.

Is there a limit to the number of days away from work I must count?

Yes. You may cap the total days away at 180 calendar days. You are not required to keep track of the number of calendar days away from work if the injury or illness resulted in more than 180 calendar days away from work and/or days of job

transfer or restriction. In such a case, entering 180 in the total days away column will be considered adequate.

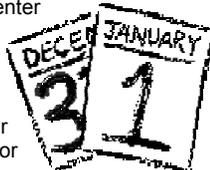
May I stop counting days if an employee who is away from work because of an injury or illness retires or leaves my agency?

Yes. If the employee leaves your agency for some reason unrelated to the injury or illness, such as retirement, a facility closing, or to take another job, you may stop counting days away from work or days of restriction/job transfer.

If the employee leaves your agency because of the injury or illness, you must estimate the total number of days away or days of restriction/job transfer and enter the day count on the Log.

If a case occurs in one calendar year but results in days away during the next calendar year, do I record the case in both years?

No. You only record the injury or illness once. You must enter the number of calendar days away for the injury or illness on the Log for the year in which the injury or illness occurred.



If the employee is still away from work because of the injury or illness when you prepare the annual Summary, estimate the total number of calendar days you expect the employee to be away from work, use this number to calculate the total for the annual Summary, and then

update the initial log entry later when the day count is known or reaches the 180-day cap.

How do I record a work-related injury or illness that results in restricted work or job transfer?

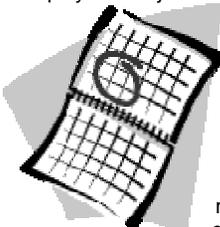
When an injury or illness involves restricted work or job transfer but does not involve death or days away from work, you must record the injury or illness on the Log by placing a check mark in the space for job transfer or restriction and an entry of the number of restricted or transferred days in the restricted work days column.

How do I count days of job transfer or restriction?

You count days of job transfer or restriction in the same way you count days away from work as explained above.

There is only one difference. If you permanently assign the injured or ill employee to a job that you have modified or permanently changed in a manner that eliminates the routine functions the employee was restricted from performing, you may stop the day count when the modification or change is made permanent.

You must count at least one day of restricted work or job transfer for such cases.



Do I have to record restricted work or job transfer if it applies only to the day on which the injury occurred or the illness began?

No. You do not have to record restricted work or job transfers if you, or the physician or PLHCP, impose the restriction or transfer only for the day on which the injury occurred or the illness began.

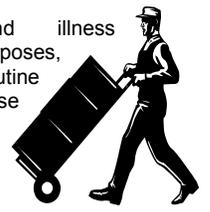
If I (or a physician or PLHCP) recommends a work restriction, is the injury or illness automatically recordable as a restricted work case?

No. A recommended work restriction is recordable only if it affects one or more of the employee's routine job functions. To determine whether this is the case, you must evaluate the restriction in light of the routine functions of the injured or ill employee's job.

If the restriction from you or the physician or PLHCP keeps the employee from performing one or more of his or her routine job functions or from working the full workday the injured or ill employee would otherwise have worked, the employee's work has been restricted and you must record the case.

What is meant by routine functions?

For injury and illness recordkeeping purposes, an employee's routine functions are those work activities the employee regularly performs at least once per week.



How do I record a case where the worker works only for a partial work shift because of a work-related injury or illness?

You record a partial day of work as a day of job transfer or restriction for recordkeeping purposes, except for the day on which the injury occurred or the illness began.

If the injured or ill worker provides fewer services than he or she would have provided prior to the injury or illness but otherwise performs all of the routine functions of his or her work, is the case considered a restricted work case?

No. PERRP considers the case restricted work only if the worker does not perform all of the routine functions of his or her job or does not work the full shift he or she would otherwise have worked.

How do I handle vague restrictions from a physician or PLHCP, such as the employee must only engage "light duty" or "take it easy for a week"?

If you are not clear about the physician or PLHCP's recommendation, you may ask that person (the physician or PLHCP) whether the employee can perform all of his or her routine job functions and work all of his or her normally assigned work shift.

If the answer to both of these questions is "Yes," then the case does not involve a work restriction and you do not have to record it as such. If the answer to one or both of these questions is "No," the case

involves restricted work and you must record it as a restricted work case.

If you are unable to obtain this additional information from the physician or PLHCP who recommended the restriction, record the injury or illness as a case involving restricted work.

What do I do if a physician or PLHCP recommends a job restriction meeting PERRP's definition, but the employee does all of his or her routine job functions?



You must record the injury or illness on the Log as a restricted work case.

If a physician or PLHCP recommends a job restriction, you should ensure the employee complies with the restriction.

If you receive recommendations from two or more physicians or PLHCPs, you may make a decision as to which recommendation is the most authoritative and record the case based upon that recommendation.

How do I record a case in which a worker is injured or becomes ill on a Friday and reports to work on a Monday, and was not scheduled to work on the weekend?

You need to record this case only if you receive information from a physician or PLHCP indicating the employee should

not have worked, or should have performed only restricted work, during the weekend.

If so, you must record the injury or illness as a case with days away from work or restricted work, and enter the day counts, as appropriate.

How do I record a case in which a worker is injured or becomes ill on the day before scheduled time off such as a holiday, a planned vacation, or a temporary facility closing?

You need to record a case of this type only if you receive information from a physician or PLHCP indicating the employee should not have worked, or should have performed only restricted work, during the scheduled time off.

If so, you must record the injury or illness as a case with days away from work or restricted work, and enter the day counts, as appropriate.

How do I decide if an injury or illness involved a transfer to another job?

If you assign an injured or ill employee to a job other than his or her regular job for part of the day, the case involves transfer to another job. For example, you assign office duties to an employee that normally works in the field as a carpenter.



Note: This does not include the day on which the injury or illness occurred.

Do I record transfers to another job in the same way as restricted work cases?

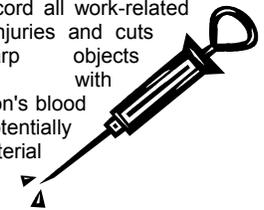
Yes. You record both job transfer and restricted work cases in the same column on the Log.

For example, if you assign, or a physician or PLHCP recommends you assign, an injured or ill worker to his or her routine job duties for part of the day and to another job for the rest of the day, the injury or illness involves a job transfer.

You must record an injury or illness that involves a job transfer by placing a check in the box for job transfer.

What needlestick injuries do I record on the Log?

You must record all work-related needlestick injuries and cuts from sharp objects contaminated with another person's blood or other potentially infectious material (as defined by 29 CFR 1910.1030).



Identify the person		
(A) Case number	(B) Employee's name (Lastname, Firstname)	(C) Job title (e.g., welder)
06-123456	PRIVACY CASE	custodian

You must enter the case on the Log as an injury.

To protect the employee's privacy, you must NOT enter the employee's name on the Log (see the requirements for privacy cases in these instructions).

What does *other potentially infectious materials (OPIM)* mean?

The term *other potentially infectious materials* is defined in the OSHA Bloodborne Pathogens standard 29 CFR 1910.1030(b), which PERRP enforces.

OPIM examples include:

- ▶ Human bodily fluids, tissues and organs; and,
- ▶ Other materials infected with the HIV or hepatitis B (HBV) virus such as laboratory cultures or tissues from experimental animals.

**Does this mean I must record all cuts, lacerations, punctures, and scratches?**

No. You need to record cuts, lacerations, punctures, and scratches only if they are work-related and involve contamination with another person's blood or other potentially infectious material.

If the cut, laceration, or scratch involves a clean object, or a contaminant other than blood or OPIM, you only record the case if it meets one or more of the recording criteria in these instructions.

If I record a needlestick or sharps injury and a medical provider later diagnoses the employee with an infectious bloodborne disease, do I need to update the Log?

Yes. You must update the classification of the case on the Log if the case results in death, days away from work, restricted work or job transfer.

You must also update the description to identify the infectious disease and change the classification of the case from an injury to an illness.

What if one of my employees is splashed or exposed to blood or other potentially infectious material without being cut or scratched? Do I need to record this incident?

You only need to record such an incident on the Log as an illness if:

- ▶ It results in the diagnosis of a bloodborne illness. For example, HIV, hepatitis B, or hepatitis C; or
- ▶ It the incident meets one or more of the recording criteria in these instructions.

How extensively do I have to review the Log entries at the end of the year?

You must review the entries as extensively as necessary to make sure they are complete and correct before transferring totals to the Summary for certification, posting, and submission.

Each public employer (appointing authority) is responsible for ensuring the accuracy of all entries on the Log and the information contained on the Summary.

Log entry review

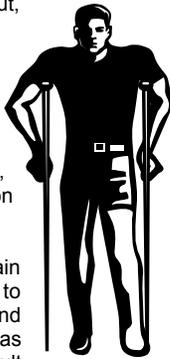
1. Determine if the incident meets the general recording criteria. Not all BWC compensable claims and other incidents are recordable.
2. If the incident meets the recording criteria make an entry on the log.
3. If the incident involves a death, days away from work, days of restriction or job transfer, enter a check mark or "1" in the appropriate column. (G, H, I, or J)
4. If the incident involves days away from work, days of restriction or job transfer, enter the number of days in the appropriate column (K & L).
5. Classify the outcome of the incident in Column M. Place a check mark (or "1") in the appropriate column to indicate if the incident resulted in an injury or illness.
6. If the case is not resolved entirely when the employee returns to work, continue to update the log entry. For example, if the employee has additional days away from work, restriction or job transfer, you must continue to count all days related to the incident for the entire time you are required to maintain the log (five years).
7. If a hospitalized employee later dies, you must update the Log.
8. Record all injuries from contaminated sharps and needlesticks. If the injured employee contracts a bloodborne pathogens disease at a later date, you must update the case type and change the classification from an injury to an illness.

Classifying injuries

What is an injury?

An injury is any wound or damage to the body resulting from an event in the work environment.

Examples include: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn.



PERRP classifies sprain and strain injuries to muscles, joints, and connective tissues as injuries when they result from a slip, trip, fall or similar accident.

Classifying illnesses

What is an illness?

For purposes of PERRP recordkeeping, illnesses are categorized into one of five classifications.

1. Skin diseases or disorders

Skin diseases or disorders are illnesses involving the worker's skin caused by work exposure to chemicals, plants, or other substances.

Examples include: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; friction blisters, chrome ulcers; inflammation of the skin.



2. Respiratory conditions

Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.

Examples include: Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconioses.

3. Poisoning

Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath caused by the ingestion or absorption of toxic substances into the body.



Examples include: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

4. Hearing Loss

Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB

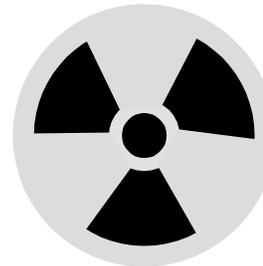
more in either ear at 2000, 3000 and 4000 hertz, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).



5. All other illnesses

All other occupational illnesses.

Examples include: Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium) effects of nonionizing radiation (welding flash, ultraviolet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis.



What if the outcome changes after I record the case?

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs.

Remember, you must record the most serious outcome for each case.

Days away from work	Remained at Work	
	Job transfer or restriction	Other recordable cases
(H)	(I)	(J)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Quick Reference Completing the 301P Injury and Illness Incident Report

PERRP Form 301P **1** This form (or an equivalent) must be completed by all OHIO PUBLIC EMPLOYERS, which means: The State of Ohio and its cities, and any political subdivisions and their instrumentalities, including any county, county or state hospital, municipal city, village, township, park district, school district, state institutions of higher learning, public or special district, state agency, commission, or board as defined in OHAC 4167-01-1.

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.

Ohio Bureau of Workers' Compensation
Division of Safety and Hygiene, PERRP
13430 Yarmouth Drive
Pickerington, Ohio 43147

Injury and Illness Incident Report (Rev. 07/2006)

This Injury and Illness Incident Report is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the Log of Work-Related Injuries and Illnesses (300P Log) and the accompanying Summary (300AP), these forms help the employer and the Public Employment Risk Reduction Program (PERRP) develop a picture of the extent and severity of work-related incidents. According to the PERRP recordkeeping rule, within six (6) calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. (OAC 4167-6-02)

The Ohio Bureau of Workers' Compensation First Report of an Injury, Occupational Disease or Death (FROD) is an acceptable substitute. To be considered an equivalent form, any other substitute must contain all of the information asked for on this form. (OAC 4167-6-03) You must keep this form on file for five years following the year to which it pertains. (OAC 4167-6-07)

If you need additional copies of this form, you may photocopy (or print) and use as many as you need.

BWC
Better Workers' Compensation
Built with you in mind

Completed by Sally T. Supervisor
Title Cafeteria Supervisor
Phone 722-456-7890 Date January 2, 2006

Information about the employee **2**

1) Full name Joe Employee
2) Street 1234 Our Street
City Mt. Town State Ohio Zip code 12345
3) Date of birth January 25, 1945
4) Date hired July 15, 1975
5) Male
 Female

Information about the physician or other health care professional **3**

6) Name of physician or other health care professional
Dr. J. M. Soaire, M.D.
7) If treatment was given away from the worksite, where was it given?
Facility Our Town Hospital
Street 4531 Urgent Lane
City Mt. Town State Ohio Zip code 12346

Information about the case **4**

10) Case number from the Log 06-12345 (If you do not have a case number from the Log after you record the case.)
11) Date of injury or illness January 2, 2006 **5**
12) Time employee began work 6:30 AM (AM/PM)
13) Time of event 7:23 AM (AM/PM) Check if time cannot be determined.
14) What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
Joe was mopping the cafeteria floor. He was walking back over the wet floor to place a wet floor sign near the entry door to the cafeteria.

6

15) What happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
Joe slipped while walking back over the wet floor to place a wet floor sign near the entry door to the cafeteria. He fell and twisted his knee.

16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain", or "sore." Examples: "strained lower back"; "chemical burn, right hand"; "carpal tunnel syndrome, left wrist."
Immediately following the accident, Joe had pain, redness and swelling on and around his right knee. Hospital diagnosis indicated that Joe had a torn meniscus on his right knee.

17) What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
Concrete tiled floor.

7

18) If the employee died, when did death occur? Date of death _____

You must obtain and maintain this form (or an equivalent) for every entry on the Log. You must retain the incident report for five years.

You are encouraged to complete an incident report for every injury and illness event that occurs in your establishment (including incidents that do not meet the recording criteria in these instructions). Completing a report for every event provides important information that can assist you in maintaining a safe and healthful work environment.

Incident documentation

- 1** Filling out the 301P (or an equivalent) is the first step in gathering information about an injury or illness event.

The injured worker or the person responsible for maintaining the required documentation can complete this form. You must collect all of the information on this form for each recordable injury or illness incident. The Ohio Bureau of Workers' Compensation *First Report of an Injury, Occupational Disease or Death (FROD)* is an acceptable substitute. For PERRP to consider a form an equivalent form, it must contain all of the same information.

- 2** **Employee information**
Enter all of the requested information for the injured worker — including the employee's hire date.
- 3** **Health-care provider information**
Enter information about the physician or practicing licensed health care professional (PLHCP) and facility that provided treatment to the injured worker.
- 4** **Case number**
Transfer the case number to the 301P from the Log when you enter the case on the Log. The case number may be the same number as the BWC claim number or you may create your own unique identifier to track the case.
- 5** **Date of injury**
Enter the date of injury. IMPORTANT: You must complete this form and enter the case on the Log within **six** days of the incident.

- 6** **Incident details**
Provide a brief explanation in fields 14, 15, 16 and 17. The information must be specific and sufficiently detailed to explain the nature of the injury/illness event.

- 7** **Date of death**
You only complete this field if the event results in an occupationally related fatality. IMPORTANT: You are required to report all occupationally related fatalities to PERRP within **eight** hours of the incident.



Quick Reference Completing the 300P Log of Work-Related Injuries and Illnesses

State of Ohio - Public Employment Risk Reduction Program — Form 300P (Rev. 07/2006) Log of Work-Related Injuries and Illnesses

Attention: This form (or an equivalent) must be completed by all OHIO PUBLIC EMPLOYERS, which means: The State of Ohio and its instrumentalities, and any political subdivisions and their instrumentalities, including any county, county or state hospital, municipal corporation, city, village, township, park district, school district, state institutions of higher learning, public or special district, state agency, authority, commission, or board as defined in ORC 4167.01.*

If you are an Ohio Public Employer, you must use this form to 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 other practicing licensed health care professional (PLHCP). You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in the instructions for these forms. Feel free to use two lines for a single case if you need more space or create additional copies of this form if you need multiple pages. If you are filing out the electronic version of this form, you may also add rows to create additional lines for more incidents. You must complete an injury and illness incident report (PERRP Form 301P, or an equivalent form) for each injury or illness recorded on this form. You must keep this form on file for five years following the year to which it pertains (OAC 4167-6-07). If you're not sure whether a case is recordable, call the Public Employment Risk Reduction Program (PERRP) for assistance at: (800) 671-6858.

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 2006 **1**
Ohio Bureau of Workers' Compensation
Division of Safety and Hygiene, PERRP
13430 Yarmouth Drive
Pickerington, Ohio 43147

Establishment name My Ohio School Building **2**
City MyTown State Ohio

Identify the person			Describe the case			Classify the case											
(A) Case number	(B) Employee's name (Lastname, Firstname)	(C) Job title (e.g., welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g., loading dock north end.)	(F) 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.)	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:							
						Enter a "1" to indicate a case outcome if filing out electronically.				Check the "injury" column or choose one type of illness. If electronically completing this form enter a "1" to indicate an injury or type of illness.							
						Death	Days away from work	Job transfer or restriction	Other recordable cases	Away from work (days)	On the job transfer or restriction (days)	(M)					
						(G)	(H)	(I)	(J)	(K)	(L)	Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
06-123456	Employee, Joe	custodian	01/02	cafeteria	burn moustache on right knee, slipped on wet floor		1			3		1					
06-123457	Employee, Jane	secretary	02/18	sidewalk near parking lot	bruised left wrist with swelling, slipped on ice			1		2		1					
06-123458	Teacher, Joe	shop teacher	04/07	chemistry lab (room 212)	second degree burns on left hand from Bunsen burner				1			1					
06-123459	Worker, Jane	cafeteria worker	03/18	kitchen prep area	cut on right index finger from contact with food prep slicer blade				1			1					
06-123460	Worker, Joe	maintenance worker	08/05	moving	hearing loss due to noise from moving and other groundskeeping equipment					1							1
Page totals						0	3	3	3	5	2	4	0	0	0	1	0

Be sure to transfer these totals to the Summary (Form 300AP) before you post it.



Do not post this Log. Post only the Summary.

Filling out the Log

- 1 Fill in the year to which this Log pertains.**
- 2 Establishment name**
Enter the name and address information for physical location that pertains to this Log. You are required to maintain a Log for each physical location you operate.
- 3 Identify the person**
Enter information about the injured employee. If this is a privacy case as explained in these instructions, enter "privacy case" in the name field.
- 4 Describe the case**
Describe the exact location, nature of the injury (including body part) and the workplace exposure that caused the injury.
- 5 Classify the case**
Place a check mark (or enter a "1") in column G, H, I, or J to indicate the outcome of the case. Important, check only one column and indicate the most serious outcome for the case. If the outcome changes, you must update the Log.
- 6** If applicable, enter the number of Days away from work (K) or the Days of restriction or transfer (L). If both columns are applicable to a case, put a number in each applicable column.
- 7** Place a check mark (or enter a "1") to indicate the type of case (M1 to M6). You must categorize all cases as either: Injury, Skin disorder, Respiratory condition, Poisoning, Hearing loss, or other illness.
- 8 Total the columns**
Total all entries in columns G, H, I, J, K, L and M1 to M6. Transfer totals to the Summary. If you do not have an entry for a column(s), enter a zero ("0") and transfer the "0" to the Summary.
- 9 Transfer the column totals to the Summary!**

Employer entity codes

Ohio public employment sectors. Transfer entity code from list to the 300AP/Summary.

Entity codes	
ODNR	110
ODOT	120
ODRC	130
Other state agency	140
County commissioner	210
County engineer	220
County home (care center)	230
County MRDD	240
Other county agency	250
City	310
Township	410
Village	510
Comm./Tech College	610
College branch	620
Joint vocational district	630
School district	640
Educational service center	650
University	660
University branch	670
Special district	710

Transfer code to Summary

Scenarios

Worksheet #1

Employee: Bob Johnson

Job title: Highway worker II

Home address: 111 Willow Lane, Bridgeport
Ohio 45689

Birthday: 08/06/45

Hire date: 07/30/65

Scenario: On 06/23/07 Bob started his workday at 7:00 a.m. Bob was walking to the restroom during his lunch break at 12:00 p.m. when he tripped on a hose that was lying on the garage floor. Bob extended his arms to break his fall. Bob was send to Guernsey Memorial Hospital, 345 North 10th St. Bridgeport, Ohio 45689 where he was seen by Dr. Howard Miller. Dr. Miller ordered an MRI and it was determined that Bob had a dislocated right shoulder and would require surgery to repair the dislocated right shoulder. The doctor ordered Bob to be off work for 60 days.

Worksheet #2

Employee: Joyce Davis

Job title: Administrative Assistant

Home address: 222 North 12th St., Key Largo,
Ohio 43751

Birthday: 09/25/60

Hire date: 08/15/90

Scenario: On 08/27/07 Joyce arrived at her office at 8:00 a.m. for the City of Key Largo, Ohio Water Department. Her office is located at 547 Waterside St. Key Largo, Ohio 43751.

Joyce started her morning duties of checking in the mail and packages that arrived after business hours. Joyce was opening one of the packages with a utility knife. The knife slipped causing a laceration on Joyce's left forearm.

Joyce was taken by a co-worker to the emergency room at Oceanside Hospital at 555 Wave Dr. Key Largo, Ohio 43751. Dr.

McFarland examined her left forearm. After examining her forearm Dr. McFarland gave her a tetanus shot and five stitches. Joyce was ordered home for the remainder of the day and returned to work on 08/28/07

Worksheet #3

Employee: Rick Smith

Job title: Safety and Health Inspector

Home address: 333 Wheeling Ave, Columbus,
Ohio 43751

Birthday: 10/25/75

Hire date: 02/01/95

Scenario: On 02/14/07 Rick was leaving his home headquarters at 5:30 a.m. to drive to his first inspection of the day. At approximately 6:30 a.m., Rick hit a patch of ice on the road causing Rick to lose control of the car and crash into the ditch. Rick was sent to Columbus General Hospital at 1000 Bad Break Ave. Columbus, OH 43751. Rick was examined by Dr. Brent Stavely and it was determined that Rick had a broken wrist. Rick's wrist was set with a cast and was ordered off work until 02/22/07.

Worksheet #4

Employee: Steve Crane

Job title: General Laborer

Home address: 444 Edgeworth Ave, Mooreville,
Ohio 43509

Birthday: 11/02/55

Hire date: 12/11/05

Scenario: Steve left for the construction site at 6:30 a.m. where his employer The City of Washington, Engineering Department 444 Brick Street, Washington, OH 43211 was constructing a new addition on the side of their building. Steve was building some concrete forms when a wooden splinter entered his left index finger. Steve drove himself to Washington Hospital at 555 Court St. Washington, Oh 43211 where Dr. Bill Howell removed the splinter and administered a tetanus shot. Steve returned to work the next day.

Worksheet #5

Employee: Brian Yockey

Job title: Fire Marshall

Home address: 777 Smokey Row, Burnside
Ohio 49080

Birthday: 08/06/81

Hire date: 06/10/01

Scenario: On 07/27/07 at 8:00 a.m. Brian an Arson Investigator for the State of Ohio Fire Marshall 777 Match Lane, Columbus, Ohio 43211 was working on an arson case report at his home office. Brian reached down and picked up the file box that contained the investigation information. Brian felt a strain in his lower back. Brian visited his family doctor Dr. AC Smith at 888 Greenacres Dr, Burnside, Ohio 49080 the next day. Dr. Burnside ordered an MRI and it was determined that he had a slipped disk and would require surgery to repair the damage. Brian returned to work on 10/28/07.

Worksheet #6

Employee: Nancy Jones

Job title: Executive Secretary

Home address: 567 File Road, Ross Ohio 47890

Birthday: 01/24/66

Hire date: 01/05/84

Scenario: At 7:45 a.m. on 12/24/07 Nancy arrived at her office for the City of Ross Department of Human Resources. Nancy parked her vehicle in front of her office and when she stepped out she slipped on the ice. Nancy hit her head on the parking lot causing a laceration on her chin. Nancy was transported to Ross Mercy Hospital at 789 White St. Ross Ohio 47890. She was examined by Dr. Gray who placed 5 stitches in her chin. Nancy returned to work on 12/26/07.

Worksheet #7

Employee: Bill Smith

Job title: Accountant

Home address: 100 Money Lane, Capital Ohio
42345

Birthday: 03/12/70

Hire date: 11/26/00

Scenario: On 05/23/2007 Bill was conducting an audit at the Ohio Department of Commerce 345 Industrial Parkway Columbus, Ohio 43564. The audit was going to take several days. After completing the audit, he checked into a local hotel, later he met his supervisor to review his findings. On his way to meet his supervisor, Bill was involved in a terrible traffic accident and was pronounced dead at Riverside Hospital 578 River Road Columbus Ohio 45678.

PERRP Form 301P

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 Division of Safety and Hygiene, PERRP
 13430 Yarmouth Drive
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Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

- 1) Full name _____
- 2) Street _____
 City _____ State _____ Zip code _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional

- 7) If treatment was given away from the worksite, where was it given?
 Facility _____
 Street _____
 City _____ State Ohio Zip code _____

- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness _____
- 12) Time employee began work _____ (AM/PM)
- 13) Time of event _____ (AM/PM) Check if time cannot be determined.
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain", or "sore." Examples: "strained lower back"; "chemical burn, right hand"; "carpal tunnel syndrome, left wrist."
- 17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death _____

PERRP Form 301P

Injury and Illness Incident Report (Rev. 07/2006)

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Division of Safety and Hygiene, PERRP
13430 Yarmouth Drive
Pickerington, Ohio 43147

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Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

- 1) Full name _____
- 2) Street _____
City _____ State _____ Zip code _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
- 7) If treatment was given away from the worksite, where was it given?
Facility _____
Street _____
City _____ State Ohio Zip code _____

- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
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- 15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain", or "sore." Examples: "strained lower back"; "chemical burn, right hand"; "carpal tunnel syndrome, left wrist."
- 17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
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PERRP Form 301P

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Title _____
Phone _____ Date _____

Information about the employee

- 1) Full name _____
- 2) Street _____
 City _____ State _____ Zip code _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional

- 7) If treatment was given away from the worksite, where was it given?
 Facility _____
 Street _____
 City _____ State Ohio Zip code _____

- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

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PERRP Form 301P

Injury and Illness Incident Report (Rev. 07/2006)

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Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

- 1) Full name _____
- 2) Street _____
 City _____ State _____ Zip code _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional

- 7) If treatment was given away from the worksite, where was it given?
 Facility _____
 Street _____
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- 17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death _____

PERRP Form 301P

Injury and Illness Incident Report (Rev. 07/2006)

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Ohio Bureau of Workers' Compensation
 Division of Safety and Hygiene, PERRP
 13430 Yarmouth Drive
 Pickerington, Ohio 43147

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The Ohio Bureau of Workers' Compensation *First Report of an Injury, Occupational Disease or Death* (FROI) is an acceptable substitute. To be considered an equivalent form, any other substitute must contain all of the information asked for on this form. (OAC 4167-6-03) You must keep this form on file for five (5) years following the year to which it pertains. (OAC 4167-6-07)

If you need additional copies of this form, you may photocopy (or print) and use as many as you need.



Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

- 1) Full name _____
- 2) Street _____
 City _____ State _____ Zip code _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
- 7) If treatment was given away from the worksite, where was it given?
 Facility _____
 Street _____
 City _____ State Ohio Zip code _____

- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness _____
- 12) Time employee began work _____ (AM/PM)
- 13) Time of event _____ (AM/PM) Check if time cannot be determined.
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- 17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death _____

PERRP Form 301P

Injury and Illness Incident Report (Rev. 07/2006)

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Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

- 1) Full name _____
- 2) Street _____
 City _____ State _____ Zip code _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional

- 7) If treatment was given away from the worksite, where was it given?
 Facility _____
 Street _____
 City _____ State Ohio Zip code _____

- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness _____
- 12) Time employee began work _____ (AM/PM)
- 13) Time of event _____ (AM/PM) Check if time cannot be determined.
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PERRP Form 301P

Injury and Illness Incident Report (Rev. 07/2006)

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Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

- 1) Full name _____
- 2) Street _____
 City _____ State _____ Zip code _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional

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PERRP Form 301P

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Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

- 1) Full name _____
- 2) Street _____
 City _____ State _____ Zip code _____
- 3) Date of birth _____
- 4) Date hired _____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional

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- 18) **If the employee died, when did death occur?** Date of death _____

State of Ohio - Public Employment Risk Reduction Program - Form 300AP (Rev. 07/2007)

Summary of Work-Related Injuries and Illnesses



Year _____
 Ohio Bureau of Workers' Compensation
 Division of Safety and Hygiene, PERRP
 13430 Yarmouth Drive
 Pickerington, Ohio 43147

All establishments covered by Ohio Administrative Code (OAC) 4167 must complete this Summary even if no work-related injuries or illnesses occurred during the year. Remember to review the *Log of Work-Related Injuries and Illnesses (300P)* 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". If you are using the electronic form, verify that the correct values have imported.

Employees, former employees, and their representatives have the right to review the Log in its entirety. They also have limited access to the PERRP Form 301P or its equivalent. See OAC 4167-6-08, in the PERRP recordkeeping rule, for further details on the access provisions for these forms. You must keep this form on file for five years following the year to which it pertains. (OAC 4167-6-07)

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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
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and illness types

Total number of...	
(M)	
(1) Injury	_____
(2) Skin disorder	_____
(3) Respiratory condition	_____
(4) Poisoning	_____
(5) Hearing loss	_____
(6) All other illnesses	_____

Post this 300AP/Summary from February 1 to April 30 of the year following the year covered by the form. It must be posted in a location accessible to public employees and/or public employee representatives, but need not be posted in areas accessible to the public or non-employees.

This Summary must be submitted to PERRP no later than February 1 of the year following the year covered by the form. The required information may be submitted by mail, fax, or electronically on BWC's Web site, ohiobwc.com.

Establishment information

Your establishment name _____

Street _____

City _____ State Ohio Zip code _____

County _____ Entity code (select from list) _____

Establishment description (e.g., elementary school, maintenance garage, wastewater treatment plant, administration building, MRDD workshop, library, hospital, extended care facility, etc.)

Ohio Bureau of Workers' Compensation Risk (Policy) Number (e.g., 12345678-000)
 _____ - _____

Employment information

For State Agencies, Special Districts, Counties, Cities, Villages and Townships.

By your definition, enter the number of full time and part time employees which includes seasonal. Enter police, fire, EMT and paramedics separately below:

Full Time: _____

Part Time: _____

Police/Fire/EMT: _____

For Educational Institutions (Universities, Colleges, Technical Schools, School Districts).

Enter the number of employees that fit in the classification below. Total number of full time and part time. Do not include substitutes or volunteers in your employee count.

Teachers/Instructors: _____

Support Staff (All Others) i.e., Administration, Bus drivers, Custodial, Coaches, etc... _____

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.

 Administrator name (Print) Title

 Administrator name (Signature) Date

 Phone Email address



State of Ohio - Public Employment Risk Reduction Program - Form 300AP (Rev. 07/2007)

Summary of Work-Related Injuries and Illnesses



Year _____
 Ohio Bureau of Workers' Compensation
 Division of Safety and Hygiene, PERRP
 13430 Yarmouth Drive
 Pickerington, Ohio 43147

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_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and illness types

Total number of...	
(M)	
(1) Injury	_____
(2) Skin disorder	_____
(3) Respiratory condition	_____
(4) Poisoning	_____
(5) Hearing loss	_____
(6) All other illnesses	_____

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Establishment information

Your establishment name _____

Street _____

City _____ State Ohio Zip code _____

County _____ Entity code (select from list) _____

Establishment description (e.g., elementary school, maintenance garage, wastewater treatment plant, administration building, MRDD workshop, library, hospital, extended care facility, etc.)

Ohio Bureau of Workers' Compensation Risk (Policy) Number (e.g., 12345678-000)
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For State Agencies, Special Districts, Counties, Cities, Villages and Townships.

By your definition, enter the number of full time and part time employees which includes seasonal. Enter police, fire, EMT and paramedics separately below:

Full Time: _____

Part Time: _____

Police/Fire/EMT: _____

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Enter the number of employees that fit in the classification below. Total number of full time and part time. Do not include substitutes or volunteers in your employee count.

Teachers/Instructors: _____

Support Staff (All Others) i.e., Administration, Bus drivers, Custodial, Coaches, etc... _____

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.

 Administrator name (Print) Title

 Administrator name (Signature) Date

 Phone Email address



Resources

INTERNET WEB SITES
for
OCCUPATIONAL SAFETY & HEALTH INFORMATION
January 2007

The Ohio Bureau of Workers' Compensation provides a variety of safety tools and resources on our web site, www.ohiobwc.com. Click on Safety Services to find out more about what BWC's Division of Safety & Hygiene offers online. Tools and resources include lifting guidelines, recordkeeping spreadsheets, sample OSHA program guides, and training materials. You'll also find a longer version of this list of web sites.

GENERAL

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH & SAFETY (CCOHS)

<http://ccohs.ca>

This Canadian government site has an extensive Internet directory. There is also a unique feature called "OSH Answers" and a guide to safety-related acronyms.

NATIONAL SAFETY COUNCIL (NSC)

<http://www.nsc.org>

Visit this web site for information on safety in the workplace, at home, on the road and in the community.

NYCOSH

<http://www.nycosh.org>

The New York Committee for Occupational Safety & Health offers news releases, links to helpful safety resources, strategies for safer workplaces, information on workplace hazards, workers' compensation and much more.

OCCUPATIONAL HAZARDS

<http://www.occupationalhazards.com>

The online version of the magazine *Occupational Hazards* is filled with today's headlines, articles, white papers, case studies, and product news.

OKLAHOMA STATE UNIVERSITY

<http://www.pp.okstate.edu/ehs>

The Department of Environmental Health & Safety at OSU has an online safety resource library with topics from A-Z. Go to the "Links Library" option.

OREGON HEALTH & SCIENCE UNIVERSITY

<http://www.croetweb.com>

This site consists of information on occupations & industries, chemical hazards, workplace safety issues, ergonomic issues, biological hazards, and includes materials in Spanish.

VERMONT SIRI

<http://hazard.com>

Contains a wide variety of resources: MSDSs, an online library of graphics, articles and PowerPoint presentations, e-mail discussion list archives, and a list of safety & health consultants.

FEDERAL GOVERNMENT

AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY

<http://www.atsdr.cdc.gov/>

Look for information on hazardous substances, emergency response and hazardous waste sites.

BUREAU OF LABOR STATISTICS, SAFETY & HEALTH

<http://www.bls.gov/bls/safety.htm>

Find national statistics on work-related injuries and illnesses and fatalities.

CENTERS FOR DISEASE CONTROL & PREVENTION (CDC)

<http://www.cdc.gov>

A good resource for general public health issues throughout the United States. Health topics from A-Z give an in-depth look at most communicable diseases as well as topics such as safe driving, violence, and air pollution.

ENVIRONMENTAL PROTECTION AGENCY (EPA)

<http://www.epa.gov>

The EPA's web site provides a wealth of information on a wide range of topics. Of particular interest: resources on lead, asbestos, indoor air quality, mold, and school environmental issues.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

<http://www.fema.gov>

For information on disasters and emergencies nationwide, access this web site. Publications include options for emergency preparedness and prevention, response and recovery, disaster fact sheets, and public awareness information.

MINE SAFETY AND HEALTH ADMINISTRATION

<http://www.msha.gov>

Features information on mine safety and health, including noise, dust, statistics, safety hazard alerts and talks, training, regulations, and rescue.

NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY & HEALTH (NIOSH)

<http://www.cdc.gov/niosh/homepage.html>

NIOSH's site describes their services and research activities and provides information on many workplace safety and health topics. Most of their publications are available online.

NATIONAL LIBRARY OF MEDICINE (NLM)

<http://www.nlm.nih.gov>

The world's largest medical library: a reliable source for medical, health and chemical hazard information.

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA)

<http://www.osha.gov>

OSHA'S web site includes compliance assistance resources, online publications, statistics, OSHA standards & directives, and a very useful A-Z site index.

OHIO

OHIO DEPT. OF HEALTH

<http://www.odh.state.oh.us>

Provides a wide variety of public health information, including occupational and environmental health, women's health, and health resources.

OHIO EPA (OEPA)

<http://www.epa.state.oh.us>

Use the "Topic Index" to find Ohio EPA regulations and information on permits, hazardous waste, pollution prevention, wastewater, wetlands, and much more.

STATE LIBRARY OF OHIO/OHIOLINK

<http://slonet.state.oh.us/>

Search the State Library of Ohio's online catalog which includes BWC's Division of Safety & Hygiene library books.

SPECIFIC (BY SUBJECT)

CONSTRUCTION

<http://www.cdc.gov/elcosh/index.html>

eLCOSH is a comprehensive library of construction safety information presented in both English and Spanish with items searchable by trade, hazard, job site, etc.

DRUG-FREE WORKPLACE

<http://www.dol.gov/workingpartners/welcome.html>

Working Partners for an Alcohol- and Drug-Free Workplace. Provides guidelines on establishing a workplace substance abuse program. Search the Substance Abuse Information Database. From the U.S. Dept. of Labor.

EMERGENCY MANAGEMENT GUIDE FOR BUSINESS & INDUSTRY

<http://www.fema.gov/business/guide/index.shtm>

Presents a step-by-step approach to emergency planning, response, and recovery for companies of all sizes. From the Federal Emergency Management Agency.

ERGONOMICS

<http://www.ergoweb.com>

Ergoweb's site offers ergonomics news, a buyer's guide and case studies, in addition to sources for software and services.

HAZARDOUS MATERIALS AND HAZARDOUS WASTE

<http://www.wetp.org/wetp>

The National Clearinghouse for Worker Safety and Health Training is a resource for workers and trainers who are involved in the handling of hazardous waste or in responding to emergency releases of hazardous materials and terrorist actions.

INDOOR AIR QUALITY

<http://www.cal-iaq.org>

The California Indoor Air Quality Program has compiled information on mold and fungi, tools for healthy schools, asbestos, radon, environmental tobacco smoke, volatile organic compounds, and IAQ programs and web sites.

MSDS

<http://www.ilpi.com/msds>

Touted as "Where to find material safety data sheets on the Internet", this site offers links to 100 free sites as well as news, FAQs, and an MSDS glossary.

SAFETY MANUALS & SAMPLE WRITTEN PROGRAMS

OSHA

http://www.osha.gov/dcsp/compliance_assistance/sampleprograms.html

OSHA provides sample written programs for employers to use as guidance when developing their own customized programs tailored to their specific workplaces.

ILLINOIS ONSITE SAFETY & HEALTH CONSULTATION PROGRAM

<http://www2.illinoisbiz.biz/osha/resource.htm>

At this site you will find sample written programs on a variety of topics. Also available are checklists and safety guide books, some in Spanish.

NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SERVICES (NIEHS)

<http://www.niehs.nih.gov/odhsb/home.htm>

The NIEHS has a very concise health and safety web page offering manuals, guides, and policies on topics such as laboratory, radiation, and biological safety.

SAFETYNET

<http://medical.smis.doi.gov/prog.htm>

Sponsored by the U.S. Department of the Interior, you will find sample written safety programs to use as templates. Health hazard information and medical reference material is also available.

Ohio Bureau of Workers' Compensation, Div. of Safety & Hygiene Libraries

30 W. Spring St., L-3, Columbus, OH 43215-2256

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