

**OSC | 11**  
Ohio Safety Congress & Expo



## PERRP's Enforcement Initiative

What this means to public employers...

**Session 401**

**Ohio** Bureau of Workers' Compensation

**OSC | 11**  
Ohio Safety Congress & Expo

## Who Is OSHA? Who Is PERRP?

Occupational Safety and Health Administration



Public Employment Risk Reduction Program



Both agencies are responsible for worker safety and health protection.

2

**OSC | 11**  
Ohio Safety Congress & Expo



## PERRP History

- o **1970** – Federal OSHA created (public employees exempted from coverage)
- o **1973** – Governor's executive order signed providing safety and health protection for executive branch state employees (OPESH)
- o **1992** – Ohio Public Employment Risk Reduction Act passed (House Bill 308); OPESH becomes PERRP extending coverage to most local government employees
- o **July 1994** – the Act went into full effect
- o **July 2005** – PERRP became part of the Ohio Bureau of Workers' Compensation

3

**OSC | 11**  
Ohio Safety Congress & Expo

## PERRP Purpose

- o Ensure public employees in Ohio have a safe and healthy work environment by:
  - Identifying workplace hazards and reducing those hazards through effective safety and health programs.
  - Developing and enforcing mandatory job safety and health standards.
  - Maintaining a reporting and recordkeeping system to monitor job-related injuries and illnesses.
  - Providing assistance, training and other support programs to help public employers and workers understand their rights and responsibilities.

4

**OSC | 11**  
Ohio Safety Congress & Expo

## Employer and Employee Responsibilities

- o Each public employer in Ohio **must**:
  - Provide a place of employment free from recognized hazards.
  - This requirement is known as the, "General Duty Clause."
- o Each public employee in Ohio **must**:
  - Comply with all safety and health regulations; and
  - Any reasonable safety and health policies developed by their employer.

ORC 4167.04  
ORC 4167.05

5

**OSC | 11**  
Ohio Safety Congress & Expo

## General Duty Clause

- o General duty provisions can only be used where there are no specific standards that apply to the recognized hazard.
- o A general duty citation must involve a recognized **serious hazard** and exposure of employees.
- o A general duty citation cannot be used to impose a stricter requirement than required by a standard.
- o A general duty citation cannot be used to enforce "should" standards.

6

**OSC | 11**  
Ohio Safety Congress & Expo

## Wording of Standards

- **Should** (Voluntary)
- **Shall** (Mandatory)
- **Must** (Mandatory)
- **May** (Voluntary)
- Mandatory (shall or must) provisions are minimum compliance requirements.
- Voluntary provisions (should or may) are advisory recommendations employers should consider for controlling workplace hazards

7

**OSC | 11**  
Ohio Safety Congress & Expo

## Compliance...

The **foundation** of an effective safety and health program isn't complete until you meet the minimum requirements!

Lab safety	Noise	PRCS	
HAZWOPER	PSM	LO/TO	
PPE	HAZCOM	BBP	EAP
300P LOG	300AP	301P/FROI	

**OSC | 11**  
Ohio Safety Congress & Expo

## What Is Enforced?

- Regulatory elements of the PERR Act
- The federal OSHA regulations
  - 29 CFR Parts 1910, 1926 and 1928
- The FHWA, Manual on Uniform Traffic Control Devices
- Chapters 4167 of the Ohio Administrative Code and Ohio Revised Code
  - Workplace safety poster
  - Injury and illness recordkeeping



code of federal regulations

ORC 4167.07

9

**OSC | 11**  
Ohio Safety Congress & Expo

## In Government Workplaces, the Required PERRP Poster Replaces OSHA Posters!



**PERRP**



~~**OSHA**~~

10

**OSC | 11**  
Ohio Safety Congress & Expo

## PERRP Recordkeeping Forms

- **300P Log of Work-Related Injuries and Illnesses**
  - Employer must maintain all forms, including 300P, for each establishment and kept on site for five years.
- **300AP Summary of Work-Related Injuries and Illnesses**
  - Employer must submit the 300AP to PERRP by Feb. 1 of each year.
- **301P Injury and Illness Incident Report**
  - Employer must complete the 301P or equivalent for each recordable incident.
- PERRP forms clarify requirements for public employers and reference appropriate sections in Chapter 4167 of the ORC/OAC.





11

**OSC | 11**  
Ohio Safety Congress & Expo

## Recordkeeping Legal Requirements

- **July 1994** Public employers required to maintain injury and illness recordkeeping forms.
- **April 2003** Recordkeeping amendment required:
  - Public employers to submit five years of Injury and Illness Summary forms by October 2003;
  - Public Employers must submit Summary forms to PERRP each year by Feb. 1 for the previous calendar year.
- **July 2006** PERRP introduces Ohio specific forms.
- **February 2009** Failure to post and submit the annual summary results in the issuance of a citation.
- **2011** PERRP notification to employers of non-compliance.

12

**OSC | 11**  
Ohio Safety Congress & Expo

## Recordkeeping Purpose

- Injury and illness data collection and analysis.
- 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 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 the BWC claims process are independent of each other.

13

**OSC | 11**  
Ohio Safety Congress & Expo

## ORC 4167.11 (B)

- BWC Board of Directors are **required** to develop and implement an "effective program" for the "collection, compilation, and analysis" of statistics and **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.
- The OAC explains how to comply with the ORC requirements.

14

**OSC | 11**  
Ohio Safety Congress & Expo

## OAC Recordkeeping 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

15

**OSC | 11**  
Ohio Safety Congress & Expo

## Basic Requirements

- Public employers are required to maintain a log and summary.
- Public employers are required to submit the PERRP 300AP form each year by Feb. 1.
- Public employers are required to post a copy of the PERRP 300AP form for each establishment.

16

**OSC | 11**  
Ohio Safety Congress & Expo

## Covered Employees

- Employees on payroll
- Employees of non-profit boards that are supervised by public employees (Developmental Disabilities, 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 public employer.
- Exclude volunteers and restitution workers

17

**OSC | 11**  
Ohio Safety Congress & Expo

## Recordkeeping Exemptions

- There are **no exemptions** for public employers
- There are **no exemptions** for small public employers, schools, and medical facilities
- **All public employers must comply** with recordkeeping rules adopted and enforced by PERRP

18

**OSC | 11**  
Ohio Safety Congress & Expo

## Multiple Establishments

- o Employers must keep a separate log and summary for each establishment.
- o Establishment is defined as:
  - A single physical location where business is conducted;
  - Where services or industrial operations are performed.
- o 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.

19

**OSC | 11**  
Ohio Safety Congress & Expo

## Required Forms

- o The Ohio Administrative Code requires the use of the following PERRP recordkeeping forms:
  - **PERRP Form 300P** Log;
  - **PERRP Form 300AP** Summary;
  - **PERRP Form 301P** Incident Report.
- o BWC First Report of Injury (FROI) is "equivalent" to 301P.
- o PERRP also permits employers to use recordkeeping methods that are "equivalent" to the required forms.

20

**OSC | 11**  
Ohio Safety Congress & Expo

## PERRP Form 301P Injury and Illness Incident Report

State of Ohio — Public Employment Risk Reduction Program — Form 301P (Rev. 10/2010)

Ohio Bureau of Workers' Compensation

**Information about the employee**

1. Full name: John Doe

2. Social Security Number: 123-45-6789

3. Date of birth: January 23, 1985

**Information about the case**

10. Date incident occurred: 03/15/2010

11. Date reported to employer: 03/16/2010

12. Date reported to BWC: 03/18/2010

13. Date of last medical treatment: 03/20/2010

14. Date of return to work: 03/22/2010

15. Date of last follow-up: 03/25/2010

16. Date of last medical treatment: 03/28/2010

17. Date of last follow-up: 03/30/2010

18. Date of last medical treatment: 04/01/2010

19. Date of last follow-up: 04/03/2010

20. Date of last medical treatment: 04/05/2010

21. Date of last follow-up: 04/07/2010

22. Date of last medical treatment: 04/09/2010

23. Date of last follow-up: 04/11/2010

24. Date of last medical treatment: 04/13/2010

25. Date of last follow-up: 04/15/2010

26. Date of last medical treatment: 04/17/2010

27. Date of last follow-up: 04/19/2010

28. Date of last medical treatment: 04/21/2010

29. Date of last follow-up: 04/23/2010

30. Date of last medical treatment: 04/25/2010

31. Date of last follow-up: 04/27/2010

32. Date of last medical treatment: 04/29/2010

33. Date of last follow-up: 05/01/2010

34. Date of last medical treatment: 05/03/2010

35. Date of last follow-up: 05/05/2010

36. Date of last medical treatment: 05/07/2010

37. Date of last follow-up: 05/09/2010

38. Date of last medical treatment: 05/11/2010

39. Date of last follow-up: 05/13/2010

40. Date of last medical treatment: 05/15/2010

41. Date of last follow-up: 05/17/2010

42. Date of last medical treatment: 05/19/2010

43. Date of last follow-up: 05/21/2010

44. Date of last medical treatment: 05/23/2010

45. Date of last follow-up: 05/25/2010

46. Date of last medical treatment: 05/27/2010

47. Date of last follow-up: 05/29/2010

48. Date of last medical treatment: 05/31/2010

49. Date of last follow-up: 06/02/2010

50. Date of last medical treatment: 06/04/2010

51. Date of last follow-up: 06/06/2010

52. Date of last medical treatment: 06/08/2010

53. Date of last follow-up: 06/10/2010

54. Date of last medical treatment: 06/12/2010

55. Date of last follow-up: 06/14/2010

56. Date of last medical treatment: 06/16/2010

57. Date of last follow-up: 06/18/2010

58. Date of last medical treatment: 06/20/2010

59. Date of last follow-up: 06/22/2010

60. Date of last medical treatment: 06/24/2010

61. Date of last follow-up: 06/26/2010

62. Date of last medical treatment: 06/28/2010

63. Date of last follow-up: 06/30/2010

64. Date of last medical treatment: 07/02/2010

65. Date of last follow-up: 07/04/2010

66. Date of last medical treatment: 07/06/2010

67. Date of last follow-up: 07/08/2010

68. Date of last medical treatment: 07/10/2010

69. Date of last follow-up: 07/12/2010

70. Date of last medical treatment: 07/14/2010

71. Date of last follow-up: 07/16/2010

72. Date of last medical treatment: 07/18/2010

73. Date of last follow-up: 07/20/2010

74. Date of last medical treatment: 07/22/2010

75. Date of last follow-up: 07/24/2010

76. Date of last medical treatment: 07/26/2010

77. Date of last follow-up: 07/28/2010

78. Date of last medical treatment: 07/30/2010

79. Date of last follow-up: 08/01/2010

80. Date of last medical treatment: 08/03/2010

81. Date of last follow-up: 08/05/2010

82. Date of last medical treatment: 08/07/2010

83. Date of last follow-up: 08/09/2010

84. Date of last medical treatment: 08/11/2010

85. Date of last follow-up: 08/13/2010

86. Date of last medical treatment: 08/15/2010

87. Date of last follow-up: 08/17/2010

88. Date of last medical treatment: 08/19/2010

89. Date of last follow-up: 08/21/2010

90. Date of last medical treatment: 08/23/2010

91. Date of last follow-up: 08/25/2010

92. Date of last medical treatment: 08/27/2010

93. Date of last follow-up: 08/29/2010

94. Date of last medical treatment: 08/31/2010

95. Date of last follow-up: 09/02/2010

96. Date of last medical treatment: 09/04/2010

97. Date of last follow-up: 09/06/2010

98. Date of last medical treatment: 09/08/2010

99. Date of last follow-up: 09/10/2010

100. Date of last medical treatment: 09/12/2010

101. Date of last follow-up: 09/14/2010

102. Date of last medical treatment: 09/16/2010

103. Date of last follow-up: 09/18/2010

104. Date of last medical treatment: 09/20/2010

105. Date of last follow-up: 09/22/2010

106. Date of last medical treatment: 09/24/2010

107. Date of last follow-up: 09/26/2010

108. Date of last medical treatment: 09/28/2010

109. Date of last follow-up: 09/30/2010

110. Date of last medical treatment: 10/02/2010

111. Date of last follow-up: 10/04/2010

112. Date of last medical treatment: 10/06/2010

113. Date of last follow-up: 10/08/2010

114. Date of last medical treatment: 10/10/2010

115. Date of last follow-up: 10/12/2010

116. Date of last medical treatment: 10/14/2010

117. Date of last follow-up: 10/16/2010

118. Date of last medical treatment: 10/18/2010

119. Date of last follow-up: 10/20/2010

120. Date of last medical treatment: 10/22/2010

121. Date of last follow-up: 10/24/2010

122. Date of last medical treatment: 10/26/2010

123. Date of last follow-up: 10/28/2010

124. Date of last medical treatment: 10/30/2010

125. Date of last follow-up: 10/31/2010

126. Date of last medical treatment: 11/02/2010

127. Date of last follow-up: 11/04/2010

128. Date of last medical treatment: 11/06/2010

129. Date of last follow-up: 11/08/2010

130. Date of last medical treatment: 11/10/2010

131. Date of last follow-up: 11/12/2010

132. Date of last medical treatment: 11/14/2010

133. Date of last follow-up: 11/16/2010

134. Date of last medical treatment: 11/18/2010

135. Date of last follow-up: 11/20/2010

136. Date of last medical treatment: 11/22/2010

137. Date of last follow-up: 11/24/2010

138. Date of last medical treatment: 11/26/2010

139. Date of last follow-up: 11/28/2010

140. Date of last medical treatment: 11/30/2010

141. Date of last follow-up: 12/02/2010

142. Date of last medical treatment: 12/04/2010

143. Date of last follow-up: 12/06/2010

144. Date of last medical treatment: 12/08/2010

145. Date of last follow-up: 12/10/2010

146. Date of last medical treatment: 12/12/2010

147. Date of last follow-up: 12/14/2010

148. Date of last medical treatment: 12/16/2010

149. Date of last follow-up: 12/18/2010

150. Date of last medical treatment: 12/20/2010

151. Date of last follow-up: 12/22/2010

152. Date of last medical treatment: 12/24/2010

153. Date of last follow-up: 12/26/2010

154. Date of last medical treatment: 12/28/2010

155. Date of last follow-up: 12/30/2010

156. Date of last medical treatment: 12/31/2010

157. Date of last follow-up: 01/02/2011

158. Date of last medical treatment: 01/04/2011

159. Date of last follow-up: 01/06/2011

160. Date of last medical treatment: 01/08/2011

161. Date of last follow-up: 01/10/2011

162. Date of last medical treatment: 01/12/2011

163. Date of last follow-up: 01/14/2011

164. Date of last medical treatment: 01/16/2011

165. Date of last follow-up: 01/18/2011

166. Date of last medical treatment: 01/20/2011

167. Date of last follow-up: 01/22/2011

168. Date of last medical treatment: 01/24/2011

169. Date of last follow-up: 01/26/2011

170. Date of last medical treatment: 01/28/2011

171. Date of last follow-up: 01/30/2011

172. Date of last medical treatment: 01/31/2011

173. Date of last follow-up: 02/02/2011

174. Date of last medical treatment: 02/04/2011

175. Date of last follow-up: 02/06/2011

176. Date of last medical treatment: 02/08/2011

177. Date of last follow-up: 02/10/2011

178. Date of last medical treatment: 02/12/2011

179. Date of last follow-up: 02/14/2011

180. Date of last medical treatment: 02/16/2011

181. Date of last follow-up: 02/18/2011

182. Date of last medical treatment: 02/20/2011

183. Date of last follow-up: 02/22/2011

184. Date of last medical treatment: 02/24/2011

185. Date of last follow-up: 02/26/2011

186. Date of last medical treatment: 02/28/2011

187. Date of last follow-up: 02/29/2011

188. Date of last medical treatment: 03/01/2011

189. Date of last follow-up: 03/03/2011

190. Date of last medical treatment: 03/05/2011

191. Date of last follow-up: 03/07/2011

192. Date of last medical treatment: 03/09/2011

193. Date of last follow-up: 03/11/2011

194. Date of last medical treatment: 03/13/2011

195. Date of last follow-up: 03/15/2011

196. Date of last medical treatment: 03/17/2011

197. Date of last follow-up: 03/19/2011

198. Date of last medical treatment: 03/21/2011

199. Date of last follow-up: 03/23/2011

200. Date of last medical treatment: 03/25/2011

201. Date of last follow-up: 03/27/2011

202. Date of last medical treatment: 03/29/2011

203. Date of last follow-up: 03/31/2011

204. Date of last medical treatment: 04/01/2011

205. Date of last follow-up: 04/03/2011

206. Date of last medical treatment: 04/05/2011

207. Date of last follow-up: 04/07/2011

208. Date of last medical treatment: 04/09/2011

209. Date of last follow-up: 04/11/2011

210. Date of last medical treatment: 04/13/2011

211. Date of last follow-up: 04/15/2011

212. Date of last medical treatment: 04/17/2011

213. Date of last follow-up: 04/19/2011

214. Date of last medical treatment: 04/21/2011

215. Date of last follow-up: 04/23/2011

216. Date of last medical treatment: 04/25/2011

217. Date of last follow-up: 04/27/2011

218. Date of last medical treatment: 04/29/2011

219. Date of last follow-up: 04/30/2011

220. Date of last medical treatment: 05/01/2011

221. Date of last follow-up: 05/03/2011

222. Date of last medical treatment: 05/05/2011

223. Date of last follow-up: 05/07/2011

224. Date of last medical treatment: 05/09/2011

225. Date of last follow-up: 05/11/2011

226. Date of last medical treatment: 05/13/2011

227. Date of last follow-up: 05/15/2011

228. Date of last medical treatment: 05/17/2011

229. Date of last follow-up: 05/19/2011

230. Date of last medical treatment: 05/21/2011

231. Date of last follow-up: 05/23/2011

232. Date of last medical treatment: 05/25/2011

233. Date of last follow-up: 05/27/2011

234. Date of last medical treatment: 05/29/2011

235. Date of last follow-up: 05/31/2011

236. Date of last medical treatment: 06/01/2011

237. Date of last follow-up: 06/03/2011

238. Date of last medical treatment: 06/05/2011

239. Date of last follow-up: 06/07/2011

240. Date of last medical treatment: 06/09/2011

241. Date of last follow-up: 06/11/2011

242. Date of last medical treatment: 06/13/2011

243. Date of last follow-up: 06/15/2011

244. Date of last medical treatment: 06/17/2011

245. Date of last follow-up: 06/19/2011

246. Date of last medical treatment: 06/21/2011

247. Date of last follow-up: 06/23/2011

248. Date of last medical treatment: 06/25/2011

249. Date of last follow-up: 06/27/2011

250. Date of last medical treatment: 06/29/2011

251. Date of last follow-up: 06/30/2011

252. Date of last medical treatment: 07/01/2011

253. Date of last follow-up: 07/03/2011

254. Date of last medical treatment: 07/05/2011

255. Date of last follow-up: 07/07/2011

256. Date of last medical treatment: 07/09/2011

257. Date of last follow-up: 07/11/2011

258. Date of last medical treatment: 07/13/2011

259. Date of last follow-up: 07/15/2011

260. Date of last medical treatment: 07/17/2011

261. Date of last follow-up: 07/19/2011

262. Date of last medical treatment: 07/21/2011

263. Date of last follow-up: 07/23/2011

264. Date of last medical treatment: 07/25/2011

265. Date of last follow-up: 07/27/2011

266. Date of last medical treatment: 07/29/2011

267. Date of last follow-up: 07/31/2011

268. Date of last medical treatment: 08/01/2011

269. Date of last follow-up: 08/03/2011

270. Date of last medical treatment: 08/05/2011

271. Date of last follow-up: 08/07/2011

272. Date of last medical treatment: 08/09/2011

273. Date of last follow-up: 08/11/2011

274. Date of last medical treatment: 08/13/2011

275. Date of last follow-up: 08/15/2011

276. Date of last medical treatment: 08/17/2011

277. Date of last follow-up: 08/19/2011

278. Date of last medical treatment: 08/21/2011

279. Date of last follow-up: 08/23/2011

280. Date of last medical treatment: 08/25/2011

281. Date of last follow-up: 08/27/2011

282. Date of last medical treatment: 08/29/2011

283. Date of last follow-up: 08/31/2011

284. Date of last medical treatment: 09/01/2011

285. Date of last follow-up: 09/03/2011

286. Date of last medical treatment: 09/05/2011

287. Date of last follow-up: 09/07/2011

288. Date of last medical treatment: 09/09/2011

289. Date of last follow-up: 09/11/2011

290. Date of last medical treatment: 09/13/2011

291. Date of last follow-up: 09/15/2011

292. Date of last medical treatment: 09/17/2011

293. Date of last follow-up: 09/19/2011

294. Date of last medical treatment: 09/21/2011

295. Date of last follow-up: 09/23/2011

296. Date of last medical treatment: 09/25/2011

297. Date of last follow-up: 09/27/2011

298. Date of last medical treatment: 09/29/2011

299. Date of last follow-up: 09/30/2011

300. Date of last medical treatment: 10/01/2011

301. Date of last follow-up: 10/03/2011

302. Date of last medical treatment: 10/05/2011

303. Date of last follow-up: 10/07/2011

304. Date of last medical treatment: 10/09/2011

305. Date of last follow-up: 10/11/2011

306. Date of last medical treatment: 10/13/2011

307. Date of last follow-up: 10/15/2011

308. Date of last medical treatment: 10/17/2011

309. Date of last follow-up: 10/19/2011

310. Date of last medical treatment: 10/21/2011

311. Date of last follow-up: 10/23/2011

312. Date of last medical treatment: 10/25/2011

313. Date of last follow-up: 10/27/2011

314. Date of last medical treatment: 10/29/2011

315. Date of last follow-up: 10/31/2011

316. Date of last medical treatment: 11/01/2011

317. Date of last follow-up: 11/03/2011

318. Date of last medical treatment: 11/05/2011

319. Date of last follow-up: 11/07/2011

320. Date of last medical treatment: 11/09/2011

321. Date of last follow-up: 11/11/2011

322. Date of last medical treatment: 11/13/2011

323. Date of last follow-up: 11/15/2011

324. Date of last medical treatment: 11/17/2011

325. Date of last follow-up: 11/19/2011

326. Date of last medical treatment: 11/21/2011

327. Date of last follow-up: 11/23/2011

328. Date of last medical treatment: 11/25/2011

329. Date of last follow-up: 11/27/2011

330. Date of last medical treatment: 11/29/2011

331. Date of last follow-up: 11/30/2011

332. Date of last medical treatment: 12/01/2011

333. Date of last follow-up: 12/03/2011

334. Date of last medical treatment: 12/05/2011

335. Date of last follow-up: 12/07/2011

336. Date of last medical treatment: 12/09/2011

337. Date of last follow-up: 12/11/2011

338. Date of last medical treatment: 12/13/2011

339. Date of last follow-up: 12/15/2011

340. Date of last medical treatment: 12/17/2011

341. Date of last follow-up: 12/19/2011

342. Date of last medical treatment: 12/21/2011

343. Date of last follow-up: 12/23/2011

344. Date of last medical treatment: 12/25/2011

345. Date of last follow-up: 12/27/2011

346. Date of last medical treatment: 12/29/2011

347. Date of last follow-up: 12/31/2011

348. Date of last medical treatment: 01/01/2012

349. Date of last follow-up: 01/03/2012

350. Date of last medical treatment: 01/05/2012

351. Date of last follow-up: 01/07/2012

352. Date of last medical treatment: 01/09/2012

353. Date of last follow-up: 01/11/2012

354. Date of last medical treatment: 01/13/2012

355. Date of last follow-up: 01/15/2012

356. Date of last medical treatment: 01/17/2012

357. Date of last follow-up: 01/19/2012

358. Date of last medical treatment: 01/21/2012

359. Date of last follow-up: 01/23/2012

360. Date of last medical treatment: 01/25/2012

361. Date of last follow-up: 01/27/2012

362. Date of last medical treatment: 01/29/2012

363. Date of last follow-up: 01/31/2012

364. Date of last medical treatment: 02/01/2012

365. Date of last follow-up: 02/03/2012

366. Date of last medical treatment: 02/05/2012

367. Date of last follow-up: 02/07/2012

368. Date of last medical treatment: 02/09/2012

369. Date of last follow-up: 02/11/2012

370. Date of last medical treatment: 02/13/2012

371. Date of last follow-up: 02/15/2012

372. Date of last medical treatment: 02/17/2012

373. Date of last follow-up: 02/19/2012

374. Date of last medical treatment: 02/21/2012

375. Date of last follow-up: 02/23/2012

376. Date of last medical treatment: 02/25/2012

377. Date of last follow-up: 02/27/2012

378. Date of last medical treatment: 02/29/2012

379. Date of last follow-up: 03/01/2012

380. Date of last medical treatment: 03/03/2012

381. Date of last follow-up: 03/05/2012

382. Date of last medical treatment: 03/07/2012

383. Date of last follow-up: 03/09/2012

384. Date of last medical treatment: 03/11/2012

385. Date of last follow-up: 03/13/2

**OSC | 11**  
Ohio Safety Congress & Expo

## 300AP Example

State of Ohio — Public Employment Risk Reduction Program — Form 300AP (Rev. 10/09)

**Summary of Work-Related Injuries and Illnesses**

**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
0	1	1	5
<small>(G)</small>	<small>(H)</small>	<small>(I)</small>	<small>(J)</small>

**Number of Cases must = Number of Injury and Illness Types**

**Injury and illness types**

Total number of ... <small>(M)</small>			
(1) Injury	5	(4) Poisoning	0
(2) Skin disorder	1	(5) Hearing loss	1
(3) Respiratory condition	0	(6) All other illnesses	0

25

**OSC | 11**  
Ohio Safety Congress & Expo

## 300AP Example

**Employment information**

*For use ONLY by state agencies, special districts, counties, cities, villages and townships*

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

Full time: \_\_\_\_\_

Part time: \_\_\_\_\_

Police/Fire/EMT: \_\_\_\_\_

*For use ONLY by educational institutions (universities, colleges, technical schools, school districts)*

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

Teachers/instructors: 32

All other/support staff (e.g., administration, bus drivers, custodial, coaches, etc.) 15

26

**OSC | 11**  
Ohio Safety Congress & Expo

## 300AP Certification

State of Ohio — Public Employment Risk Reduction Program — Form 300AP (Rev. 10/09)

**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 the entries are true, accurate and complete to the best of my knowledge.

<b>Joe Administrator</b> <small>Administrator name (Print)</small>	<b>Superintendent</b> <small>Title</small>
 <small>Administrator name (Signature)</small>	<b>Thursday, January 20, 2011</b> <small>Date</small>
<b>123-456-7890</b> <small>Phone</small>	<b>superintendent@scor.state.oh.us</b> <small>E-mail address</small>

27

**OSC | 11**  
Ohio Safety Congress & Expo

## PERRP Enforcement Inspections

STATE OF OHIO  
Public Employment Risk Reduction Program  
Form 300AP (Rev. 10/09)

**SITATION**

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_

**Administrative Data**

Inspector Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**Inspection Details**

Number of employees: \_\_\_\_\_  
Number of fatalities: \_\_\_\_\_  
Number of hospitalizations: \_\_\_\_\_

Revised/Revised and updated by OSC 08/10/09

**Ohio** Bureau of Workers' Compensation

**Administrative Risk Reduction Report**

Form 300AP (Rev. 10/09)

Inspector Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**Inspection Details**

Number of employees: \_\_\_\_\_  
Number of fatalities: \_\_\_\_\_  
Number of hospitalizations: \_\_\_\_\_

Revised/Revised and updated by OSC 08/10/09

**OSC | 11**  
Ohio Safety Congress & Expo

## PERRP Inspection Priorities

Priority	Category of Inspection
1st	<b>Refusal to Work:</b> <i>Reasonable certainty an immediate danger exists</i>
2nd	<b>Fatality/Multiple Hospitalization:</b> <i>Reported to PERRP within eight hours; inspected ASAP</i>
3rd	<b>Complaints:</b> <i>Worker or worker representative can file a complaint about a safety or health hazard</i>
4th	<b>Compliance Assistance Inspections:</b> <i>Voluntary inspections encourage a pro-active approach to addressing workplace hazards</i>

29

**OSC | 11**  
Ohio Safety Congress & Expo

## Fatality Reporting

- You must report all fatalities verbally to PERRP within eight hours of the accident or as soon as the employer becomes aware of the death.
- This requirement also applies to the in-patient hospitalization of three or more employees as the result of a single catastrophic accident.
- Reporting can be done in person or by using the fatality reporting phone number, **1-800-671-6858**.

OAC 4167-6-10

30

**OSC | 11**  
Ohio Safety Congress & Expo

## Incident Reporting

- o You must report and record all work-related fatalities including highway or public street motor vehicle accidents and heart attacks.
- o PERRP may not exercise its right to investigate vehicular accidents or heart attacks that result in a fatality.
- o Failure to report a fatality or multiple hospitalization event will result in the issuance of a citation.

31

**OSC | 11**  
Ohio Safety Congress & Expo

## Refusal to Work

- o Any public employee acting in **good faith** may refuse unsafe assigned tasks.
- o Good faith means:
  - A reasonable person would conclude workplace conditions create an **imminent danger** of death or serious physical harm and there is insufficient time to use the PERRP written complaint process.
- o Good faith does not mean:
  - An employee can refuse assigned job tasks that are **reasonably expected** to occur during the course of their regular duties.

ORC 4167.06  
32

**OSC | 11**  
Ohio Safety Congress & Expo

## Refusing to Work

Public employees who wish to exercise their right to refuse work under "imminent danger" conditions 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 as soon as possible by phone **1-800-671-6858**.
3. Submit a written statement explaining the imminent danger condition to PERRP.

ORC 4167.06  
33

**OSC | 11**  
Ohio Safety Congress & Expo

## Complaints

- o Employees may file complaints over any unsafe or unhealthful condition or practice.
- o Any public employee or employee representative may file a complaint with PERRP.
  - All complaints are kept confidential!
- o Employees must submit a complaint **in writing** to PERRP by letter or fax.
- o Employees should initially attempt to have unsafe or unhealthy conditions corrected by contacting their immediate supervisor (or designated safety person).



ORC 4167.10  
34

**OSC | 11**  
Ohio Safety Congress & Expo

## Discrimination

- o The PERR Act provides for employee protection from retaliation.
- o 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;
  - Testifying at a hearing.
- o Employees can file discrimination complaints related to health and safety with the State Personnel Board of Review.



ORC 4167.13  
35

**OSC | 11**  
Ohio Safety Congress & Expo

## Inspection Procedures

PERRP will:

- o Conduct an opening conference to explain the inspection purpose and scope.
- o Perform a walk-around inspection of the jobsite(s).
- o Interview employees and management.
- o Hold a closing conference to summarize the findings.



36

**OSC | 11**  
Ohio Safety Congress & Expo

## Inspection Reports

- Following all inspections, PERRP sends detailed reports to the employer.
  - For refusal to work or complaint investigations, PERRP also sends a copy of the report 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);
  - **Citations** (issued if violations of standards are observed).

37

**OSC | 11**  
Ohio Safety Congress & Expo

## Citation Information

- Citations include the following information:
  - **Standard** (regulation that is alleged to have been violated);
  - **Condition** (violation descriptions);
  - **Finding(s)** (location where violations were observed);
  - **Abatement Date** (mandatory deadline to achieve compliance).



38

**OSC | 11**  
Ohio Safety Congress & Expo

## Citation Posting

- Employers must prominently post copies of citations 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.

39

**OSC | 11**  
Ohio Safety Congress & Expo

## Hazard Abatement

- Each enforcement citation will include an abatement date.
- **Compliance** with adopted standards is **mandatory** and employers must submit abatement verification to PERRP within 14 calendar days after abatement date.
- Employers must post their abatement verification documents for at least six calendar days in a prominent location visible to affected employees.



40

**OSC | 11**  
Ohio Safety Congress & Expo

## Failure to Comply

- If a public employer, public employee or public employee representative willfully fails to comply with a final order from PERRP, the Court of Common Pleas may issue an injunction, restraining order or any other appropriate relief to compel compliance.
- In addition, the court **must** impose a civil penalty.
  - Penalty cannot exceed \$500 per day, per violation.
  - Total penalty may not exceed \$10,000 per violation.
- Results of PERRP voluntary compliance inspections cannot be used for three years as evidence in any court proceeding in the State of Ohio.

41

**OSC | 11**  
Ohio Safety Congress & Expo

## Employer Rights

- Following an inspection employers:
  - May contest citations and abatement dates **within 14** calendar days of citation receipt.
  - May request multi-step and/or long term abatement for technically complex citation items (requires periodic progress reports).
  - Must post petitions for abatement date modifications in a conspicuous place visible to affected employees for fourteen calendar days.

42

**OSC | 11**  
Ohio Safety Congress & Expo

## Employee Rights

- o Prior to and during an inspection, employees or their representative:
  - Can accompany a PERRP investigator
  - Can talk to the investigator privately
  - May point out hazards, describe injuries, illnesses or near misses that resulted from those hazards and describe any concern you have about a safety or health issue.
- o Following an inspection employees:
  - May file a notice with PERRP that abatement dates assigned for a violation are unreasonable

ORC 4167.10 43

**OSC | 11**  
Ohio Safety Congress & Expo

## PERRP Compliance Assistance




PERRP

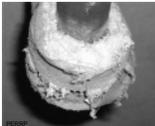
**OSC | 11**  
Ohio Safety Congress & Expo

## Compliance Assistance

- o Requests for assistance demonstrates an employer's Good Faith effort to achieve compliance!
- o PERRP offers these risk reduction services



Safety surveys



Health surveys



Training

45

**OSC | 11**  
Ohio Safety Congress & Expo

## Risk Reduction Inspections (Safety)

- o Safety surveys
  - Comprehensive
  - Site specific





46

**OSC | 11**  
Ohio Safety Congress & Expo

## Risk Reduction Inspections (Health)

- o Health surveys
  - Noise
  - Air monitoring
  - Chemical hygiene




47

**OSC | 11**  
Ohio Safety Congress & Expo

## Voluntary Inspection Reports

- o Following all voluntary risk reduction inspections, PERRP prepares and sends detailed reports to the employer.
- o PERRP encourages (not required) employers to share voluntary inspection reports with employees.
- o 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);
  - **Recommended action** (how to eliminate or control an observed hazard).

48

**OSC | 11**  
Ohio Safety Congress & Expo

## Corrective Action

- o Compliance assistance findings are voluntarily abated by employers by assigned target dates.
  - Compliance with cited standards is always mandatory.
- o PERRP sends a corrective action report to the employer following the inspection to verify abatement.
- o PERRP uses the abatement verification for statistical analysis.
- o Employers who voluntarily abate hazards are demonstrating a good faith effort to comply with the cited standards.

49

**OSC | 11**  
Ohio Safety Congress & Expo

## Training Services

On-site training can be provided for a variety of topics.

- o Injury and illness recordkeeping
- o Permit required confined spaces
- o Trenching and excavation
- o Electrical hazard recognition
- o Hazard communication
- o Welding and cutting
- o PPE hazard assessment
- o Fire protection
- o And many more!



50

**OSC | 11**  
Ohio Safety Congress & Expo

## Compliance Services

- o PERRP provides compliance assistance services free of charge.
- o Submit requests by mail, fax, or on BWC's website: [www.ohiobwc.com](http://www.ohiobwc.com).
- o You can also phone in a request to PERRP by calling the investigator/consultant in your area or by contacting the PERRP central office between 8 a.m. and 5 p.m. at: 1-800-671-6858.

51

**OSC | 11**  
Ohio Safety Congress & Expo

## More Information

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

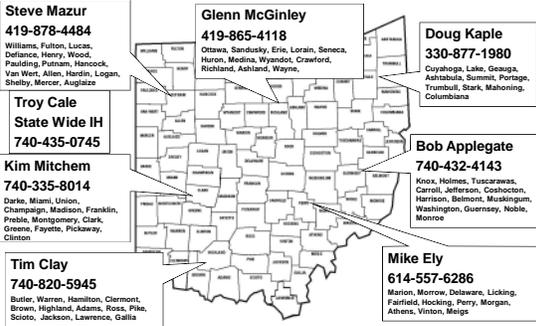
PERRP's Main Number & Refusal to Work/  
 Fatality Hotline: **1-800-671-6858**

BWC's Main Number: 1-800-OHIOBWC

52

**OSC | 11**  
Ohio Safety Congress & Expo

## PERRP Investigators



<b>Steve Mazur</b> 419-878-4484 Williams, Fulton, Lucas, Defiance, Henry, Wood, Paulding, Putnam, Hancock, Van Wert, Allen, Hardin, Logan, Shelby, Mercer, Auglaize	<b>Glenn McGinley</b> 419-865-4118 Ottawa, Sandusky, Erie, Lorain, Seneca, Huron, Medina, Wyandot, Crawford, Richland, Ashland, Wayne.	<b>Doug Kaple</b> 330-877-1980 Cuyahoga, Lake, Geauga, Ashland, Summit, Portage, Trumbull, Stark, Mahoning, Columbiana
<b>Troy Cale</b> State Wide IH 740-435-0745	<b>Bob Applegate</b> 740-432-4143 Knox, Holmes, Tuscarawas, Carroll, Jefferson, Coshocton, Harrison, Belmont, Muskingum, Washington, Guernsey, Noble, Monroe	<b>Mike Ely</b> 614-557-6286 Marion, Morrow, Delaware, Licking, Fairfield, Hocking, Perry, Morgan, Athens, Vinton, Meigs
<b>Kim Mitchem</b> 740-335-8014 Darke, Miami, Union, Champaign, Madison, Franklin, Preble, Montgomery, Clark, Greene, Fayette, Pickaway, Clinton	<b>Tim Clay</b> 740-820-5945 Butler, Warren, Hamilton, Clermont, Brown, Highland, Adams, Ross, Pike, Scioto, Jackson, Lawrence, Gallia	

**OSC | 11**  
Ohio Safety Congress & Expo

# Questions