

## Program Profile Series

Number One

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### INJURY/ILLNESS RECORDKEEPING

**SCOPE** - Federal regulations provide for recording and reporting of certain occupational injuries and illnesses by employer. This recordkeeping can be used to display the occurrence, extent, and outcome of cases recorded during the year.

**AUTHORITY/REFERENCE** - OSHA 29 CFR 1904

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**ACCOUNTABILITY** - Employers shall maintain a log, supplementary record, and summary of all recordable cases. Each recordable injury or illness shall be entered within six working days after receiving notification of the occurrence. For this purpose the OSHA 200 form (or equivalent) shall be used.

This is required only for employers with more than ten full or part-time employees at any one time in the previous calendar year, and do not have a certain standard industrial classification (SIC).

**PROGRAM ELEMENTS** - The following requirements are necessary to maintain and retain the occupational injury and illness log and supplementary report:

1. Maintain a copy of the log and report at each place of employment
2. Update the log within six days after being informed of the injury or illness
3. Conduct accident/illness (incident) investigations
4. Post the annual summary from February 1 to March 1 each year

5. Keep the records for a minimum of five years following the end of the calendar year to which they relate

6. Make the log and reports available to every employee

7. Report any catastrophic incident within 8 hours orally or in writing to OSHA.

**TRAINING** - Instructions for the completion of the OSHA 200 Log are included with each form and in a publication (# 1220-0029) available from OSHA.

**DEFINITIONS** -First Aid - any one time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters and so forth, which do not ordinarily require medical care.

Lost Work Days - the number of days (consecutive or not) after, but not including, the day of injury or illness during which the employee would have worked but could not do so.

Medical Treatment - treatment administered by a physician or by registered professional personnel under the standing orders of a physician.

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Recordable Occupational Injury or Illness - are any which result in fatalities, regardless of the time between the injury and death, or the length of the illness; or lost workday cases, other than fatalities; nonfatal cases without lost workdays which result in transfer to another job or termination of employment, or require medical

treatment (other than first aid) or involve: loss of consciousness or restrictions of work or motion. This also applies to any diagnosed occupational illness which is reported to the employer but is not classified as a fatality or lost workday case.

**CROSS-REFERENCING** - Another program which may be involved in the development of this program is Incident Investigation.

**RESPONSIBILITY** - Who is going to see that the program is developed and implemented including creating and conducting the training.

This series has been designed to provide the basic information necessary to develop written programs and appropriate training as required by the Occupational Safety and Health Administration. They are not intended to be or become a written program. They are a guideline for the creation of a program specific to a company.