

# BIE SAFETY ADVISOR

## OSHA Injury/Illness Recordkeeping

OSHA's Recordkeeping Standard covers over 750,000 employers and 1.5 million establishments, helping to make sure work environments are safe for its employees. To ensure this, OSHA requires covered employers to record and report work-related injuries and illnesses.

Recordkeeping is not only utilized by OSHA in fulfilling its mission, but also benefits employers and employees. Through proper recordkeeping, the company can be more proactive in continuous improvement of the workplace ensuring the safety, health, and wellness of its employees.

### Forms to be Maintained: 300, 300A, and 301

There are three forms that need to be maintained. The OSHA Form 300, a log of work-related injuries and illnesses. The OSHA Form 301, the injury and illnesses incident report, which employers must complete for each individual recordable injury or illness. And the OSHA Form 300A, a summary of work-related injuries and illnesses.

Here is some additional information about each of the forms:

- **Form 300—Log of Work-Related Injuries and Illnesses**
  - Logs the date that the incident occurred
  - Records the name, job title and location of the incident
  - Documents the injury or illness, and causal object
  - Classifies the injury or illness based on the most serious
- **Form 301—Injuries and Illnesses Incident Report**
  - Captures the detailed information about the incident
  - Provides employer with important information needed to prevent similar incidents from happening
- **Form 300A—Summary of Work-Related Injuries and Illnesses**

- Contains a numerical summary of incidents
- Must be signed by a company executive and posted annually in a location that is clearly visible to employees from **February 1 to April 30 each year**

There are a few things to remember when filling out these forms: Employers must fill out separate forms for each establishment or jobsite, unless an establishment or jobsite has been open for less than one year, in which case they can account for the occupational injuries and illnesses on combined forms. Establishments must retain copies for five years following the year of the recorded incident and must make the forms accessible. Employers must record each recordable injury or illness on Forms 300 and 301 within seven days of learning of the incident.

### Electronic Submittal

Note that employers at establishments subject to the electronic reporting requirement must also electronically transmit the OSHA Form 300A Summary to OSHA via the Injury Tracking Application (ITA) by **March 2**.

An establishment is subject to this requirement if it is part of a company covered by the Recordkeeping Standard and has **250 or more employees**, or **20 or more** employees if it is in a high-risk industry. The Construction industry falls into this category.

### OSHA Reporting

All employers covered by the Occupational Safety and Health (OSH) Act must report occupational fatalities to OSHA within **8 hours** and must report any incidents involving a hospitalization, amputation, or loss of eye within **24 hours**.

### To Make a Report

Call the nearest OSHA Office

Call the OSHA 24-hour hotline at:

1-800-321-6742 (OSHA)

Report Online at:

<https://www.osha.gov/pls/ser/serform.html>



# Monthly Toolbox Talk

## Slips, Trips, and Falls – Winter Safety Tips

### Introduction/Overview:

In 2021, 5,190 workers in the United States suffered fatal work injuries, an 8.9% increase from 2020. Slips, trips, and falls accounted for 850 fatalities, a 5.6% increase from 2020 second only to transportation related incidents.

With the arrival of winter weather, your chance of having a slip, trip, or fall rises considerably. Most wintertime incidents occur on parking lots, roadways, driveways, and walkways while walking between the workplace and vehicles. Indoor hazards also exist at entryways, hallways, and other rooms where ice and snow have been tracked in from outside.

The presence of snow and ice throughout the jobsite affects all workers and may even lead to the halt of all jobsite activities. Special attention should be paid to elevated work locations, such as roof tops, steel decking, scaffolds, and stairs. Workers should not perform work in these areas when covered by snow or ice. Mobile elevated work platforms (MEWPs) such as aerial lifts, and scissor lifts should be inspected for such hazards prior to use. Unprotected, unheated structures may also present more frequent walking surface hazards during inclement weather.

### Statistics:

In 2021, 370 or 44% of all fatal falls occurred in the Construction industry. This number represented a 5.6% increase from 2020. 17% of fatal falls resulted from falls on the same level from slips and trips.

### Talking Points:

- When walking on an icy or snow-covered walkway, take short steps and walk at a slower pace. Take shorter strides and step flat-footed as opposed to striking heel first.
- Do not walk with your hands in your pockets and avoid carrying items in your hands.
- Avoid stairways and curbs that have not been cleared. Always use the handrail and plant your feet firmly on each step.
- Watch for black ice, especially in areas that have been cleared of snow. Dew, fog, or water vapor can freeze on cold surfaces, forming a nearly invisible ice layer. Test any surface that appears wet before walking on it.
- Use extra care when entering and exiting vehicles and use the vehicle for support.
- Upon entering a building, watch for slippery floors. Remove as much snow from your footwear as possible before entering the building.
- Appropriate footwear is a must for winter weather. Ice cleats should be considered.
- Be prepared to fall. Avoid using your arms to break your fall. Tuck your chin toward your chest if you fall back to avoid striking the back of your head.

