

## SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name \_\_\_\_\_ Location \_\_\_\_\_ Job No. \_\_\_\_\_  
Meeting Leader \_\_\_\_\_ Title \_\_\_\_\_  
Date Held \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_  
Subject of Meeting \_\_\_\_\_ **ACCIDENT REPORTING** \_\_\_\_\_

Like many businesses, contractors are required by OSHA to record certain injuries. They should also maintain records about accidents and near-misses to track problems within the workplace. These records help identify hazardous situations so that corrections can be made. Much of this information comes from employees like you. In most cases, a supervisor is responsible for gathering information about any accident. Work-related injuries and illnesses should also be reported to your supervisor.

Promptly reporting accidents **PROTECTS** your rights if a workers' compensation claim is filed. You will also help **PREVENT** future accidents. The reporting of accidents will also help your business comply with **REGULATIONS** requiring records of occupational injuries and illnesses.

Any information you provide will strengthen a workers' compensation claim filed on your behalf. Promptly reporting an accident will help establish any resulting injury as work-related. The information gathered when accidents and near misses are reported helps in any investigation to determine the causes and how they can be prevented in the future. Accident investigations are viewed as a commitment to safety. Information collecting during the investigation will help meet OSHA requirements for recording injuries and illnesses.

Employers in the construction industry are required by OSHA to keep track of work-related injuries and illnesses. Information reported from January to December is recorded on forms provided by OSHA. These forms are the OSHAL Log and Summary of Occupational Injuries and Illnesses, commonly referred to as the OSHA 200 Log, and the OSHA Supplemental Record 301. During the months of February, March and April, the OSHA 200 Log maintained for the previous year must be posted in the workplace. Because of the nature of construction work, this document would normally be posted in the main office. After March 1, the forms are available upon request. These records must be maintained for at least five years. Certain industries with low hazard records and employers with fewer than 11 employees (which may include many sub-contractors) are exempt from these requirements. Examples of low hazard industries are retail trade and financial services.

### RECORD KEEPING DETERMINATIONS

OSHA requires that certain injuries and illnesses resulting from occupational accidents or exposures be recorded. To determine what's recordable, consider the following:

- Is the case an injury or an illness?
- Would OSHA consider the injury or illness work-related?
- If the case is an illness, what is the OSHA classification?
- If the case is an injury, is it severe enough to report.

When referring to “report” and “record” in reference to OSHA, remember that the two requirements are very different. Not all recordable injuries are reportable. Employers must record all work related:

- Deaths
- Illnesses
- Injuries that result in:
  1. One or more lost work days
  2. Loss of consciousness
  3. Restriction of work or motion
  4. Transfer to another job
  5. Medical treatment other than first aid

A business must report any death or hospitalization of 3 or more employees to the nearest OSHA office within 8 hours. In a relationship between employer and employee, however, you as an employee must report all work-related accidents, injuries and illnesses so that your employer can determine what is recordable.

## WORK RELATED INJURY AND ILLNESSES

An important decision to make in recording injuries or illnesses is whether or not they are work-related. When an injury occurs, you should tell your supervisor what you were doing at the time of the accident. You should identify the location of the accident and your reason for being there. An injury would be work-related if it occurred while you were engaged in activities associated directly with your scope of employment, regardless of the location.

Injuries are immediate. Usually it would be easy to determine your location and activity you were performing. Work-related illness is more difficult to determine. The individual performing the diagnosis must establish that the illness resulted from – or was aggravated by – agents or conditions in the workplace or at the jobsite. It must be shown that you were exposed to conditions that would cause the illness. Material Safety Data Sheets (MSDS) identify symptoms of exposure. This information will aid in the recognition of an illness caused by hazardous substances found in the work-area.

## WORK RELATED OCCUPATIONAL INJURIES

OSHA defines an occupational injury as “an injury such as a cut, fracture, sprain, etc., which results from a work accident or from a single exposure in the work environment.” The severity of the injury is used to determine if it needs to be recorded.

Injuries that require medical treatment need to be recorded. OSHA does not consider first aid to be medical treatment. First aid is defined as a one-time treatment and any follow up observations which do not require medical care. Medical care is given by a physician or registered professional such as a nurse practitioner. Medical treatment goes beyond a one-time procedure or involves a more complex initial procedure.

Removing a sliver of wood from the surface of the skin, or applying a bandage and antiseptic to a cut, is examples of first aid. Removing pieces of wood from a deep wound or using

medication to fight infection would be considered medical treatment. Medical treatment may be given by any trained individual. This includes doctors, registered medical professionals, or lay persons who are trained to give treatment. Simple observations are not considered medical treatment.

## WORK-RELATED OCCUPATIONAL ILLNESSES

OSHA's definition of an occupational illness is "any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment." Such illnesses include any disorder caused by occupational conditions or exposure to hazardous materials. The type of exposure is used to determine between an injury or illness. Usually, injuries result from a single or acute exposure. Illnesses are generally caused by long time or chronic exposures (hours, days, months, or years).

Illnesses have to be classified by their type. The OSHA 200 Log identifies the following types of illnesses: Occupational Skin Diseases or Disorders; Dust Diseases of the Lungs; Respiratory Conditions Due to Toxic Agents; Poisoning; Disorders Associated with Repeated Trauma; and Disorders Due to Physical Agents. Medical professionals should be aware of these classifications and may be able to assist in making illness type determinations.