


29 CFR Part 1904
Recording and Reporting
Occupational Injuries and Illnesses

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Van Henson
OSHA Voluntary Programs
803-896-7769

1904.31 – Covered Employees

- Employees on payroll
- Employees not on payroll who are supervised on a day-to-day basis
- Exclude self-employed and partners
- Temporary help agencies should not record the cases experienced by temp workers who are supervised by the using firm

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EMPLOYER/EMPLOYEE
RELATIONSHIP



- EVIDENCE OF RIGHT TO CONTROL
- METHOD OF PAYMENT
- FURNISHING OF EQUIPMENT
- RIGHT TO FIRE

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1904.29 - Forms



- Complete 300 & 301 for each recordable case within 7 calendar days of receiving information that a recordable case occurred
- An equivalent form has the same information, is as readable and understandable, and uses the same instructions as the OSHA form it replaces
- Forms can be kept on a computer or at another location as long as they can be produced when they are needed (i.e., meet the access provisions of 1904.35 and 1904.40)

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OSHA's Form 300
Log of Work-Related Injuries and Illnesses

Attention: This form contains information sensitive to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible when the information is being used for occupational safety and health purposes.

Year 20__

U.S. Department of Labor
Occupational Safety and Health Administration

Identify the person

OSHA Case No.	Employer's name	Job title	Date of injury or illness	When the case occurred	Describe the injury or illness, give a brief, plain, unambiguous, and accurate description that directly related to the injury or illness.	Classify the case	OSHA 1904.2(b)(7) - Injury or illness	OSHA 1904.2(b)(8) - Days away from work	OSHA 1904.2(b)(9) - Job transfer or restriction	OSHA 1904.2(b)(10) - Medical treatment beyond first aid	OSHA 1904.2(b)(11) - Lost workdays	OSHA 1904.2(b)(12) - Total days lost	OSHA 1904.2(b)(13) - Days lost due to injury or illness
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1904.4 – Recording Criteria

- Covered employers must record each fatality, injury or illness that:
 - Is work-related, and
 - Is a new case, and
 - Meets one or more of the criteria contained in sections 1904.7 through 1904.12

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1904.5 – Work-Relatedness

- A case is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition
- A case is considered work-related if an event or exposure in the work environment *significantly* aggravated a pre-existing injury or illness
- Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment

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1904.5 – Work Environment

- The work environment is defined as the establishment and other locations where one or more employees are working or present as a condition of employment
- The work environment includes not only physical locations, but also the equipment or materials used by employees during the course of their work

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1904.5 – 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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1904.5 – Exceptions

- Present as a member of the general public
- Symptoms arising in work environment that are solely due to non-work-related event or exposure
- Voluntary participation in wellness program, medical, fitness or recreational activity
- Eating, drinking or preparing food or drink for personal consumption



1904.5 – Exceptions

- Personal tasks outside assigned working hours
- Personal grooming, self medication for non-work-related condition, or intentionally self-inflicted
- Motor vehicle accident in parking lot/access road during commute
- Common cold or flu
- Mental illness, unless employee voluntarily provides a medical opinion from a physician or licensed health care professional (PLHCP) having appropriate qualifications and experience that affirms work relatedness



1904.5 – Travel Status

- An 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
- Home away from home
- Detour for personal reasons is not work-related

1904.7 – General Recording Criteria

An injury or illness is recordable if it results in one or more of the following:

- Death
- Days away from work
- Restricted work activity
- Transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a PLHCP


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1904.7(b)(3) Days Away Cases

Record if the case involves one or more days away from work

Check the box for days away cases and count the number of days

Do not include the day of injury/illness



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1904.7(b)(3) – 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 company for a reason unrelated to the injury or illness
- If a medical opinion exists, employer must follow that opinion

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1904.7(b)(4) - Restricted Work Cases

- Record if the case involves one or more days of restricted work or job transfer
- Check the box for restricted/transfer cases and count the number of days
- Do not include the day of injury/illness



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1904.7(b)(4) – Restricted Work

Restricted work activity occurs when:

- An employee is kept from performing one or more routine functions (work activities the employee regularly performs at least once per week) of his or her job; or
- An employee is kept from working a full workday; or
- A PLHCP recommends either of the above


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1904.7(b)(5) – 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



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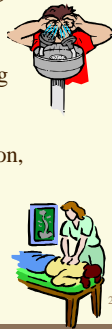
1904.7(b)(5) – First Aid

- 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



1904.7(b)(5) – First Aid

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



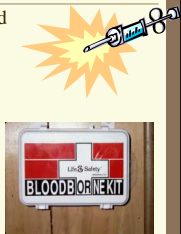
1904.7(b)(7) – General Criteria

- Significant diagnosed injuries and illnesses:
 - Cancer
 - Chronic irreversible disease
 - Fractured or cracked bone
 - Punctured eardrum

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1904.8 – Bloodborne Pathogens

- Record all work-related needlesticks and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material (includes human bodily fluids, tissues and organs; other materials infected with HIV or HBV such as laboratory cultures)
- Record splashes or other exposures to blood or other potentially infectious material if it results in diagnosis of a bloodborne disease or meets the general recording criteria



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1904.9 – Medical Removal

- If an employee is medically removed under the medical surveillance requirements of an OSHA standard, you must record the case
- The case is recorded as either one involving days away from work or days of restricted work activity
- If the case involves voluntary removal below the removal levels required by the standard, the case need not be recorded



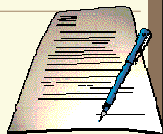
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1904.32 – Annual Summary

A company executive must certify the summary:

- An owner of the company
- An officer of the corporation
- The highest ranking company official working at the establishment, or
- His or her supervisor


Must post for 3 month period from February 1 to April 30 of the year following the year covered by the summary



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1904.39 – Fatality/Catastrophe Reporting

- Report orally within 8 hours any work-related fatality or incident involving 3 or more in-patient hospitalizations
- Must report fatal heart attacks
- Do not need to report highway or public street motor vehicle accidents (outside of a construction work zone)
- Do not need to report commercial airplane, train, subway or bus accidents



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For More Help

- OSHA's Home Page: www.osha.gov
- State home page: www.llr.state.sc.us
- State Plans and State Consultation
- Van Henson 803-896-7769
- Gwynn Thomas 803-896-7682



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