





Collaborative Bachelor's Degree Program of Fire Protection and Safety Engineering Technology between Southwest Jiaotong University and Oklahoma State University, U.S.A.






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FPST 3013 Safety Management

Injury Recordkeeping Rules – Part 3


1



Oklahoma State University

INJURY AND ILLNESS REPORTING AND RECORDKEEPING

OSHA #7845 Recordkeeping Rule Seminar
Lecture 3



Office Of
PROFESSIONAL DEVELOPMENT
College of Engineering, Architecture & Technology

2

1904.10 – Hearing Loss

- ◆ Must record all work-related hearing loss cases where:
 - ~ Employee has experienced a Standard Threshold Shift; and
 - ~ Employee's hearing level is 25 decibels (dB) or more above audiometric zero [averaged at 2000, 3000, and 4000 hertz (Hz)] in the same ear as the STS.

3



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Hearing Loss – Recordable or not?

TEST 2		500 Hz	1000 Hz	2000 Hz	3000 Hz	4000 Hz	6000 Hz
	Baseline	5 dB	5 dB	0 dB	5 dB	10 dB	10 dB
	Annual	5 dB	5 dB	10 dB	20 dB	35 dB	15 dB
	Difference	0	0	10	15	25	5
TEST 1		500 Hz	1000 Hz	2000 Hz	3000 Hz	4000 Hz	6000 Hz
	Baseline	5 dB	5 dB	10 dB	15 dB	20 dB	10 dB
	Annual	5 dB	5 dB	20 dB	30 dB	45 dB	15 dB
	Difference	0	0	10	15	25	5

4

Hearing Loss – Recordable or not?

TEST 2		500 Hz	1000 Hz	2000 Hz	3000 Hz	4000 Hz	6000 Hz
	Baseline	5 dB	5 dB	0 dB	5 dB	10 dB	10 dB
	Annual	5 dB	5 dB	10 dB	20 dB	35 dB	15 dB
	Difference	0	0	10	15	25	5
TEST 1		500 Hz	1000 Hz	2000 Hz	3000 Hz	4000 Hz	6000 Hz
	Baseline	5 dB	5 dB	10 dB	15 dB	20 dB	10 dB
	Annual	5 dB	5 dB	20 dB	30 dB	45 dB	15 dB
	Difference	0	0	10	15	25	5

5

Hearing Loss – Recordable or not?

TEST 2		2000 Hz	3000 Hz	4000 Hz	
	Baseline	0 dB	5 dB	10 dB	Baseline
	Annual	10 dB	20 dB	35 dB	Annual
	Difference	10	15	25	Difference
TEST 1		2000 Hz	3000 Hz	4000 Hz	
	Baseline	10 dB	15 dB	20 dB	Baseline
	Annual	20 dB	30 dB	45 dB	Annual
	Difference	10	15	25	Difference

6



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Hearing Loss – Recordable or not?

TEST 2	2000 Hz	3000 Hz	4000 Hz	
	0 dB	5 dB	10 dB	Baseline
	10 dB	20 dB	35 dB	Annual
	10	15	25	Difference

Average = 16.7 = STS →

TEST 1	2000 Hz	3000 Hz	4000 Hz	
	10 dB	15 dB	20 dB	Baseline
	20 dB	30 dB	45 dB	Annual
	10	15	25	Difference

7

Hearing Loss – Recordable or not?

TEST 2	2000 Hz	3000 Hz	4000 Hz	
	0 dB	5 dB	10 dB	Baseline
	10 dB	20 dB	35 dB	Annual
	10	15	25	Difference

Average = 16.7 = STS →

TEST 1	2000 Hz	3000 Hz	4000 Hz	
	10 dB	15 dB	20 dB	Baseline
	20 dB	30 dB	45 dB	Annual
	10	15	25	Difference

8

Hearing Loss – Recordable or not?

TEST 2	2000 Hz	3000 Hz	4000 Hz	
	0 dB	5 dB	10 dB	Baseline
	10 dB	20 dB	35 dB	Annual
	10	15	25	Difference

Average = 16.7 = STS →

TEST 1	2000 Hz	3000 Hz	4000 Hz	
	10 dB	15 dB	20 dB	Baseline
	20 dB	30 dB	45 dB	Annual
	10	15	25	Difference

Average = 31.7 →
Average = 16.7 = STS →

9



Hearing Loss – Recordable or not?				
TEST 2		2000 Hz	3000 Hz	4000 Hz
		0 dB	5 dB	10 dB
	Average = 21.7 →	10 dB	20 dB	35 dB
	Average = 16.7 = STS →	10	15	25
				Baseline Annual Difference
TEST 1		2000 Hz	3000 Hz	4000 Hz
		10 dB	15 dB	20 dB
	Average = 31.7 →	20 dB	30 dB	45 dB
	Average = 16.7 = STS →	10	15	25
				Baseline Annual Difference

10

Hearing Loss – Recordable or not?

TEST 2	NOT-RECORDABLE		2000 Hz	3000 Hz	4000 Hz	
			0 dB	5 dB	10 dB	Baseline
		Average = 21.7 →	10 dB	20 dB	35 dB	Annual
		Average = 16.7 = STS →	10	15	25	Difference
TEST 1	RECORDABLE		2000 Hz	3000 Hz	4000 Hz	
			10 dB	15 dB	20 dB	Baseline
		Average = 31.7 →	20 dB	30 dB	45 dB	Annual
		Average = 16.7 = STS →	10	15	25	Difference

11

1904.11 - Tuberculosis

- ◆ Record a case where an employee is exposed at work to someone with a known case of active tuberculosis, and subsequently develops a TB infection
~ Skin test
- ◆ work related TB exposures only

12



1904.29 - Forms

- ◆ Employers must enter each recordable case on the forms within 7 calendar days of receiving information that a recordable case occurred.

13

1904.29 – Privacy Protection

- ◆ Do not enter the name of an employee on the OSHA Form 300 for “privacy concern cases”
- ◆ Enter “privacy case” in the name column
- ◆ Keep a separate confidential list of the case numbers and employee names
 - ~ provide to an OSHA inspector upon request.
 - ~ NOTE: OSHA injury/illness & medical surveillance records are not protected by HIPPA
 - Health Insurance Portability and Accountability Act of 1996
 - US legislation that provides data privacy and security provisions for safeguarding medical information



14

1904.29 – Privacy Protection

- ◆ Privacy concern cases are:
 - ~ An injury or illness to an intimate body part or reproductive system
 - ~ An injury or illness resulting from sexual assault
 - ~ Mental illness
 - ~ HIV infection, hepatitis, tuberculosis
 - ~ Needlestick and sharps injuries that are contaminated with another person's blood or other potentially infectious material
 - ~ Employee voluntarily requests to keep name off for other illness cases

15



1904.35 – Employee Involvement

- ◆ You must inform each employee of how to report an injury or illness
 - ~ Must set up a way for employees to report work-related injuries and illnesses promptly; and
 - ~ Must provide limited access to injury and illness records to employees, former employees and their personal and authorized representatives



16

1904.36 – Prohibition Against Discrimination

- ◆ Section 11(c) of the Act prohibits you from discriminating against an employee for reporting a work-related fatality, injury or illness
- ◆ Section 11(c) also protects the employee who files a safety and health complaint, asks for access to the Part 1904 records, or otherwise exercises any rights afforded by the OSH Act

17

2012 memorandum

- ◆ Illegal discrimination
- ◆ Disciplinary action for being injured on the job
- ◆ Disciplinary action for not reporting an injury timely
- ◆ Post accident - disciplinary action for violation of a safety rule
- ◆ Bonuses based on reduction of injury goals
- ◆ Incentive programs that discourage reporting of injuries

18



1904.39 – Fatality/Catastrophe Reporting

- ◆ Fatality - within 8 hours
- ◆ Within 24 hours
 - ~ Amputation
 - ~ Hospitalization for treatment (not diagnosis or observation)
 - ~ Loss of an eye
- ◆ Call local area office or 1-800-321-OSHA. Can also report using OSHA website
- ◆ Do not need to report
 - ~ highway or public street motor vehicle accidents
 - ~ commercial airplane, train, subway or bus accidents

19

Definition of Amputation

- ◆ An amputation, for OSHA reporting purposes, is defined under section 1904.39(b)(11).
 - ~ "An amputation is the traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage, that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of body parts that have since been reattached.
- ◆ Amputations do not include avulsions, enucleations, degloving, scalplings, severed ears, or broken or chipped teeth."

20

1904.40 – Providing Records to Government Representatives

- ◆ Must provide copies of the records within 4 business hours
- ◆ Use the business hours of the establishment where the records are located
 - ~ e.g. If an inspection is in Texas and the records are in New York, use the business hours of New York



21



Calculating Incident Rates

22

Types of Incident Rates

- ◆ OSHA Recordable Incident Rate
 - ~ Incident Rate
 - ~ OSHA Rate
 - ~ TIR
 - ~ TRIR
- ◆ The number of employees per 100 full-time employees that have been involved in a recordable injury or illness in one year

23

Types of Incident Rates

- ◆ Lost Time Case Rate
 - ~ Lost Time Incident Rate (LTIR)
 - ~ Lost Workday Incident Rate (LWIR)
 - ~ LTICR
 - ~ Days Away Rate (DAR)
- ◆ the number of lost time cases per 100 full-time employees in one year

24



Types of Incident Rates

- ◆ DART Rate
~ Days Away Restricted or Transferred (DART)
- ◆ Describes the number of recordable incidents per 100 full time employees that resulted in lost or restricted days or job transfer due to work related injuries or illnesses.

25

Types of Incident Rates

- ◆ Severity Rate
- ◆ Describes the actual number of lost workdays experienced as compared to the total number of OSHA recordable incidents experienced.

26

How to Calculate an Incident Rate

- ◆ IR Formula

$$\frac{\text{Number Cases (N) X 200,000}}{\text{Number of Employee hours worked}}$$

27



200,000

- ◆ Incident rates are based on the number of injuries occurring to 100 employees in a year.
- ◆ 100 employees
- ◆ 40 hours per week
- ◆ 50 weeks per year
- ◆ $100 \times 40 \times 50 = 200,000$

28

Severity Rate

$$\frac{\text{Total number lost workdays}}{\text{Total number of recordable incidents}}$$

29

Now What?

- ◆ SIC
~ Standard Industrial Classification System
- ◆ NAICS
~ North American Industrial Classification System
- ◆ Asco Aerospace USA
~ SIC 3728 – Aircraft Parts and Auxiliary Equipment, Not Elsewhere Classified
~ NAICS 336413 - Other Aircraft Parts and Auxiliary Equipment Manufacturing

30

1904.32 - Annual Summary

- ◆ Review OSHA Form 300 for completeness and accuracy, correct deficiencies
- ◆ Complete OSHA Form 300A
- ◆ Certify summary
- ◆ Post summary

[illegible]

31

[illegible]

1904.32 - Annual Summary

- ◆ A company executive must certify the summary:
 - ~ An owner of the company
 - ~ An officer of the corporation
 - EHS Manager
 - ~ 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



32

[illegible]