

OSHA's Revised Injury & Illness Tracking Application

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Chat Questions & Answers

Q: When reporting does company report as a whole or by each location?

A: Report for each facility individually

Q: What if the person that had accessed the injury reporting previously for the company is no longer employed and we have no idea what the login information was?

A: If establishments need to be transferred to a new user, please submit a Help Request Form, select the "Assign Establishments to another user" topic and provide the previous submitters email address. The ITA Help Desk will then make the reassignment.

<https://www.osha.gov/injuryreporting/ita/help-request-form>

Q: Is the date for posting the OSHA Form 300A still 02/01 - 04-01 because I thought you said that the submittal was due March 2nd? Thank you.

A: You still post the 300A from Feb 1 through April 30. If you are required to do electronic reporting, you have until March 2 for that.

Q: How to calculate the hours worked when you regularly have temporary employees?

A: Payroll is usually the best way to track part time workers - Check the number of hours paid.

Q: If my company has 100 locations but 10 of them have below 20 employees, do I need to file for all 100 locations or just the 80 who have greater than 20?

A: The determination to report is based on more than ten employees in the company as a whole. So yes, those individual facilities are subject to the recordkeeping rule even if 10 or fewer employees at the location.

Follow up to 100 locations with 10 locations below 20 employees. We do post the 300A for all locations, I just wanted to know that when I electronically file, do I include the 10 locations with less than 20 employees?

A: Follow up to 100 locations, 10 with fewer than 20 employees - the electronic reporting requirement is based on employee number at individual locations, so you do not have to report those locations with less than 20

Q: We are a small manufacturer with less than 20 employees. We had our first loss of wages since I started. I am not sure how to report this? Do I just keep internal record or do I mail the form somewhere?

A: If you are not required to file electronically (and you have not received a written request from BLS or OSHA), you do not have to send your 300 forms to anyone, but you keep the records for at least 5 years. If OSHA visits, they will look at the 300 forms then.

Q: Tick bite exposure and going to receive an injection for the bite. Is this reportable as above first aid.

A: Any prescribed drug such as an injection of antibiotics is recordable. See <https://www.osha.gov/laws-regs/standardinterpretations/2014-10-20-0>

Q: Our temporary employees are paid by their agencies calculating hours worked can be very difficult. Any suggestions to make it easier?

A: Regarding temporary workers, my next suggestion is to check with the temp agency.

Q: What if an employee got a grinding spark in his eye and it had to be removed with something other than a cotton swab. The employee did go to an eye doctor

A: In my view that is recordable. 1904.7 provides examples of first aid including 1904.7(b)(5)(ii)(J) Removing foreign bodies from the eye using only irrigation or a cotton swab. In the very next example (1904.7(b)(5)(ii)(K) it lists irrigation and cotton swabs PLUS use of tweezers and other simple means for removing splinters or foreign material from areas other than the eye.

Q: How long (how many years) do we need to keep the hard copy documentation of these work related injuries on file?

A: 1904.33(a) Basic requirement. You must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.

Q: We have some states where we have more than one location (terminal). Do we have to continue to keep separate logs for each terminal? Some locations are not owned by us with no place to post.

A: In my view, if an employee works at more than one location, the employer determines which location the employee is assigned to. If a workplace has no employees assigned to it, then it is not required to keep injury and illness records for that location. If the location does have employees assigned, then location is subject to the recordkeeping rules.

Q: I had an employee that had a Worker's Compensation case - hurt shoulder. After going through testing it was determined that he had a cancerous tumor that was causing the issues. Our Worker's Compensation carrier dropped the case as it was determined not work related. Do I still put it on my log?

A: A Worker's Compensation determination is separate from a recordability decision so has no bearing on the determination.

Just because OSHA's recordkeeping regulation at section 1904.5(a) provides that an employer "must consider an injury or illness to be work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or 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, unless an exception in section 1904.5(b)(2) specifically applies."

Under this language, an injury or illness is presumed work-related if, and only if, an event or exposure in the work environment is a discernible cause of the injury or illness or a significant aggravation to a pre-existing condition. The work event or exposure need only be one of the discernable causes; it need not be the sole or predominant cause. See:

<https://www.osha.gov/laws-regs/standardinterpretations/2021-03-17-1>

Q: What if you have an employee off with an injury and it rolls over to the new year before they can return how does that affect your log?

Q: Does an employee who was off on a recordable injury at the end of 2022 and is still off need to be put on the 2023 forms

A: If the injury occurs in 2022 and is still off work - you only count the case once, in the year it occurred. On the 300A you put a reasonable estimate of days off - you can amend it later if you like. You update the previous year 300 log when you have an accurate number of days.

Q: If we had an injured employee that had an OSHA recordable injury due to lost time, but then we deny the claim because it was not believed the injury occurred out of work activities, what do we do with the injury report? Is it still an OSHA recordable, do we redline it or completely remove it?

A: Cases listed on the Log of Work-Related Injuries and Illnesses are not necessarily eligible for workers' compensation, so the finding does not affect the log. If the outcome or extent of an injury or

illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs.

Q: Will these slides be available to participants?

A: The powerpoint and webinar recording will be posted on our website within seven days.
www.iup.edu/pa-oshconsultation

Q: If you have 25 employees, but 2 locations within a block of each other. Can you determine that you have less than 19 at each, and avoid electronic reporting?

A: Locations are allowed, but not required, to include more than one physical location as a single establishment under certain conditions. An employer may combine two or more physical locations into a single establishment only when:

1904.46(2)(i) The employer operates the locations as a single business operation under common management;

1904.46(2)(ii) The locations are all located in close proximity to each other; and

1904.46(2)(iii) The employer keeps one set of business records for the locations, such as records on the number of employees, their wages and salaries, sales or receipts, and other kinds of business information. For example, one manufacturing establishment might include the main plant, a warehouse a few blocks away, and an administrative services building across the street.

Q: Will we receive an individual attendance completion confirmation

A: Currently we do not provide verification of attendance.

Q: When computing the total hours for TRC and DART is it for the entire organization or by location?

A: Report DART days by location.

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