

4d. OSHA Reporting Procedures

The OSHA law requires the City to keep a yearly log of all work-related injuries and illnesses, known as the OSHA Log of Injuries and Illnesses, or the OSHA Form 300.

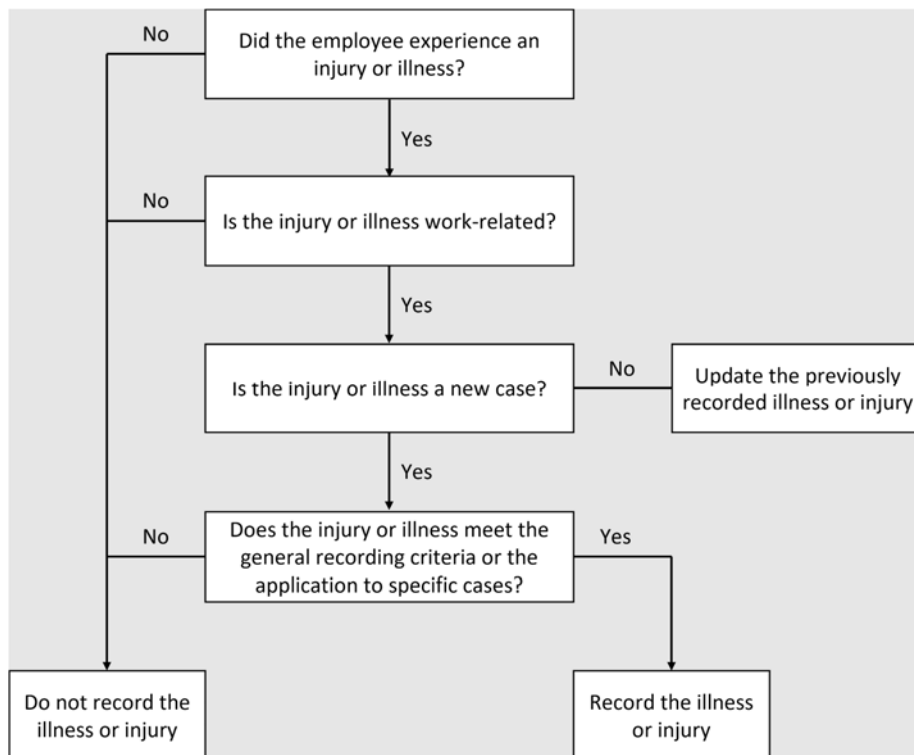
The OSHA Form 300 is a form for the City to record all reportable injuries and illnesses that occur in the workplace, where and when they occur, the nature of the case, the name and job title of the employee injured or made sick, and the number of days away from work or on restricted or light duty, if any.

General Recording Criteria

The City must record all new cases of work-related fatalities, injuries, and illnesses if they involve:

- death;
- days away from work;
- restricted work or transfer to another job;
- medical treatment beyond first aid;
- loss of consciousness;
- a significant injury or illness diagnosed by a physician or other licensed health care professional;
- needlestick and sharps injuries;
- cases involving occupational hearing loss; or
- work-related tuberculosis cases

This decision tree will assist in determining if a case needs to be recorded:



Each recordable injury or illness case must be recorded on the City's Injury/Illness Form and on the OSHA 300 Log within seven calendar days after the City receives notice that the injury or illness occurred. If the injury is not recordable, add the illness/injury to the Minor Injury Log, which is used to record non-OSHA recordable injuries and near misses.

Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA 300 log.

The OSHA 300 Log requires the City to check one of six boxes to categorize the injury/illness:

1. injury
2. skin disorder
3. respiratory condition
4. poisoning
5. hearing loss
6. all other illnesses-

There are spaces to record days of job transfer or work restriction, as well as days away from work. Calendar days (rather than scheduled workdays) are used for recording days away from work. If an injury or illness causes a worker to miss work, the City must record weekend days, holidays, and other days that the worker might not have been scheduled to work.

There are certain cases in which an injury or illness is handled as a privacy case and thus are handled confidentially. The City is prohibited from entering an employee's name on the OSHA 300 Log in the following cases (considered "privacy cases"):

- the injury or illness occurred to an intimate body part or the reproductive system;
- sexual assaults;
- mental illnesses;
- HIV infection, hepatitis, or tuberculosis; and
- needlestick injuries and cuts from sharps where the objects are contaminated with another person's blood

In these privacy concern cases, a separate confidential list of employee names will be kept. The City also has the right to use discretion in describing the sensitive nature of the injury where the employee's identity would be known.

OSHA Log Summary

The Chief of Administration or designee will post a signed copy of Form 300-A, which is the Summary of Work-Related Injuries and Illnesses for the previous year on the City's safety bulletin boards each February 1 through April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

The City must save the OSHA 300 Log, the Form 300-A (annual summary), privacy case lists, and the Form 301 Incident Report forms for five years. The stored OSHA 300 Logs must be updated by the City to include any newly discovered recordable injuries or illnesses.