

Regulatory Roundup

OSHA's Updated Injury Reporting and Recordkeeping Rule



Webinar Objectives

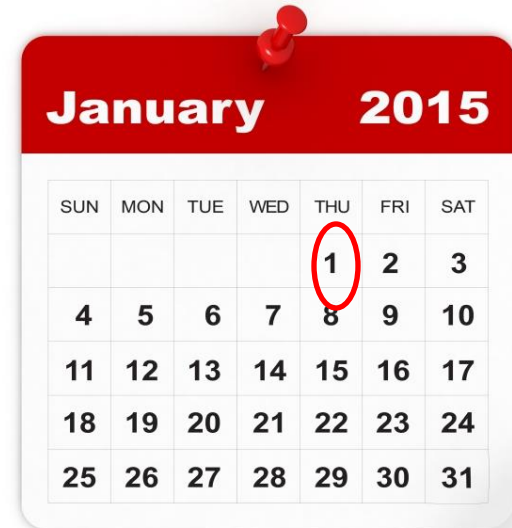
1. Learn your obligations under OSHA's revised injury reporting and recordkeeping rule
2. Get a preview of other OSHA initiatives that affect you
3. Find out about free *Texas Mutual*® safety services available to you

Two Core Requirements of the Rule

1. All employers must report certain injuries to OSHA
2. Certain employers must record certain injuries

Key Rule Revisions

- Expand list of reportable injuries
- Update the list of industries that are partially exempt from keeping injury records



Injury Reporting Component



1. Which injuries must you report to OSHA?
2. How do you report injuries to OSHA?

Which Injuries Must You Report?

Current rule:

- Work-related fatalities within 8 hours of learning about them*
- Work-related hospitalizations of 3 or more employees within 24 hours of learning about them**

*Applies to fatalities that occur within 30 days of a work-related incident.

**Applies to hospitalizations that occur within 24 hours of a work-related incident.

Which Injuries Must You Report?

Revised rule:

- Work-related fatalities within 8 hours of learning about them*
- Work-related in-patient hospitalizations of 1 or more employees within 24 hours of learning about them**
- Work-related amputations, losses of an eye within 24 hours of learning about them**

*Applies to fatalities that occur within 30 days of a work-related incident.

**Applies to hospitalizations that occur within 24 hours of a work-related incident.

How do you Report Injuries?

1. Call the [Nearest OSHA office](#)
2. (800) 321-OSHA (6742),
TTY (877) 889-5627
3. [www.osha.gov/report online](http://www.osha.gov/report_online)

Recordkeeping Component Revisions

1. Who's exempt from keeping injury records?
2. How do you keep injury records?

Who is Exempt from Recordkeeping?



- Small companies
- Low-hazard industries

How do you Keep Records?

OSHA's Form 301

Injury and Illness Incident Report

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

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep

Information about the employee

- 1) Full name _____
- 2) Street _____
- City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) ☐ Male
☐ Female


Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____

Information about the case

- 10) Case number from the Log _____
- 11) Date of injury or illness ____/____/____
- 12) Time employee began work _____
- 13) Time of event _____
- 14) **What was the employee doing just before the injury?** _____
tools, equipment, or material the employee was carrying, e.g., "carrying roofing materials"; "spraying" _____
- 15) **What happened?** Tell us how the injury occurred, e.g., "Worker fell 20 feet"; "Worker was sprayed with paint"; "Worker was struck by a moving cart"; "Worker developed soreness in wrist over time." _____

How do you Keep Records?

OSHA's Form 300 (Rev. 01/2004)						Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.												
Log of Work-Related Injuries and Illnesses						Year <input type="text"/>		U.S. Department of Labor Occupational Safety and Health Administration										
<p>You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two</p>						Form approved OMB no. 1218-0176												
Establishment name <input type="text"/>						City <input type="text"/> State <input type="text"/>												
Identify the person			Describe the case			Classify the case												
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:		Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:								
						Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	(M) Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses	
								Job transfer / restriction	Other recordable cases									
						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)	
1	Mark Bagin	Welder	5/25	basement	fell from ladder	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						

More Regulations

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths

(G)

Total number of cases with days away from work

(H)

Total number of cases with job transfer or restriction

(I)

Total number of other recordable cases

(J)

Number of Days

Total number of days away from work

(K)

Total number of days of job transfer or restriction

(L)

Injury and Illness Types

Total number of ...
(M)

Estab

Your ad

Street

City

Industry

Standar

OR

North A

Empl

Workdays

Annual

Total ho

Sign I

Knowi

Post Feb. 1 –
April 30, 2015

WORK SAFE, TEXASSM

TexasMutual[®]
WORKERS' COMPENSATION INSURANCE

More Regulations

Electronic recordkeeping:

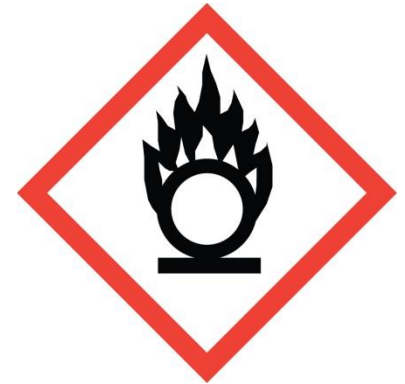
- Employers submit injury data to OSHA electronically
- Final rule scheduled for Aug. 2015
- Get more information [here](#).



More Regulations

Hazard Communication Standard (HCS)

- Consistent with global standard
- Did you train employees by Dec. 1, 2013?
- Get more information [here](#).



More Regulations

Temporary employee safety

- Same rights to safe workplace as permanent employees
- Employment agency, host employer share responsibility
- Get more information [here](#).

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[Gateway](#) [Report Injury](#) [Loss Runs](#) [Claims](#) [Safety Resources](#) [Forms](#) [Payments](#) [More](#)

Safety Resource Center

Welcome! Texas Mutual Insurance Company works with you to help you get the most value from your worker's comp coverage. This webpage was designed specifically for you to provide the tools you need to maintain a healthy and safe work environment for you and your employees.

 *Our safety services help employers prevent accidents and improve their bottom line.*

Just Getting Started With A Safety Program?

News

Is your workplace safe? - [Start a self assessment](#)

View My Assessment History - [View prior assessments](#)

Free Safety Resources

Is your workplace safe? - [Take a self assessment](#)

View all online videos, handouts, pamphlets ... - [Resource Catalog](#)

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1

2

WORK SAFE, TEXASSM



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[VIEW MY CART](#)

[SAFETY HELP](#)

SEARCH 

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1

[All](#) [Subject](#) [Award](#) [CD](#) [Checklist](#) [DVD](#) [Handout](#) [Online Video](#) [Poster](#) [PowerPoint](#) [Sample Pgm](#) [SG Safety Pgm](#) [Toolbox Talks](#) [Video](#)

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Product	Language	Media
*QUICK REFERENCE FOR ONLINE SERVICES	English	Handout
*SAFETY RESOURCE CATALOG-DOWNLOADS ONLY	English	Handout
*STREAMING VIDEO TITLES	English	Handout
*TOOLBOX TALKS FLYER	English	Handout
10 WAYS TO IMPROVE YOUR SAFETY PROGRAM	English	Poster

WORK SAFE, TEXASSM





1

Employers Agents Providers Injured Workers Health Care Network **Safety** Fighting Fraud Careers

Employer forms

Incident analysis

Oil & gas safety

Related sites

Safety resource center

Return-to-work tools

Safety courses

Safety slide show

Discounted OSHA Training

Texas Mutual partners with 360 Training to offer policyholders online Occupational Safety and Health Administration (OSHA) training at a deeply discounted price. Policyholders can register their employees for OSHA 10-hour **general industry** and/or **construction industry** training. The cost is \$50 per person, per class, rather than the average cost of \$125.

Because 360 training provides the service, policyholders should work directly with them on billing issues and technical questions.

For billing issues, contact Janet Cornett at (512) 861-0290 or janet.cornett@360training.com

For technical issues, call (877) 280-3676 or email B2BSupport@360training.com



[Employer forms](#)

[Incident analysis](#)

[Oil & gas safety](#)

[Related sites](#)

[Safety resource center](#)

[Return-to-work tools](#)

[Safety courses](#)

Workshops & Safety Courses

We offer educational workshops for insurance agents and policyholders around the state. A list of upcoming courses is provided below. All courses are free of charge. Our TDI provider number for agent courses is 32540.

We also conduct [joint venture workers' health and safety courses](#) at the [College of the Mainland](#) in Texas City, [Midland College](#), [Kilgore College](#) and [Del Mar College](#) in Corpus Christi.

Upcoming Workshops

FOR INSURANCE AGENTS: The Workers' Comp Review (TDI Course #94957)

Learn about classification procedures experience modifiers, online tools, and more at this work comp overview for agents.

Richardson - Thursday, April 16 (8:05 am - noon)

Midland - Thursday, May 21 (8:05 am - noon)

FOR EMPLOYERS: Employers Workshop

Learn about claims management, return-to-work programs, fraud prevention, safety, and more at this work comp overview for employers.

Richardson - Thursday, April 16 (8 am - noon)

Midland - Thursday, May 21 (8 am - noon)

Defensive Driving Class

This is a highly interactive defensive driving class with the goal of providing drivers with practical knowledge and techniques to avoid collisions and violations. This course helps drivers choose safe, responsible and lawful driving behaviors. The class may be accepted by insurance companies for premium discount. The class is NOT authorized for ticket dismissal.

WorkSafeTexas.com

Welcome to **Work Safe, Texas.**

SAFETY DIVIDENDS

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 Texas Mutual

Learn more >

This Month's Safety Video:
Consequences of DISTRACTED DRIVING

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7 THINGS
You Need to Know about
OSHA'S REVISED REPORTING RULE

Did You KNOW?



**Top Accidents in
MANUFACTURING &
How to Prevent Them**

[Learn More >](#)



**Top Accidents in
CONSTRUCTION &
How to Prevent Them**

[Learn More >](#)



**Top Accidents in
OIL & GAS & How to
Prevent Them**

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The Toolbox

SafeHandTexas.org ▶



**How to Launch a
Safety Program**

With our Workplace Safety Guide, your business is just 3 steps away from a better safety record.

[Learn More](#) ▶

Also in Spanish

"The safer you are, the more money you make..."



Paul Hanson
Corporate Safety Director,
RUS Industrial
HOUSTON

A Texas Mutual policyholder owner discusses the benefits of safety on his work site.

Agent
SPOTLIGHT ▶



FREE
Workshops
for Employers
go ▶

Helpful Related Links

- ▶ OSHA
- ▶ National Safety Council
- ▶ Texas Department of Insurance
- ▶ Department of Transportation

Workplace Safety Articles

- ▶ Slips, Trips and Falls
- ▶ Economic Injuries

Return-to-Work Guides

Control costs of workplace injuries and

Distracted Driving Risks

- ▶ Eliminate Distractions Behind the Wheel

Download Free Safety Posters

Clean up before you slip

Safety Services Support Center

- 844-WORKSAFE (967-5723)
- 8 a.m. – 5 p.m. CST
- safety@texasmutual.com
- Assistance using online safety resources
- Virtual safety consultations



Key Takeaways

Injury reporting and recordkeeping rule revisions coming soon

- Expands list of reportable injuries
- Changes list of industries exempt from recordkeeping



Key Takeaways

Post Feb. 1 –
April 30, 2015

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

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Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types
Total number of . . .
(M)

Establishment

Your address

Street

City

Industry

Standard

OR

North America

Employment

Workdays

Annual

Total hours

Signature

Known

Key Takeaways

You have access to free
Texas Mutual® safety services:

- Safety resource center at texasmutual.com
- Workshops, safety courses
- Discounted OSHA training
- 844-WORKSAFE (967-5723)

Get More Information

- [OSHA's injury reporting Web page](#)
- [OSHA's recordkeeping Web page](#)
- [Injury reporting wallet card](#)
- Archived Texas Mutual webinars on the safety tab at texasmutual.com:
 - [Free Safety Resources to Help Manage Your Workers' Comp Costs](#)
 - [Getting Started with a Safety Program](#)

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