
Loss Control Updates

Provided by the Loss Control Department of IRMS/ICT

January 2020

The following information is being forward to you from the Loss Control Department of IRMS/ICT. Loss Control Updates are selected to assist with regulatory compliance and provide useful safety and health information.

2019 BLS AND OSHA RECORDKEEPING AND REPORTING REQUIREMENTS

2019 OSHA 300 LOGS

- You must review the entries in your 2019 OSHA 300 Logs as extensively as necessary to make sure that they are complete and correct.

2019 ANNUAL SUMMARY – OSHA 300A

- You must post a copy of the annual summary (OSHA 300A) in each establishment in a conspicuous place or places where notices to employees are customarily posted. You must ensure that the posted annual summary is not altered, defaced or covered by other material.
- You must post the copy by February 1, 2020 and keep it in place through April 30th

2019 BLS - ANNUAL SURVEY OF OCCUPATIONAL INJURIES AND ILLNESSES

- If you have received a survey of Occupational Injuries and Illnesses from the BLS, you must complete and submit this data to them within 30 days of receipt of the notice
- BLS – INTERNET DATA COLLECTION FACILITY (IDCF) LOGON (LINK BELOW)
<https://idcf.bls.gov/authentication/login>

2019 OSHA INJURY TRACKING

- Establishments with 250 or more employees that are currently required to keep OSHA injury and illness records and establishments with 20-249 employees that classified in certain injuries with historically high rates must report the information recorded on their OSHA 300A form.
- Reporting began January 2, 2020. Deadline to report is March 2, 2020
- There is a new requirement to provide your Employer Identification Number (EIN) along with your Form 300A Summary data. Returning (Injury Tracking Application) ITA account holders will be prompted to provide this number when you login.
- OSHA ITA LINK TO REPORT DATA <https://www.osha.gov/injuryreporting/>

ADDITIONAL OSHA RECORDKEEPING INSTRUCTIONS AND LINKS:

- General OSHA Recordkeeping Forms with Instructions
https://www.osha.gov/recordkeeping/oshar-kforms-winstr_fillable.pdf
- Instructions on how to calculate the average number of employees for OSHA 300A Form
<https://www.bls.gov/respondents/iif/annualavghours.htm>
- OSHA First Aid definition list to assist in determining what is recorded on OSHA 300 Log as a medical treatment case https://www.osha.gov/recordkeeping/firstaid_list.pdf
- List of partially exempt industries that **are not required** to keep and report OSHA Recordkeeping forms data
<https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>
- OSHA Recordkeeping Retention Rules 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.
- Sample Sharps Injury Log - http://www.ctdol.state.ct.us/osh/sample_SharpsInjLog.pdf

FATALITY AND SEVERE INJURY REPORTING TO OSHA

- Fatalities must be reported to OSHA within 8 hours
- Serious Injuries - in-patient hospitalization, amputation(with or without bone loss), or eye loss must be reported to OSHA within 24 hours
- See link below for site to report a Fatality or Severe Injury to OSHA
<https://www.osha.gov/report.html>

If you have questions regarding OSHA Recordkeeping or Reporting, please contact the ICT/IRMS Loss Control Specialists, Mike Benedeck at 630-276-5646 or Deidre Harris at 630-276-5414 and we will be glad to assist you.