

# Accident and Illness Reporting



# Session Objectives

## **You will be able to:**

- Comply with all employees, worker, and visitor accident, injury, and illness reporting established by OSHA and SCS policies
- Locate SCS First Report of Injury/Illness Form
- Understand SCS responsibility when an Injury/Illness occur

# SCS Policy

- Comply with all accident, illness injury, and illness reporting requirements
  - Notify Safety Specialist of accident/injury
  - Notify direct supervisor of employee
  - Notify Human Resources
- First Report of Injury/Illness Report
  - It is the responsibility of the employee to complete a First Report of Injury/Illness Report within 24 hours of the incident
  - Forward paperwork to HR
  - Non-compliance within 24-hours could jeopardize payment of the claim
- ALL ACCIDENTS AND/OR INJURIES MUST BE COMMUNICATED IMMEDIATELY OR AS SOON AS CIRCUMSTANCES ALLOW TO MICHAEL VAN ASTEN, SAFETY SPECIALIST, AT [safety@scswiderski.com](mailto:safety@scswiderski.com) or 534-626-0075.

# Records

## EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE

- Supervisor's Responsibilities
  - Supervisor immediately secures the accident area
  - Determine factors that led to the accident and take the necessary precautions to prevent its recurrence
  - Allows extensive investigation by HR

# Records

## EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE

- Employees Responsibilities
  - Contact appropriate parties
  - Complete First Report of Injury or Illness form
    - Form can be found in Paylocity self-service portal or by asking your supervisor.
  - Forward to the HR immediately.

# Records

## EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE

- Employer Responsibilities
  - HR to report any incident that generates a death to OSHA within eight (8) hours of the incident
  - HR retains a copy of the OSHA 300 log
  - Distribute to workers compensation insurance carrier within 24 hours after an incident and within 8 hours of a fatality
  - Save document in employee file

# Records

- OSHA 300 Logs
  - OSHA 300 A Log is posted by HR annually from February 1 – April 30
    - Log is posted at the corporate office annually from February 1 – April 30 summarizing the injuries and illnesses for the previous year.
- Medical Treatment
  - Managing and caring for a patient for the purpose of combating disease or disorder.
  - A procedure labeled first aid or visits to a doctor solely for observation or counseling is not considered medical treatments and are not recordable.

# Records

- Authorization for Medical Treatment Form
  - Employee goes to a health care provider for a work-related injury or illness
  - Employee will not be allowed to return to work without a “Return to Work Release” from the health care provider.



# Records

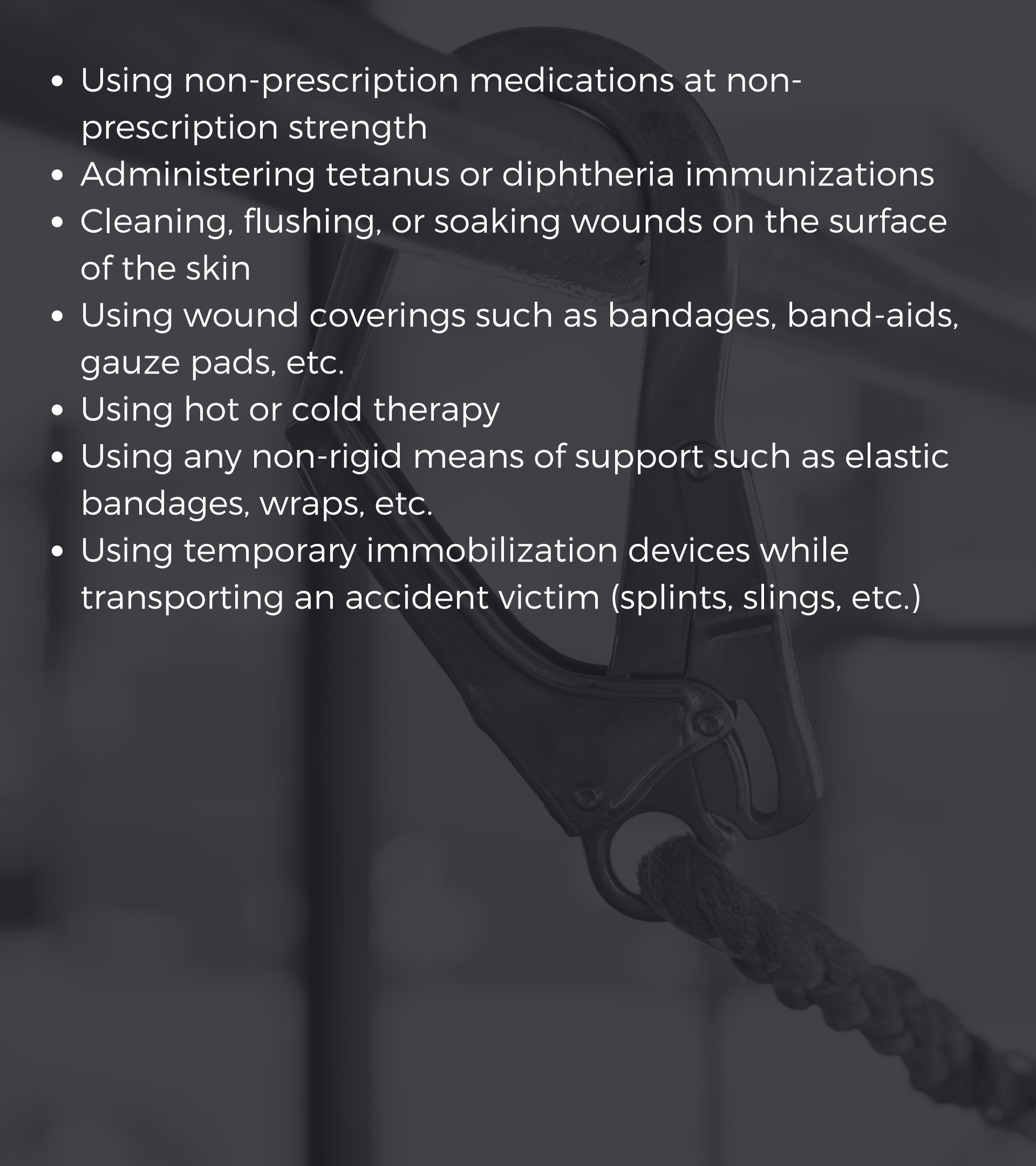
- First Aid Treatment vs. Insurance Carrier Notification
  - Injuries, such as scrapes, bruises and cuts receive nothing more than first aid treatment, result in no lost time and the employee recovers rapidly while continuing to work.
  - Some injuries do result in Worker's Compensation claims and must be reported to the insurance carrier as quickly as possible.

# Records

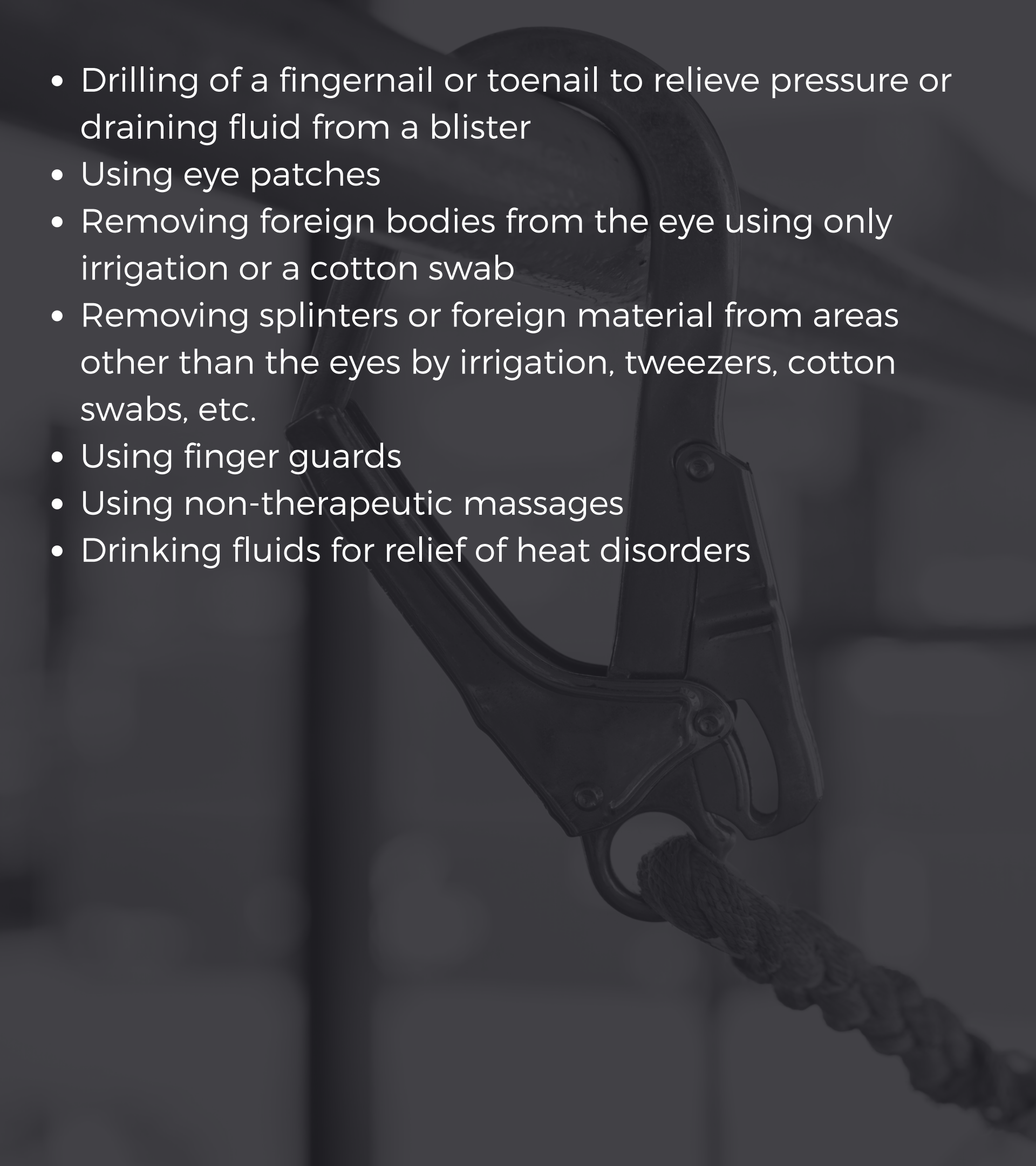
- First Aid Treatment
  - Are not required to be recorded on the OSHA 300 Log
  - Do not result in employee lost time
- Insurance Carrier Notification
  - Are required to be recorded on the OSHA 300 Log
  - Do result in lost time
  -

# Guidelines for Determining OSHA Recordability

- When is an injury or illness considered work-related?
  - Event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing condition.
- Which work-related injuries and illnesses should you record?
  - Fatality
  - Loss of consciousness
  - Days away from work
  - Restricted work activity, job transfer, or termination of employment
  - Medical treatment beyond first aid

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- Using non-prescription medications at non-prescription strength
  - Administering tetanus or diphtheria immunizations
  - Cleaning, flushing, or soaking wounds on the surface of the skin
  - Using wound coverings such as bandages, band-aids, gauze pads, etc.
  - Using hot or cold therapy
  - Using any non-rigid means of support such as elastic bandages, wraps, etc.
  - Using temporary immobilization devices while transporting an accident victim (splints, slings, etc.)

**What is  
considered first  
aid?**

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- Drilling of a fingernail or toenail to relieve pressure or draining fluid from a blister
  - Using eye patches
  - Removing foreign bodies from the eye using only irrigation or a cotton swab
  - Removing splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs, etc.
  - Using finger guards
  - Using non-therapeutic massages
  - Drinking fluids for relief of heat disorders

**What is  
considered first  
aid?**

# WHAT IS CONSIDERED MEDICAL TREATMENT?

- All treatment that does not fall into first aid as listed above
- Using prescription medications or use of a non-prescription drug at prescription strength
- Using wound closing devices such as surgical glue, sutures, staples, etc.
- Using any devices with rigid stays or other systems designed to immobilize parts of the body

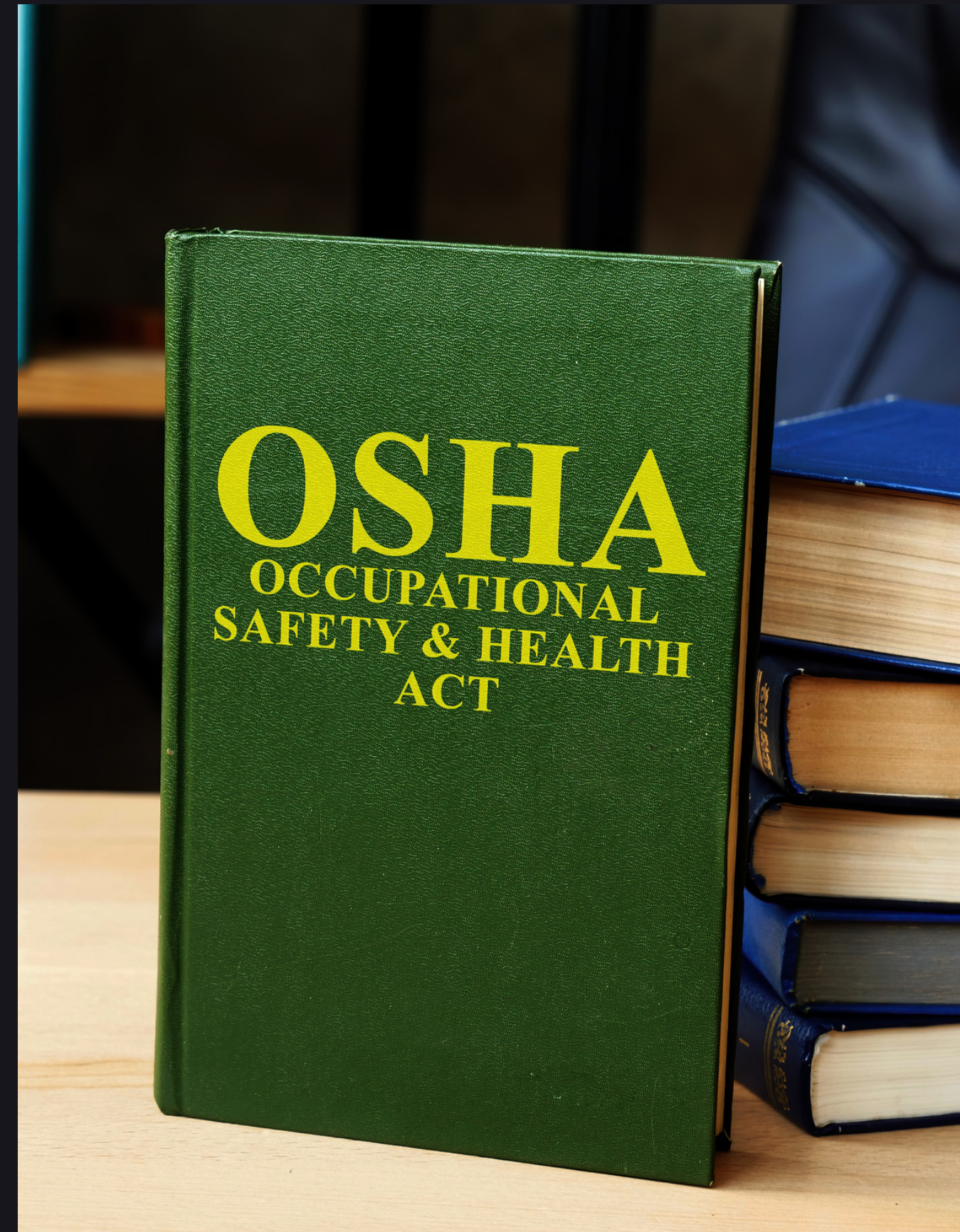
# Guidelines for Determining OSHA Recordability

- Significant Diagnosed Injury or Illness
  - An injury is any wound or damage to the body resulting from an event in the work environment. Examples include:
    - Cut
    - Puncture
    - Fracture
    - Bruise
    - Chipped Tooth
    - Sprain and strain injuries to muscles, joints, and connective tissues



# Guidelines for Determining OSHA Recordability

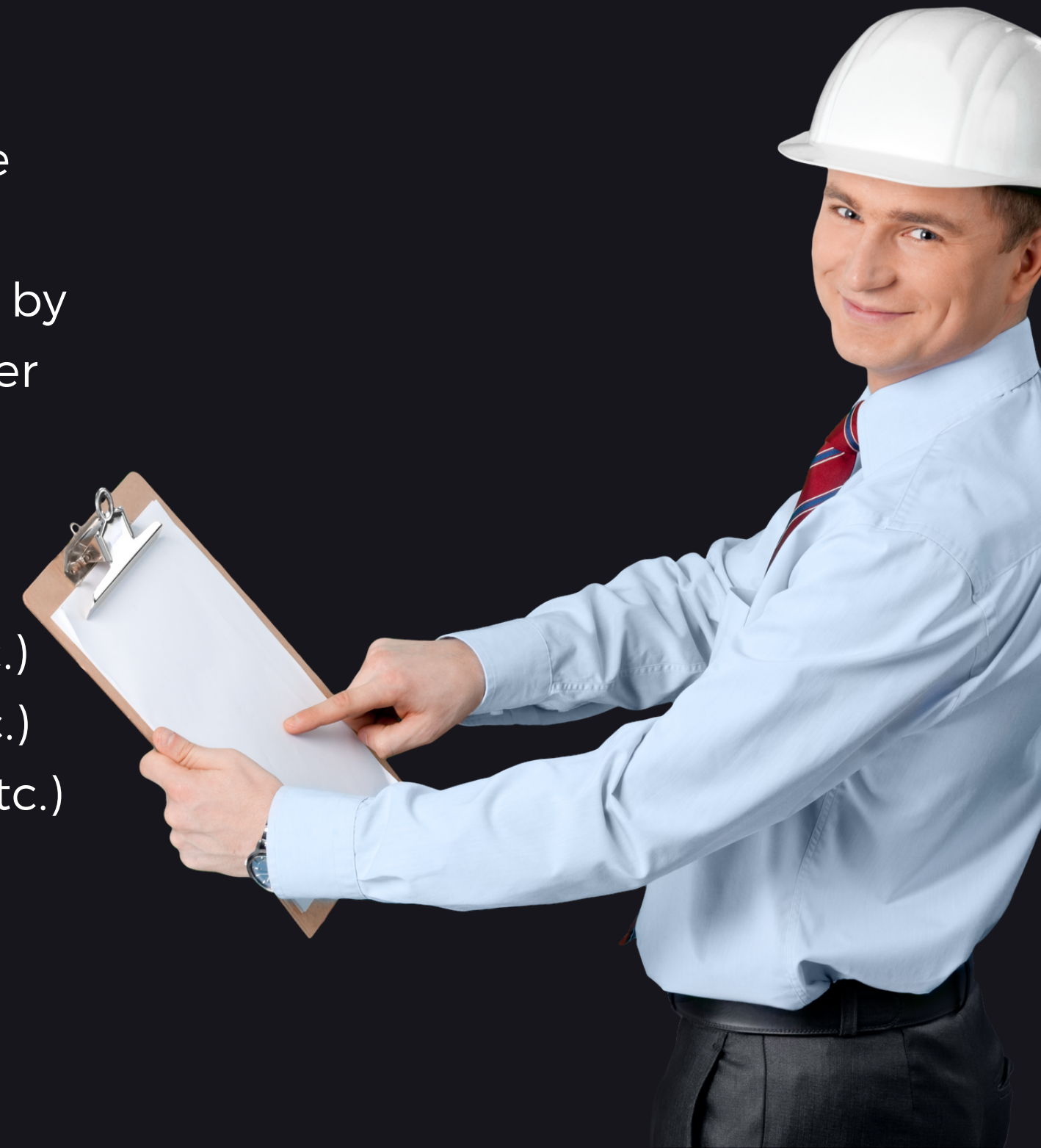
- Classifying Illnesses
  - Skin diseases or disorders
    - caused by work exposure to chemicals, plants, or other substances
    - Contact dermatitis, eczema or rash, friction blisters, chrome ulcers or inflammation of the skin
  - Respiratory conditions
    - breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.
    - Silicosis, asbestosis, pharyngitis, rhinitis or acute congestion, tuberculosis, occupational asthma, chronic obstructive pulmonary disease (COPD)





# Guidelines for Determining OSHA Recordability

- Classifying Illnesses
  - Poisoning
    - Abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.
    - Poisoning by lead, mercury, arsenic, or other metals; poisoning by carbon monoxide or other gases; poisoning by benzene or other organic solvents; poisoning by insecticide sprays; poisoning by other chemicals such as formaldehyde.
  - All other occupational illnesses
    - Effects of environmental heat (heatstroke, heat exhaustion, etc.)
    - Effects of exposure to low temperatures (freezing, frostbite, etc.)
    - Bloodborne pathogenic diseases (AIDS, HIV, Hep B or Hep C, etc.)



# Key Points to Remember

- Should a workplace accident or illness occur, it is the policy of S.C. Swiderski LLC. to make every attempt to return the injured or ill employee to work within the confines of their physician's restrictions and recommendations. A Return-to-Work Process form can be found on the employee portal.
- If you are not familiar, make yourself aware of where the First Aid Kits are at your location. If items are low, notify your direct supervisor, safety specialist, or HR.
- For any accident or illness that occurs outside of work, it is recommended to make your supervisor aware prior to starting work. Depending on the situation, a Return-to-Work Notice may be required to ensure your safety and the safety of your co-workers.
- SCS will make every attempt to accommodate the confines of your restrictions, within reason, as not to cause disruption or an undue hardship to the company as required by law.

# TAKE THE QUIZ

- <https://forms.office.com/Pages/ResponsePage.aspx?id=RZJ-M6ZIREqmNwwW9nbIKxyzzaSUgJJFgf5zZdrqY-IUNkVFMzNWMkNjNkFBWFJSTkVHT0VHNTBTOC4u>