



HZW Environmental
Consultants



General BWC News

- ▶ BWC is administering a \$28 Million Air Quality Program for Senior Facilities
 - ▶ Reimburses up to \$15,000 to Ohio nursing homes, assisted living centers & adult day centers for air quality improvements made between 3/1/20 and 3/31/21.
 - ▶ Application deadline has been extended to 3/31/21
- ▶ Registration is Open for 2021 Ohio Safety Congress March 10-11
 - ▶ You can also exhibit Your Products and Services Virtually at Safety Congress



Private Employers Policy Year 2020 Alternative Rating Plan Update

- Deadline to complete true-up for policy year 2019 was 8/15/20
- Employers who did not complete their true-up by 11/2/20 are going to be removed from the alternative rating programs.
- Employer Programs staff will review appeals following removal.
- You may be able to use the Governors' One Time Forgiveness if you completed true-up by 12/31/20.
- Training requirements for policy year 2020 rating and rebate program participation are not going to be waived



BWC Private Employer Important Dates for Policy year 2021

Application Deadline


1/29/2021

Deductible Program

Group Retrospective Program

One Claim Program

Individual Retrospective



BWC Private Employer Important Dates for Policy year 2021

Bonus Program Enrollment Deadline 5/31/21

- Industry Specific Safety Program (ISSP)
- Drug-Free Safety Program (DFSP)
- Transitional Work Bonus (TWB)
- Policy Activity Rebate (PAR)

- Safety Council – deadline to enroll for FY2021 is 7/31/21



Public Employer Important Dates

- 1/1/2021- Payroll True-up notice sent for policy year 2020
- 2/1/2021 – 300AP Summary of Work-related injuries/Illnesses
- 2/15/2021- Public employer True-up due



BWC Safety Webinars

BWC is hosting two safety webinars in January

- ▶ Thursday 1/7/21 at 2:00 Are you a PERRPfectionist? – an overview of the Public Employment Risk Reduction Program
- ▶ Tuesday 1/26/21 at 11 a.m. Are you a Hazmat employer? What to know to stay in compliance



BWC DSH Virtual Training

- ▶ Accident Analysis Jan. 20 9:30 a.m.
- ▶ Violence in the Workplace Jan. 27 1:00 p.m.
- ▶ Electrical Safety Feb. 1 9:30 a.m.



BWC Consultative services

- ▶ Onsite visits are currently suspended but we are providing consultative services via phone call, email and other electronic means.
 - ▶ Review of safety programs/policies
 - ▶ Assistance with training content or programs
 - ▶ Assessment of specific operations or tasks




COVID Resources

ODH: COVID-19

The Ohio Department of Health is the state's source for updated, accurate information to help you prepare for and protect against COVID-19. www.coronavirus.odh.gov

BWC: COVID-19

We've prepared a [Frequently Asked Questions](#) document to provide information about the COVID-19 impact on BWC operations.



Thank you for all of your efforts to
protect the safety and health of your
employees!

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OSHA Recordkeeping

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Forms

- OSHA Form 300
 - Log of Work-Related Injuries and Illnesses

- OSHA Form 301
 - Injury and Illness Incident Report

- OSHA Form 300A
 - Summary of Work-Related Injuries and Illnesses

- PERRP Forms
 - 300P, 301P, 300AP

Link to OSHA Recordkeeping Forms

<https://www.osha.gov/recordkeeping/forms>

OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

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.

Year



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

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.

Establishment name

City

State

Table with columns: Identify the person (A-F), Classify the case (G-L), and Check the "injury" column or choose one type of illness (M-N). Includes a 'Page totals' row at the bottom.

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information.

OSHA Form 300 Recordkeeping

OSHA requires facilities to maintain records of all work-related recordable injuries and illnesses.

The employer has the ultimate responsibility for making a good faith determination about recordability.

Recordability vs. Compensability

The requirements for recordability should not be confused with compensability

Decisions regarding recordability must be made without regard to compensability

Recording Criteria

Employers must record each fatality, injury or illness that is:

- ▶ work-related; and
- ▶ a new case; and
- ▶ meets one or more of the general recording criteria contained in sections 1904.7-1904.12

The same recording criteria will be applied to both injuries and illnesses

Establishing Work Relationship

If an event results in an injury/illness in the work environment, it is presumed work-related

- ▶ A case is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition
- ▶ A pre-existing injury or illness is considered work-related if an event or exposure in the work environment SIGNIFICANTLY aggravated the condition

Establishing Work Relationship (continued)

A pre-existing injury or illness is significantly aggravated when an event or exposure in the work environment results in any of the following:

- death
- loss of consciousness
- one or more days away from work, or restricted days, or a job transfer
- medical treatment

Work Relationship Exceptions

Employee present as a member of the general public (rather than employee)

Symptoms surface at work solely due to a non-work related event

Voluntary participation in wellness programs, medical, fitness, or recreational activity

Eating, drinking, or preparing food or drink for personal consumption

Work Relationship Exceptions *(continued)*

Personal tasks outside assigned working hours

Personal grooming, self-medication for a non-work related condition, or intentionally self-inflicted

Motor vehicle accident in company parking lot / access road during commutes

Common cold or flu

New Case

A new case exists when the employee has not had a recorded injury or illness of the same type that affects the same part of the body, or

The employee previously had a recorded injury or illness of the same type that affected the same body part, but:

- had recovered completely, and
- an event caused the symptoms to reappear

First Aid

Defined as anything contained in a comprehensive, specific list within the standard

This is a complete list of all treatments considered First Aid

- ▶ First aid can be administered by a physician, nurse, or other licensed health care professional
- ▶ First Aid cases are not recordable

Medical Treatment

The management and care of a patient to combat disease or disorder

Does not include:

Visits to physician solely for observation or counseling

Diagnostic procedures, e.g., X-rays (negative), blood tests, prescriptions used solely for diagnostic purposes, e.g. eye drops to dilate pupils

First aid cases

Recordable Injury

A case is recordable if the injury or illness results in:

- ▶ 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

Recordability Exceptions

Record a work-related case if it involves a significant injury or illness, diagnosed by a licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

This includes:

- Cancer
- Punctured eardrum
- A fractured or broken bone
- Chronic irreversible disease

First Aid

Non prescription medication at non- prescription strength

Tetanus immunizations

Cleaning, flushing, soaking surface wounds

Wound coverings, butterfly bandages, steri-strips

Hot or cold therapy (regardless of number of applications)

First Aid (*continued*)

Non-rigid means of support, e.g., ace bandage

Temporary immobilization devices used to transport accident victims

Drilling, toe or finger nails, draining fluid from blister

Eye patches

Removing foreign bodies from eye with only irrigation or cotton swab

First Aid *(continued)*

Removing splinters/foreign material from areas other than eye by irrigation, tweezers, cotton swabs or other simple means

Finger guards

Massages (not physical therapy)

Drinking fluids to relieve heat stress

General Recording Criteria - First Aid *(continued)*

If not included on the first aid list, the treatment is RECORDABLE

General Recording Criteria Prescription Medication

Issuance of any prescription medication (including single dose) is recordable

Even if:

- ▶ the employee does not take the prescription, or
- ▶ the employee does not fill it

Over the counter medication, e.g., ibuprofen, given in prescription strength is recordable

Samples of prescription medicine are recordable

General Recording Criteria - Burns

Only burns that receive medical treatment are recordable.

Therefore:

- ▶ the vast majority of 1st degree burns and minor second degree burns will not be recordable
- ▶ more serious 1st and 2nd degree burns that receive medical treatment will be recordable
- ▶ 3rd degree burns are recordable

General Recording Criteria - Hearing Loss Cases

Hearing loss cases are recordable if there is a work-related shift in hearing of an average of 10 dB or more at 2,000, 3,000, and 4,000 Hz in one or both ears

General Recording Criteria - Bloodborne Pathogens

Recordable if:

- ▶ Needlesticks and cuts from sharp objects, if contaminated with:
 - ▶ another person's blood; or
 - ▶ OPIM

Splashes or other exposures (not cuts or scratches) if exposure results in:

- ▶ Diagnosis of bloodborne illness (HIV, Hepatitis)
- ▶ General recording criteria are met

General Recording Criteria - Musculoskeletal Disorders

Soft tissue cases are recordable only if they are:

- ▶ work-related
- ▶ a new case
- ▶ meet one or more of the general recording criteria

Check either the injury or illness column as appropriate

Distinguishing Between Employees and Other Workers

Employers are required to maintain injury and illness records for their own employees.

Employers are not responsible for maintaining records for employees of other firms or for independent contractors.

Key factor in determining who should record a worker's injury or illness is "supervision." The employer who generally supervises the day-to-day activities is responsible for recording injuries/illnesses.

Location of OSHA Form 300

Each case must be linked with one establishment

- ▶ an injury or illness experienced by an employee is normally recorded on the log at the employee's home site
- ▶ if an injury or illness occurs to an employee who is at another company site, record the case at that site
- ▶ If an injury or illness occurs away from the employees home site, i.e., not within the company, record on the log where the employee normally reports.

General Recording Criteria - Lost Workday Cases

Lost workday cases are those cases resulting in days lost from work of injury or illness.

The number of days away from work does not include the day of injury, or the onset of illness.

Count the number of calendar days the employee was unable to work, regardless of whether the employee was scheduled to work.

Weekend days, holidays, and vacation days, or other days off, e.g., temporary plant closing, are included in the total number of lost workdays recorded if the employee was not able to work.

General Recording Criteria - Lost Workday Cases *(continued)*

The total days away from work are “capped” at 180 calendar days.

Stop counting days away from work if the employee leaves the company for some reason unrelated to the injury or illness, such as retirement, permanent plant closing, or to take another job.

General Recording Criteria - Restricted Work Activity

You keep the employee from performing one or more of the routine functions of his or her job, or from working the full workday that he or she would otherwise have been scheduled to work; or

A physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of his or her job, or not work the full workday that he or she would otherwise have been scheduled to work.

General Recording Criteria - Restricted Work Activity *(continued)*

An employee's routine functions are those work activities the employee regularly performs at least once per week

General Recording Criteria - Restricted Work Activity (*continued*)

Restricted work occurs when, as a result of a work-related injury or illness:

- ▶ the employer, physician or other LHCP, keeps the employee from performing one or more of the routine functions of his or her job, or from working the full workday that he or she would otherwise have been scheduled to work; or
- ▶ you assign an employee to a job other than his or her regular job

General Recording Criteria - Restricted Work Activity (*continued*)

Days of restricted work are counted in the same way as lost workdays

Log Entry Time Requirements

Employers must enter each recordable case on the appropriate forms within 7 calendar days of receiving information that a recordable case occurred.

Retention and Updating

Keep forms for the current year plus 5 previous years

Must update the OSHA Form 300 during the retention period

DO NOT need to update the OSHA Form 300A or 301

Annual Summary

Review OSHA Form 300 for accuracy. Complete OSHA Form 300A

Certify Summary (signed by company executive)

Post the Form 300A summary February 1 through April 30 in a conspicuous place(s) where notices to employees are customarily posted

Annual Summary (continued)

A company executive must certify that:

- ▶ they have examined the log
- ▶ they reasonably believe, based on personal knowledge of the recordkeeping process, that the summary is accurate and complete

Annual Summary *(continued)*

A company executive certifying the summary must be one of the following:

- ▶ an officer of the corporation
- ▶ the highest ranking company official working at the establishment
- ▶ The immediate supervisor of the highest ranking official on site

Fatality/Catastrophe Reporting

Report orally to OSHA within 8 hours, any work-related fatality or incident involving 3 or more in-patient hospitalizations (notify local office, or if no answer call 1-800-321-OSHA (6742))

You must only report each fatality or multiple hospitalization incident that occurs within 30 days of an incident, e.g., death that occurs 60 days after incident does not need to be reported

Must report fatal heart attacks

Questions?

