

### Purpose

The purpose of this policy is to keep Davie County employees informed of their rights under the Occupational Safety and Health Act (OSHA) and to keep them posted on information provided by the Department of Labor. Recordkeeping provides a database to OSHA that will allow them to: (1) enforce the Act; (2) study the causes and prevention of occupational accidents and illnesses; and (3) maintain useful statistics.

### Information Sources

The information for Notices & Recordkeeping is from the Occupational Safety and Health Standards 29 CFR 1903.2 (Posting Requirements). The information for Recordkeeping is from OSH Standard 29 CFR 1904, effective June 30, 2003. "A Brief Guide to Recordkeeping Requirements for Occupational Injuries and Illnesses" published by the U.S. Department of Labor - Bureau of Labor Statistics is an additional source of information.

Recordkeeping guidelines are also provided by the State of North Carolina Department of Labor - Research and Statistics Division's OSHA Recordkeeping Guidelines for Occupational Injuries and Illnesses.

### Notices

Since Davie County has more than 10 employees, required notices must be posted in conspicuous places where employees report for work and where other employee notices are posted.

The following items must be posted at each facility site and are obtained from the Finance Office:

1. Official Department of Labor posters:
  - NC Dept. of Labor OSH and Wage and Hour Notice to Employees
  - Fair Labor Standards (FLSA)
  - Equal Employment Opportunity (EEOC)
  - Family and Medical Leave Act (FMLA)
  - Uniformed Services Employment and Reemployment Rights Act Notice (USERRA)
  - NC Workers' Compensation Notice (Form 17)
2. Annual Summary of Illnesses and Injuries for the month of February – April.
3. In the event of an OSHA Inspection, the following will be posted at the site for 3 days and then available in the County Manager's Office:
  - Citations issued
  - Amended citations
  - Employer's contest of citations
  - Employer's contest of abatement/correction schedule
  - Correction schedule

### Recordkeeping

Two forms are used for OSHA recordkeeping: 1) the OSHA 300 Log and 2) the OSHA 301 Form.

**OSHA No. 300 (Log of Work Related Injuries and Illnesses)** is used as a log for all recordable occupational injuries and illnesses which are those that result in:

- Fatalities, regardless of the length of time between injury and death or between illness and death
- Lost workdays - the number of days, consecutive or not, after the date of injury/illness that the

- employee could not perform his job duties due to the injury/illness.
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Diagnosed significant injury/illness by an MD. Exemptions include common colds/flu, blood donations, and mental illnesses.

### **OSHA Recordkeeping Guidelines for Occupational Injuries and Illnesses.**

Records are to be kept on form OSHA No. 300 on a calendar year basis.

A designated office will maintain the OSHA 300 Log. The designated office is the County Manager's Office.

The annual Summary of Work Related Injuries and Illnesses section of the OSHA 300 form will be completed by the designated office staff and posted by February 1<sup>st</sup> and remain posted until April 30<sup>th</sup> at the Safety Information area by each Department Safety Representative.

Records will be maintained for **five years** and be made available to the Department of Labor, employees and former employees and their representatives upon request within a reasonable period of time without cost.

As directed in *29 CFR 1904.39*, all employers must report

1. All work-related fatalities within 8 hours.
2. All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

You can report to OSHA by

**1-800-NC LABOR (1-800-625-2267) or 919-779-8560** weekdays, 8 a.m. to 5 p.m. or by calling the **State Capitol Police at 919-733-3333** after hours, weekends or holidays.

Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA. Further, for an inpatient hospitalization, amputation or loss of an eye, these incidents must be reported to OSHA only if they occur within 24 hours of the work-related incident.

OSHA 301 form is used to record specific details about a recordable injury or illness. Worker's compensation, insurance, or other reports are acceptable as records if they contain all facts listed on the OSHA 301.

Employees will use the **New Procedures for Reporting Incidents/Injuries** to notify the Workers' Comp Administrator and management.

**Form 19 - Employer's Report of Employee's Injury or Occupational Disease to the Industrial Commission** will be used to record all reportable injuries or illnesses with the administering insurance company.

### **Evaluation of Plan**

An inspection to evaluate the implementation of this plan will be conducted by the Workers' Compensation Administrator annually, or when procedures are updated. Results will help identify areas for improvement.

The Safety Team will review OSHA 300 log entries at each meeting to determine trends and issues and to implement strategies to decrease or limit the number of reportable injuries or illnesses.