

INJURY & ILLNESS RECORDKEEPING



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1. PURPOSE

- a. The purpose of an **Injury and Illness Recordkeeping** is to provide guidelines, training, and procedures necessary to *comply with occupational recordkeeping requirements*.
- b. In accordance with OSHA standard *1904.4-Recording and Reporting Occupational Injuries and Illnesses*, all employers must keep records of fatalities, injuries, and illnesses that are work-related.

2. PROCEDURE

- a. All employees must report any injury or illness that is work-related to their immediate supervisor. Once the incident report (see Section 36 – Incident Report of Safety Manual) is complete, the documentation process will begin to include records of work-related fatalities, injuries, and illnesses that meet the following criteria:
 - i. Are deemed work-related,
 - ii. Is a new case, and
 - iii. Meets one or more of the general recording criteria listed under 1904.7
- b. Once an injury or illnesses is deemed work-related, the information related to the incident must be recorded on the OSHA 300 Log within 7 days of receiving the information about the injury. Additional information related to the incident will be recorded on the OSHA 301 Incident Report. The complete record will be included on the OSHA Summary report, 300-A.
- c. The OSHA 300 Log will be reviewed, and the annual summary signed by a company executive or officer indicating that the information recorded is correct and complete.
- d. OSHA Form 300-A will be posted in the workplace in a location visible to all employees from February 1 until April 30 for the prior year.
- e. If OSHA Form 300 is supplied to anyone other than employees, former employees, employee representatives, or an authorized employee representative, all personal information will be redacted from the document.
- f. All OSHA documentation will be retained for five years after the calendar year covered in the records. Any changes must be updated on the OSHA 300 logs if there is a status change in the classification of a previous incident.

3. ROLES AND RESPONSIBILITIES

- a. Supervisors
 1. Supervisors will be trained in Incident Reporting to ensure that all injuries and illnesses are investigated and documented properly.

2. Supervisors will be able to identify the required items necessary to maintain accurate recordkeeping under federal regulation.
- b. Employees
 1. All employees will review this program and become aware of the general provision for incident reporting and accurate recordkeeping on the job site.
 2. Employees will be responsible for safety on the job and notifying supervisors of any condition that may jeopardize health and safety of themselves or others on site.
 3. Follow all instructions of supervisors as outlined by the daily Job Safety Analysis
 - c. Safety Managers
 1. Safety professionals will conduct accident investigations, collect necessary documentation and ensure that all information is reported to the Compliance Manager.
 2. Safety Manager will be responsible for confirming and reporting classification of the injury or illness.
 3. Safety Manager will be responsible for assisting any injured or ill employee by implementing case management protocols to ensure all work-related incidents are documented.
 - d. Compliance Manager
 1. Compliance Manager will be responsible for preparing, reviewing all case data, and verifying authenticity and accuracy.
 2. Compliance Manager will complete all reports and review with company official by the posting deadline.
 3. Compliance Manager will distribute and ensure OSHA 300-A is posted by February 1 and removed no earlier than April 30.
 - e. Company Officer
 1. Company officer is responsible for reviewing the OSHA documentation for accuracy, completion, and will execute the document with his/her signature.
 2. Company officer is responsible for retention of documentation for appropriate period of time.

4. TRAINING AND DOCUMENTATION

- a. Employees in supervisory roles will be trained on Injury and Illness Recording in accordance with this program. Training regarding this Program will be conducted as part of all new team members orientations or with promotion to supervisor status. All documented training shall be kept in the team member's file along with a copy sent to Arnolds Custom Seeding' Safety Manager.