

# **Injury / Illness Reporting Program**

Effective Date: November 1, 2018  
Revision Date:



- **GENERAL:** Burns Industrial Equipment fully understands that companies with eleven (11) or more employees at any time during the calendar year must comply with the provisions of 29 CFR 1904. This standard practice instruction provides for recordkeeping and reporting requirements covered under 29 CFR 1904 as necessary or appropriate for developing information regarding the causes and prevention of occupational accidents and illnesses, and for maintaining a program of collection, compilation, and analysis of occupational safety and health statistics both for Burns Industrial Equipment and as part of the national system for analysis of occupational safety and health.
- **RESPONSIBILITY:** The Burns Industrial Equipment is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Burns Industrial Equipment will develop written detailed instructions covering each of the basic elements in this program and is authorized to amend these instructions.

## **TABLE OF CONTENTS**

- **Written Program**
- **General Recordkeeping Requirements**
- **Log and Summary of Injuries and Illnesses**
- **Supplementary Record**
- **Annual Summary**
- **Records Retention**
- **Access to Records**
- **Fatality/Multiple Hospitalization Injuries**
- **Change of Ownership**
- **Petitions for Recordkeeping Exceptions**
- **Employees Not in Fixed Establishments**
- **Statistical Program**
- **Recordability And Classification**
- **Employee Access**
- **Prohibition Against Discrimination**
- **Providing Records**
- **Annual Survey**
- **Request**
- **Definitions**



# Injury / Illness Reporting Program

Effective Date: November 1, 2018  
Revision Date:



## 1. WRITTEN PROGRAM

- Burns Industrial Equipment will develop and maintain a written OSHA Recordkeeping program. Burns Industrial Equipment will review and evaluate this standard practice instruction on an annual basis, or when changes occur to 29 CFR 1904, that prompt revision of this document, or when facility operational changes occur that require a revision of this document. Effective implementation of this program requires support from all levels of management within Burns Industrial Equipment. This written program will be communicated where required, to all personnel that are affected by it. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

## 2. GENERAL RECORDKEEPING REQUIREMENTS

- Burns Industrial Equipment fully understands that companies with eleven (11) or more employees at any time during the calendar year immediately preceding the current calendar year must comply with the provisions of 29 CFR 1904. This section provides for recordkeeping and reporting by Burns Industrial Equipment covered under 29 CFR 1904 as necessary or appropriate for developing information regarding the causes and prevention of occupational accidents and illnesses, and for maintaining a program of collection, compilation, and analysis of occupational safety and health statistics both for this company and as part of the national system for analysis of occupational safety and health. Records shall be established on a calendar year basis.

- 2.1 Within eight (8) hours after the death of any employee as a result of a work-related incident, Burns Industrial Equipment must report the fatality to the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

- 2.2 Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, Burns Industrial Equipment must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.

- 2.3 Burns Industrial Equipment must report the fatality, inpatient hospitalization, amputation, or loss of an eye using one of the following methods:

- 2.3.1 By telephone or in person to the OSHA Area Office that is nearest to the site of the incident.

- 2.3.2 By telephone to the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).

- 2.3.3 By electronic submission using the reporting application located on OSHA's public Web site at [www.osha.gov](http://www.osha.gov).

- 2.3.4 The following information must be provided:

- 2.3.4.1 The establishment name;

- 2.3.4.2 The location of the work-related incident;

- 2.3.4.3 The time of the work-related incident;

- 2.3.4.4 The type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye);

- 2.3.4.5 The number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye;

- 2.3.4.6 The names of the employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye;

- 2.3.4.7 Your contact person and his or her phone number; and

# Injury / Illness Reporting Program

Effective Date:  
Revision Date:



- 2.3.4.8 A brief description of the work-related incident.
- 2.4 Burns Industrial Equipment will maintain a log of occupational injuries and illnesses under 29 CFR 1904 and to make reports upon being notified in writing by the Bureau of Labor Statistics that the employer has been selected to participate in a statistical survey of occupational injuries and illnesses.
- **3. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES (OSHA 300)**
- The log will be used for classifying occupational injuries and illnesses, and for noting the extent of each case. The log shows when the occupational injury or illness occurred, to whom, the regular job of the injured or ill person at the time of the injury or illness exposure the department in which the person was employed, the kind of injury or illness, how much time was lost, whether the case resulted in a fatality, etc. Burns Industrial Equipment shall record on the OSHA 300 Log the recordable injuries and illnesses of all employees on your payroll, whether they are labor, executive, hourly, salary, part-time, seasonal, or migrant workers. You also must record the recordable injuries and illnesses that occur to employees who are not on your payroll if you supervise these employees on a day-to-day basis. If your business is organized as a sole proprietorship or partnership, the owner or partners are not considered employees for recordkeeping purposes.
- 3.1 Maintain a log and summary of all recordable occupational injuries and illnesses by calendar year.
- 3.1.1 The form will be updated to include newly discovered cases and to reflect changes which occur in recorded cases after the end of the calendar year. Although all OSHA injury and illness records will be retained, only the log must be updated by this employer. If, during the 5-year retention period, there is a change in the extent or outcome of an injury or illness which affects an entry on a previous year's log, then the first entry will be lined out and a corrected entry made on that log. New entries for previously unrecorded cases that are discovered will also be documented. Log totals will also be modified to reflect these changes.
- 3.2 Enter each recordable injury and illness on the log and summary as early as practicable but no later than 6 working days after receiving information that a recordable injury or illness has occurred. For this purpose, OSHA 300 Log or an equivalent which is as readable and comprehensible to a person not familiar with it will be used. The log and summary shall be completed in the detail provided in the form and instructions on form OSHA 300 Log.
- 3.3 If Burns Industrial Equipment elects to maintain the log of occupational injuries and illnesses at a place other than this establishment or by means of data-processing equipment, or both, it will meet the following criteria:
- 3.3.1 There will be available at the place where the log is maintained sufficient information to complete the log to a date within 6 working days after receiving information that a recordable case has occurred.
- 3.3.2 At each facility belong to Burns Industrial Equipment, there will be available a copy of the log which reflects separately the injury and illness experience of that establishment complete and current to a date within 45 calendar days.
- **4. SUPPLEMENTARY RECORD (OSHA 301)**
- In addition to the log of occupational injuries and illnesses (OSHA 300) Burns Industrial Equipment shall have available for inspection at each of our facilities within 6 working days after receiving information that a recordable case has occurred, a supplementary record for each occupational injury or illness for that establishment. The record shall be completed in the detail prescribed in the instructions accompanying Occupational Safety and Health Administration OSHA Form 301.

# Injury / Illness Reporting Program

Effective Date:  
Revision Date:



Workmen's compensation, insurance, or other acceptable alternative records if they contain the information required by OSHA Form 301 (according to OSHA). If no acceptable alternative record is maintained for other purposes, OSHA 300 Log shall be used or the necessary information will be otherwise maintained.

## 5. ANNUAL SUMMARY

- This employer shall post an annual certified summary of occupational injuries and illnesses for each facility under our control. This summary shall consist of a copy of the year's totals from the form OSHA 300 Log and the following information from that form:
  - 5.1 Calendar year covered.
  - 5.2 Company Name and establishment address.
  - 5.3 Certification signature, title, and date.
  - 5.4 A form OSHA 300 Log shall be used in presenting the summary. If no injuries or illnesses occurred in the year, zeros will be entered on the totals line, and the form posted.
  - 5.5 The summary shall be completed by February 1 of each calendar year. This company, or the officer or employee of the employer who supervises the preparation of the log and summary of occupational injuries and illnesses, shall certify that the annual summary of occupational injuries and illnesses is true and complete. The certification shall be accomplished by affixing the signature of the employer, or the officer or employer who supervises the preparation of the annual summary of occupational injuries and illnesses, at the bottom of the last page of the log and summary or by appending a separate statement to the log and summary certifying that the summary is true and complete.
  - 5.6 This employer shall post a copy of the establishment's summary in each facility in the manner required under 29 CFR 1903.2. The summary covering the previous calendar year shall be posted no later than February 1 and shall remain in place until April 30.

## 6. RECORDS RETENTION

- Records maintained by Burns Industrial Equipment will be retained for the following time periods following the end of the year to which they relate.
  - 6.1 Log and summary of all recordable occupational injuries and illnesses (OSHA 300 or equivalent) as described in 29 CFR 1904.2. Retained for 5 years.
  - 6.2 Supplementary records (OSHA 301 or equivalent) for each occupational injury or illness for this facility as described in 29 CFR 1904.4. Retained for 5 years.
  - 6.3 Employee exposure and medical records for company employees as described in 29 CFR 1910.20. Retained for 30 years.
  - 6.4 Noise exposure measurement records as described in 29 CFR 1910.95. Retained for 30 years.
  - 6.5 Audiometric test records as described in 29 CFR 1910.95. Retained for the duration of the affected employee's employment.

## 7. ACCESS TO RECORDS

- Burns Industrial Equipment shall provide, upon request, records provided for in 29 CFR 1904.2, 1904.4, and 1904.5, for inspection and copying by any representative of the Secretary of Labor for the

# Injury / Illness Reporting Program

Effective Date:  
Revision Date:



purpose of carrying out the provisions of the OSHA act, and by representatives of the Secretary of Health, Education, and Welfare, or by any representative of a State accorded jurisdiction for occupational safety and health inspections or for statistical compilation.

- 7.1 The log and summary of all recordable occupational injuries and illnesses (OSHA 300 Log) will, upon request, be made available to any employee, former employee, and to their representatives for examination and copying in a reasonable manner and at reasonable times. The employee, former employee, and their representatives shall have access to the log for any establishment in which the employee is or has been employed.
- **8. FATALITY/MULTIPLE HOSPITALIZATION INJURIES.**
- 8.1 Within eight (8) hours after the death of any employee as a result of a work-related incident, you must report the fatality to the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
- 8.2 Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, you must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.
- 8.3 You must report the fatality, inpatient hospitalization, amputation, or loss of an eye using one of the following methods:
  - 8.3.1 By telephone or in person to the OSHA Area Office that is nearest to the site of the incident.
  - 8.3.2 By telephone to the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).
  - 8.3.3 By electronic submission using the reporting application located on OSHA's public Web site at [www.osha.gov](http://www.osha.gov).
- **9. CHANGE OF OWNERSHIP**
- If Burns Industrial Equipment business changes ownership, you are responsible for recording and reporting work-related injuries and illnesses only for that period of the year during which you owned the establishment. You must transfer the Part 1904 records to the new owner. The new owner must save all records of the establishment kept by the prior owner, as required by § 1904.33, but need not update or correct the records of the prior ownership.
- **10. PETITIONS FOR RECORDKEEPING EXCEPTIONS**
- Should Burns Industrial Equipment wish to maintain records in a manner different from that required, the company will submit a petition containing the information specified by the Regional Commissioner of the Bureau of Labor Statistics in our region.
- **11. EMPLOYEES NOT IN FIXED ESTABLISHMENTS**
- Record requirements for Burns Industrial Equipment employees engaged in physically dispersed operations such as occur in construction, installation, repair or service activities who do not report to any fixed company establishment on a regular basis but are subject to common supervision will be satisfied by:
  - 11.1 Maintaining the required records for each operation or group of operations which is subject to common supervision (field superintendent, field supervisor, etc.) in an established central place

# Injury / Illness Reporting Program

Effective Date:  
Revision Date:



- 11.2 Having the address and telephone number of the central place \_\_\_\_\_ available at each worksite.
- 11.3 Having personnel available at the central place \_\_\_\_\_ during normal business hours to provide information from the records maintained there by telephone and by mail.
- **12. STATISTICAL PROGRAM**
- Burns Industrial Equipment will comply with all requirements to maintain, provide, and use statistical summaries. Upon receipt of an Occupational Injuries and Illnesses Survey Form, Burns Industrial Equipment shall promptly complete the form in accordance with the instructions contained therein, and return it in accordance with the instructions.
- **13. RECORDABILITY AND CLASSIFICATION.**
- 13.1 Case analysis. The following decision logic will be followed:
  - 13.1.1 Determine whether a case occurred (death, injury, illness).
  - 13.1.2 Establish that the case was work related.
  - 13.1.3 Case resulting from an event or exposure in the work environment. In addition to the physical location, equipment or materials used in the course of an employee's work are also considered part of the employee's work environment.
  - 13.1.4 Case resulting from an event or exposure in other locations where employees are engaged in work-related activities or are present as a condition of their employment.
- 13.2 Establishing that the case was not work related.
  - 13.2.1 The case will be considered not work related when an employee is off duty on our premises as a member of the public and not as an employee.
  - 13.2.2 The case will be considered not work related when an employee has symptoms that merely surface on company premises but are the result of a nonwork-related event or exposure off the premises.
- 13.3 Determining if the case is an illness or injury.
  - 13.3.1 Illness cases. Illnesses usually result from a long-term exposure, or cases where the illness does not develop as the result of an instantaneous event. This concept of illness includes acute illnesses which result from exposures of relatively short duration.
  - 13.3.2 Injury cases. Injuries are only required to be recorded when they require medical attention (other than first aid). Injuries are usually caused by instantaneous events in the work environment. Cases resulting from anything other than instantaneous events are considered illnesses. This concept of illness includes acute illnesses which result from exposures of relatively short duration.
- 13.4 Recordable case. (Follow 1904.7 General recording criteria). If the case is an injury, decide if it is recordable. The following criteria will be used as a basis for recordability. The case will be recorded if the employee has:
  - 13.4.1 A work related injury.
  - 13.4.2 Medical treatment other than first aid.
  - 13.4.3 Has a loss of consciousness.



- 13.4.4 Experiences restriction of work or motion.
- 13.4.5 Been transferred to another job.
- 13.5 Illness case. Generally, occupationally induced illness should be recorded as a separate entry on the OSHA 300 (or equivalent) Log. However, certain illnesses, such as silicosis, may have prolonged effects which recur over time. The recurrence of these symptoms will not be recorded as new cases on the OSHA forms. The recurrence of symptoms of previous illness may require adjustments of entries on the log for previously recorded illnesses to reflect possible change in the extent or outcome of the particular case. Where it is unclear where an entry should be made, safety director will be contacted to offer advice for proper annotation.
- 13.6 Categories for Evaluating the Extent of Recordable cases. Once this employer decides that a recordable injury or illness has occurred, the case must be evaluated to determine its extent or outcome. There are three categories that OSHA recognizes as recordable cases. Every recordable case will be placed in only one of the following categories:
  - 13.6.1 Fatalities. All work fatalities must be recorded, regardless of the time between the injury and the death, or the length of the illness.
  - 13.6.2 Lost Workday cases. Lost workday cases will be determined to have occurred when the injured or ill employee experiences either days away from work, days of restricted work activity, or both.
  - 13.6.3 Cases not resulting in death or lost workdays. These cases consist of the relatively less serious injuries and illnesses which satisfy the criteria for recordability, but which do not result in death or require the affected employee to have days away from work or days of restricted work activity beyond the date of injury or onset of illness.
  - 13.6.4 Recording criteria for needlestick and sharp injuries. You must record all work-related needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material (as defined by 29 CFR 1910.1030). You must enter the case on the OSHA 300 Log as an injury. To protect the employee's privacy, you may not enter the employee's name on the OSHA 300 Log (see the requirements for privacy cases in paragraphs 1904.29(b)(6) through 1904.29(b)(9)).
  - 13.6.5 Cuts, lacerations, punctures, and scratches. No need to record cuts, lacerations, punctures, and scratches only if they are work-related and involve contamination with another person's blood or other potentially infectious material. If the cut, laceration, or scratch involves a clean object, or a contaminant other than blood or other potentially infectious material, you need to record the case only if it meets one or more of the recording criteria in 1904.7.
  - 13.6.6 If I record an injury and the employee is later diagnosed with an infectious bloodborne disease, do I need to update the OSHA 300 Log? Yes, you must update the classification of the case on the OSHA 300 Log if the case results in death, days away from work, restricted work, or job transfer. You must also update the description to identify the infectious disease and change the classification of the case from an injury to an illness.
  - 13.6.7 What if one of my employees is splashed or exposed to blood or other potentially infectious material without being cut or scratched? Do I need to record this incident? You need to record such an incident on the OSHA 300 Log as an illness if:
    - It results in the diagnosis of a bloodborne illness, such as HIV, hepatitis B, or hepatitis C; or
    - It meets one or more of the recording criteria in § 1904.7.

# Injury / Illness Reporting Program

Effective Date:  
Revision Date:



- 13.7 Recording criteria for cases involving medical removal under OSHA standards. If an employee is medically removed under the medical surveillance requirements of an OSHA standard, you must record the case on the OSHA 300 Log.
- 13.8 Recording criteria for cases involving occupational hearing loss. If an employee's hearing test (audiogram) reveals that the employee has experienced a work-related Standard Threshold Shift (STS) in hearing in one or both ears, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS, you must record the case on the OSHA 300 Log.
- 13.9 Recording criteria for work-related tuberculosis cases. If any of Burns Industrial Equipment employees has been occupationally exposed to anyone with a known case of active Tuberculosis (TB), and that employee subsequently develops a tuberculosis infection, as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional, you must record the case on the OSHA 300 Log by checking the "respiratory condition" column.
- 14.0 EMPLOYEE ACCESS
- Burns Industrial Equipment employees and their representatives must be involved in the recordkeeping system by:
  - 14.1 Informing each employee of how he or she is to report an injury or illness to you.
  - 14.2 Providing limited access to your injury and illness records for your employees and their representatives.
- 15. PROHIBITION AGAINST DISCRIMINATION
- Section 11(c) of the Act prohibits Burns Industrial Equipment from discriminating against an employee for reporting a work-related fatality, injury or illness. That provision of the Act also protects the employee who files a safety and health complaint, asks for access to the Part 1904 records, or otherwise exercises any rights afforded by the OSH Act.
- 16. PROVIDING RECORDS TO GOVERNMENT REPRESENTATIVES
- When an authorized government representative asks for the records you keep under Part 1904, you must provide copies of the records within four (4) business hours.
- 17. ANNUAL OSHA INJURY AND ILLNESS SURVEY OF TEN OR MORE EMPLOYERS
- If Burns Industrial Equipment receive OSHA's annual survey form, Burns Industrial Equipment must fill it out and send it to OSHA or OSHA's designee, as stated on the survey form. Burns Industrial Equipment must report the following information for the year described on the form:
  - 17.1 the number of workers Burns Industrial Equipment employed;
  - 17.2 the number of hours worked by Burns Industrial Equipment employees; and
  - 17.3 the requested information from the records that Burns Industrial Equipment keep under Part 1904.
- 18. REQUESTS FROM THE BUREAU OF LABOR STATISTICS FOR DATA



# Injury / Illness Reporting Program

Effective Date:  
Revision Date:



- If Burns Industrial Equipment receive a Survey of Occupational Injuries and Illnesses Form from the Bureau of Labor Statistics (BLS), or a BLS designee, Burns Industrial Equipment must promptly complete the form and return it following the instructions contained on the survey form.
- **ANNUAL OSHA INJURY AND ILLNESS SURVEYS.** OSHA has the authority to collect Burns Industrial Equipment establishment-specific data on different work places. These surveys require employers to report information to OSHA that is contained in records that employers are required to create and maintain pursuant to 29 CFR 1904, and the number of workers they employed and hours their employees worked during designated periods.
- **18.1** Burns Industrial Equipment will, upon receipt of OSHA's Annual Survey Form, report to OSHA or OSHA's designee the number of workers we employed, and number of hours worked by the employees for periods designated in the survey form and such information as OSHA may request from records pursuant to 29 CFR part 1904
- **18.2** Survey reports will be sent to OSHA by mail or other means described in the Survey Form within 30 calendar days, or the time stated in the Survey Form, whichever is longer.
- **18.3** Survey reports will be sent to OSHA by mail or other means described in the Survey Form within 30 calendar days, or the time stated in the Survey Form, whichever is longer.
- **19. DEFINITIONS**
- **15.1** The Act. means the Occupational Safety and Health Act of 1970 (29 U.S.C. 651 et seq.). The definitions contained in section 3 of the Act (29 U.S.C. 652) and related interpretations apply to such terms when used in this Part 1904.
- **15.2** Establishment. Is a single physical location where business is conducted or where services or industrial operations are performed. For activities where employees do not work at a single physical location, such as construction; transportation; communications, electric, gas and sanitary services; and similar operations, the establishment is represented by main or branch offices, terminals, stations, etc. that either supervise such activities or are the base from which personnel carry out these activities.
- Normally, one business location has only one establishment. Under limited conditions, the employer may consider two or more separate businesses that share a single location to be separate establishments. An employer may divide one location into two or more establishments only when:
  - Each of the establishments represents a distinctly separate business;
  - Each business is engaged in a different economic activity;
  - No one industry description in the Standard Industrial Classification Manual (1987) applies to the joint activities of the establishments; and
  - Separate reports are routinely prepared for each establishment on the number of employees, their wages and salaries, sales or receipts, and other business information. For example, if an employer operates a construction company at the same location as a lumberyard, the employer may consider each business to be a separate establishment.
- An employer may combine two or more physical locations into a single establishment only when:
  - The employer operates the locations as a single business operation under common management;
  - The locations are all located in close proximity to each other; and

## Injury / Illness Reporting Program

Effective Date:

Revision Date:



- The employer keeps one set of business records for the locations, such as records on the number of employees, their wages and salaries, sales or receipts, and other kinds of business information. For example, one manufacturing establishment might include the main plant, a warehouse a few blocks away, and an administrative service building across the street.
- For employees who telecommute from home, the employee's home is not a business establishment and a separate 300 Log is not required. Employees who telecommute must be linked to one of your establishments.
- First Aid means the following:
  - Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
  - Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
  - Cleaning, flushing or soaking wounds on the surface of the skin;
  - Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
  - Using hot or cold therapy;
  - Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
  - Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
  - 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 eye by irrigation, tweezers, cotton swabs or other simple means;
  - Using finger guards;
  - Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
  - Drinking fluids for relief of heat stress.
- Injury or illness. An injury or illness is an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning. (Note: Injuries and illnesses are recordable only if they are new, work-related cases that meet one or more of the Part 1904 recording criteria.)

## Injury / Illness Reporting Program

Effective Date:

Revision Date:



- **Medical treatment means the management and care of a patient to combat disease or disorder. Medical treatment does not include:**
  - Visits to a physician or other licensed health care professional solely for observation or counseling;
  - The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils);
  - Other potentially infectious material is defined in the OSHA Bloodborne Pathogens standard at § 1910.1030(b). These materials include:
    - Human bodily fluids, tissues and organs, and
    - Other materials infected with the HIV or hepatitis B (HBV) virus such as laboratory cultures or tissues from experimental animals.
  - **Physician or Other Licensed Health Care Professional.** A physician or other licensed health care professional is an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently perform, or be delegated the responsibility to perform, the activities described by this regulation.
  - **Standard Threshold Shift, or STS,** is defined in the occupational noise exposure standard at 29 CFR 1910.95(g)(10)(i) as a change in hearing threshold, relative to the baseline audiogram for that employee, of an average of 10 decibels (dB) or more at 2000, 3000, and 4000 hertz (Hz) in one or both ears.
  - **You.** "You" means an employer as defined in Section 3 of the Occupational Safety and Health Act of 1970 (29 U.S.C. 652).
-