



OSHA Recordkeeping

SAFETY

OSHA requires most employers to maintain a record of certain injuries and illnesses that occur while in the work environment. Keeping accurate injury and illness records is one of the greatest challenges facing employers today due to the complexities of the OSHA recordkeeping standard 29 CFR 1904.

Currently there is a National Emphasis Program (CPL 02-09-08) on injury and illness recordkeeping which has resulted in fines exceeding 1.2 million dollars to employers.

An OSHA recordkeeping expert from The EI Group, Inc. (EI) can conduct an audit of your injury and illness records and provide a confidential, detailed report indicating what cases should have been recorded on the OSHA Form 300, as well as what cases, if any, should not have been recorded. Taking this simple step today can help you avoid costly OSHA penalties in the future.

EI's safety experts can also support your health and safety system initiatives by providing the following services:

- » Complete Health and Safety System Audit
- » VPP Assistance
(including Training and Mock VPP Audits)
- » Safety Training
- » Gap Analysis
- » Incident Investigations

For more information on how EI can support your safety and health management needs, please contact us today!

800.717.3472
www.ei1.com





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EI's Certified Safety Professionals (CSP) are committed to helping clients develop, improve and maintain a safety management system that meets current OSHA standards and fosters employee compliance. EI's safety professionals are skilled and experienced in all areas of workplace safety and capable of helping you to protect your most valuable resource... your employees.

Recordkeeping Knowledge Challenge

Test your OSHA recordkeeping knowledge! Answers below.

- 1. True Example:** While performing her job, an employee, whose long hair keeps falling into her face, pulls her hair back away from her face to enable her to see what she is doing. Her hair is wrapped around her earring and when she pulls the hair back, the earring lodges inside her ear lobe and must be removed at the local clinic. She is given a non-prescription antibiotic and released to full duties.

Is it recordable?
- 2. True Example:** An employee is standing in the designated smoking area and gets a first degree burn on his hand when he brushes against another employee's cigarette. The plant nurse applies Silvadene to the minor burn.

Is it recordable?
- 3. True Example:** An employee becomes angry with his supervisor during a heated discussion about the Super Bowl. He throws a punch which knocks the supervisor unconscious. The supervisor is given an ice pack to his face and returns to full duties shortly thereafter.

Is it recordable?
- 4. True Example:** An employee strained a back muscle while playing with his children at home. The next day at work he sneezes and re-injures the same muscle. The plant nurse gives him 600mg of ibuprofen and puts him on restricted duty for the remainder of the day.

Is it recordable?

Determining work relatedness and recordability of employee injuries and illnesses can be very difficult. That is why employers need an expert set of outside eyes to conduct an assessment of records. EI safety professionals have conducted hundreds of recordkeeping audits and viewed thousands of records.

Contact EI today and let an expert conduct a detailed audit of your records!

Answers for Recordkeeping Knowledge Challenge: 1. Yes; 2. Yes; 3. Yes; 4. Yes