



MedStat

Lutheran Health Network

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YOUR OCCUPATIONAL HEALTH PARTNER



What You Need to Know About Recordables

Know What to Report

Recordables are work-related injuries that meet certain Occupational Safety and Health Administration (OSHA) reporting requirements. Knowing what to report is important for most employers, even though navigating OSHA's recordable regulations can be overwhelming. Below is a list of common questions and answers regarding the reportable process.

1. What qualifies an injury as being a recordable incident?

- Medical treatment needed beyond first aid
- Time missed from work
- Job transfer or restrictions required
- Loss of consciousness or death
- Contact with another person's bodily fluids or other potentially infectious materials

The Bureau of Labor Statistics (BLS) estimates that 84,300 Hoosier workers experienced an OSHA-recordable injury or illness in 2016. This is a 5.0% decrease in from the 2015 estimate of 88,700 injuries or illnesses. Nearly half (48.6%) of all recordable injuries and illnesses in 2016 resulted in one or more days away from work or days with job transfer or restriction.

“Work-related” does not mean that the injury first occurred in the workplace. Injuries can also be work-related if something at work made a pre-existing condition worse. However, not every injury or illness with symptoms first noticed at work is a recordable. Injuries caused by natural disasters or injuries “off the clock” are not recordable incidents. The full list of [OSHA's recordable requirements](#) can be found on their website.

2. What is first aid?

Think of a first aid kit. It is not designed to care for serious injuries, but it can be a big help to assist with splinters or scrapes. Some examples of things that OSHA considers to be first aid include:

- Using non-prescription medication at non-prescription strength

- Using a sling while transporting an accident victim
- Using an eye patch
- Removing splinters with tweezers
- Using a band aid or gauze pad

Generally, injuries that extend beyond this can be considered a recordable, if they meet certain criteria. For more examples of what is considered first aid, please visit section [1904.7\(b\)\(5\)\(ii\)](#) on OSHA's website.

3. Does every employer have to report recordables?

Whether or not your company has to report recordables depends on five things:

- The size of your company
- Your industry
- If OSHA has told you to track recordables
- If an employee dies in a work-related fatality
- If one or more employees are hospitalized due to a work-related incident

If your company has ten employees or fewer and you did not have more than ten employees at any point during the calendar year, you do not have to track recordables unless OSHA or the BLS tells you in writing that you are required to do so.

That being said, even if your company is small, you may still be required to track recordables if you are in certain industries. [You can find out if your industry is exempt \(or not\)](#) by following OSHA's instructions.

4. How do I track recordables?

OSHA has specific forms for employers to track recordables.

- OSHA Form 300, which is a log of work-related injuries and illnesses
- OSHA Form 300A, which is a summary of work-related injuries and illnesses
- OSHA Form 301, which is the injury and illness incident report

You can also use equivalent forms if they have the same information, like an insurance form.

[Learn more about what forms are required](#) on OSHA's record-keeping site. It is important for employers to educate employees on reporting workplace injuries to their supervisor, to help determine if it is a recordable or if it can be treated with basic first aid supplies.

The MedStat workability form is designed to help companies determine if an incident is recordable. Our goal is to help you to keep reportables low while providing optimal care to your employees. You can assist us by sending a copy of your employee job description with them for their first visit. We are also available for tours of your workplace, which allow us to see the employee's job tasks firsthand. For more information on OSHA reportables or questions on our worker's comp services, please contact: **Anne Cuahuizo at 574-372-3895.**

<https://www.concentra.com/resource-center/articles/what-you-need-to-know-about-recordables/>

http://in.gov/dol/files/DOL_SOII_Analysis_2016.pdf

Business Networking Luncheon Wednesday, April 25 • 12pm – 1pm Brook Point Inn • 4906 E 1200 N, Syracuse

Tabitha McDonald, MedStat Occupational Health and Wellness Supervisor, and Jessica Riffle, KCH Dietician will be speaking on **workplace wellness programs.**

Employers will learn why wellness is important and how to implement or improve current processes. This is also a great opportunity to connect with other area businesses. Please be sure to reserve your seat as soon as possible.

Seating is limited. Lunch will be provided and there is no cost to attend.

Reserve your spot by Friday, 4/13 by emailing acuahuizo@kch.com.

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