

# ***OSHA Recording and Reporting Advanced***

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# Who is Required to Keep Logs?

- *Employers with 11 or more employees in the previous calendar year.*
- *Employers requested to keep logs by OSHA or the BLS.*
- *Employers in certain service industries are **partially** exempt.*

# When To Log?

- Work Related
- New Case
- Death
- Days Away
- Restricted days/Transfer
- Medical Treatment beyond first aid
- Loss of consciousness
- Needle sticks and sharps, tuberculosis, hearing loss, medical removal cases

# ***Resources***

***Region 5 Coordinator***

***Phone: 312-353-2220***

***Amy Jordan - Cleveland Office 216-447-4194***

***Dave Schmidt, U.S. Department of Labor***

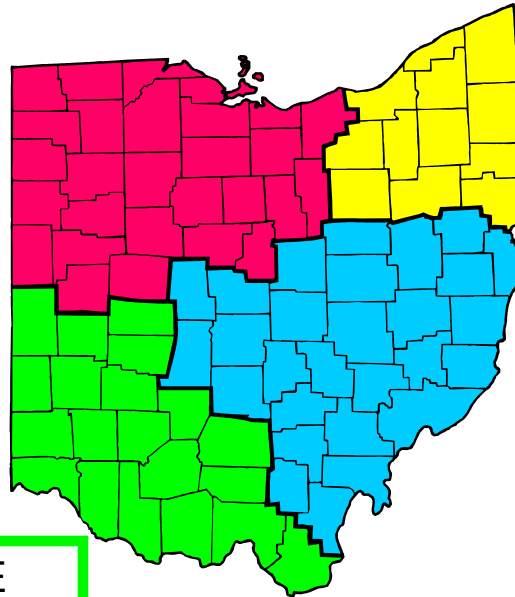
***Schmidt.dave@dol.gov***

***Phone: 202-693-1886***

# OSHA AREA OFFICES

TOLEDO AREA OFFICE  
420 Madison Avenue  
Toledo, Ohio 43604  
(419)259-7542

U.S. Department of Labor / OSHA  
6393 Oak Tree Blvd, Suite 203  
Independence, Ohio 44131  
216-447-4194



CINCINNATI AREA OFFICE  
36 TRIANGLE PARK DRIVE  
CINCINNATI, OHIO 45246  
(513) 841-4132

COLUMBUS AREA OFFICE  
FEDERAL OFFICE BLDG. ROOM 620  
200 NORTH HIGH STREET  
COLUMBUS, OHIO 43215  
(614) 469-5582

# OSHA PENALTIES

- Willful, Repeat \$ 70,000
- Serious \$ 7,000
- Failure to Abate \$210,000
- ***Failure to Report Fatality*** \$ 5,000
- Failure to Post Citation \$ 3,000
- Failure to Post OSHA Poster \$ 1,000
- ***OSHA Recordkeeping Log*** \$ 1,000
- ***Failure to Post Log Summary*** \$ 1,000

**Question 1:** If an employee is exposed to chlorine or some other substance at work and oxygen is administered as a purely precautionary measure, is the case recordable?

**Question 2:** Is the employer subject to a citation for violating section 1904.7(b)(4)(viii) if an employee fails to follow a recommended work restriction?



**Question 3:** If a physician or other licensed health care professional recommends medical treatment, days away from work or restricted work activity as a result of a work-related injury or illness can the employer decline to record the case based on a second provider's opinion?

**Question 4:** Would an employee performing routine work activities in a manufacturing setting and was struck by an object that caused damage to his dental bridge be recordable?

**Question 5:** An employee is hurt on the job and that employee is sent to a medical center. At the medical center, the doctor gives the employee a prescription and tells the employee to take it if needed if then employee does not take it is it recordable?

**Question 6:** Are employers required to change an initial Column F description of "strain" to the most up-to-date diagnosis? Would the failure to enter such a formal diagnosis in Column F result in the issuance of a citation?

**Question 7:** An employee is injured at work and placed on restricted work by a physician. The employer is not able to accommodate the employee in a work restriction and sends the employee home. Should the employer record the injury as days away from work?

**Question 8:** May I remove the names of the employees or any other information from the OSHA 300 log before I give copies to an employee, former employee, or employee representative?

**Question 9:** Would an employee working in a foreign country that is killed in a accident be recordable?

**Question 10:** Would a employee knitting a sweater for her daughter during the lunch break and lacerates her hand requiring sutures be recordable? She is engaged in a personal task.



**Question 11:** Does an employee become a part of the general public once they have timed out? Or are they considered part of the work force from the time they get out of their car coming in to work to the time they step into their car to go home at the end of their workday?

**Question 12:** An employee was sent to the hospital to have a splinter removed and was given an antibiotic as a precautionary measure is this recordable?

**Question 13:** An employee involving repetitive motion work reports to the Company Medical Department complaining of wrist pain. The employee receives first aid treatment and returns to his job. Over time, the employee's pain gradually becomes worse. On February 15 the worker is seen by a physician, diagnosed with carpal tunnel syndrome, and is provided medical treatment. Later in the year, the employee's requires surgery requiring days away from work. What date do you use on the log?

**Question 14** After receiving the announcement his workplace was scheduled to be downsized, an employee became upset and punched a cabinet with his right hand. The employee received first aid (because his hand was bleeding) and then was accompanied to the hospital. There they discovered that he had broken the 5th metacarpus. They gave him the appropriate care and he now has a plaster cast on his hand.

***Question 15*** How does an employer handle the OSHA recordkeeping forms if they sell their business?