

Using IndustrySafe to Complete OSHA Reporting Requirements

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How does IndustrySafe determine if an incident is OSHA reportable?

An incident in IndustrySafe is determined to be Occupational Safety and Health Administration (OSHA) Reportable if the following occurs when completing an incident:

Answer Yes to Question –“Was an Employee or Directly Supervised Contractor Injured?”

And either:

Selecting any of following (anything other than none of the above) in the Consequences of Incident Field:

1. Death
2. Missed a day of work or next shift
3. Restriction of work or transfer to another job
4. Medical treatment beyond first aid
5. Loss of consciousness
6. Occupational illness

Or

Answer Yes to Question –Was Employee injury or illness caused by a needle stick or other sharp implement injury, hearing loss or tuberculosis?

What happens if IndustrySafe determines an incident is OSHA reportable?

1. Incident will be included on 301 log
301 log can be generated from incident or from Incident vertical menu – Regulatory Reports
2. Incident will be included in 300 and 300A logs
OSHA 300 and 300A logs can be generated for each location by going to the IndustrySafe vertical menu and selecting Regulatory Reports
3. Incident Summary screen column OSHA reportable will be set to YES for Incident
4. Incident will be included in Injury and Illness Incident Rate Report and Injury and Illness Incident Rate -3 Year Comparison Report
5. Read only field “Date Incident Flagged as OSHA Recordable” will fill in with system date.
6. Dashboards for TCIR Rate, OSHA recordable versus Lost Time Incidents, Days without OSHA recordable incident, and Days without Lost Time Incident (if applicable) will be automatically updated to include the incident

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7. If enabled, automatic email alert for OSHA reportable incident will be generated and sent to appropriate users

How does IndustrySafe calculate missed and restricted time for OSHA reportable incidents?

When either “Missed a day of work or next shift” or “Restriction of work or transfer to another job” is selected from the Consequences of Incident Section on the incident form, users will be asked to enter the first missed day or the first restricted day respectively. Users can also enter the return date and first unrestricted day date and IndustrySafe will automatically calculate the number of days in between. (If the return date and first unrestricted day date are left blank, IndustrySafe will calculate the number of days missed and restricted by comparing the first missed day or first restricted day with today’s date).

Users can also add additional date ranges to enter Missed and Restricted Time for incidents that result in non-consecutive missed days.

For OSHA log reporting, IndustrySafe will cap the missed and restricted days at 180 days. (Users can view the actual missed and restricted days on the incident form).

How do I enter hours worked for the OSHA 300A log and for DART and TCIR Rates

Hours can be entered in the System Functions, Annual Statistics section. (Please note that users do not need to be an IndustrySafe System Administrator to enter in hours in the Annual Statistics section; User Level Manager will need to have add/edit privileges for Annual Stats only)

Select the facility; and the year (or add year) and then enter number of workers and hours worked by month (and by worker type if the worker type field is enabled).

System Administrators can view which facilities still need to enter hours by generating the Hours Worked Alert log available in the Reports and Analysis section of System Functions.

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How does IndustrySafe calculate the DART and TCIR Rates?

The injury and illness incident rate report accessible from the incident vertical menu allows users to generate reports displaying Total Case Incident Rate (TCIR) and Days Away Restricted Transfer (DART) rates for various locations, time frames, and worker types.

IndustrySafe calculates the TCIR rate by multiplying the number of OSHA recordable incidents (at each location) times the number of hours worked (at that location) and dividing by 200,000.

IndustrySafe calculates the DART rate by multiplying the number of OSHA recordable incidents that resulted in days away or lost time or resulting in a transfer or restricted duty (at each location) times the number of hours worked (at that location) and dividing by 200,000.

With IndustrySafe, both the TCIR and DART rates can be calculated on a monthly basis (by selecting incidents and hours for the month) as well as a quarterly and year to date basis. IndustrySafe also aggregates the DART and TCIR rates so that organizations with multiple locations and organizational layers can determine the DART and TCIR rate for the organization as a whole, each organizational layer, and for each specific facility location.

IndustrySafe also enables DART and TCIR rates to be calculated by worker type. (This worker type field is optional and each organization can determine the list of worker types (i.e. contractor, full time, part-time, seasonal etc.) If the worker type field is enabled, users can enter hours worked for each worker type and well as link each employee/contractor (and their resulting incidents) to a specific worker type. With worker type enabled, organizations can generate DART and TCIR rates for each worker type (as well as all worker types combined).

Can I redline Incidents in IndustrySafe?

Yes. By answering Yes to the Question “Should this injury be redlined on the OSHA 300 log?” the Incident will be redlined on the OSHA 301 report and OSHA 300 log. The incident will not be included in any incident rate related calculations.

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What other OSHA recordkeeping resources are available?

IndustrySafe also offer various help links throughout the IndustrySafe application to assist with OSHA definitions (such as consequences of incident, privacy case, and redlining).

Support information and knowledge base is also available on our customer feedback center: <https://secure.custfeedback.com/TRA/> .More information about IndustrySafe and OSHA recordkeeping is available on the IndustrySafe website (www.industrysafe.com) or by contacting TRA via e-mail (industrysafe@traonline.com) or by telephone 1.800.696.9110

The federal government also includes valuable information on OSHA recordkeeping on and injury and illness rates including the following helpful links:

<http://www.osha.gov/recordkeeping/handbook/index.html>

<http://data.bls.gov/IIRC/>