



Using IndustrySafe Safety Management Software to Complete OSHA Reporting and Recordkeeping Requirements

Document Overview:

This document describes how organizations can utilize IndustrySafe Safety Management Software to track and report Occupational Safety and Health Administration (OSHA) work place injuries and illness in accordance with OSHA reporting and recordingkeeping requirements.

This document was updated in December 2014 to include modifications to IndustrySafe Safety Software due to OSHA reporting and recordkeeping changes announced by OSHA in September of 2014 and effective January 1, 2015.

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What is an OSHA reportable incident?

As of January 1, 2015 applicable employers must report incidents directly to OSHA (meaning the employer must notify OSHA via telephone or on-line form) if the incident meets the following criteria:

Consequence of Incident	Notify OSHA directly within
All work-related fatalities within 30 days of incident	within 8 hours of finding out about it
All work-related in-patient hospitalizations of one or more employees within 24 hours of incident	within 24 hours of finding out about it
All work-related amputations within 24 hours of incident	within 24 hours of finding out about it
All work-related losses of an eye within 24 hours of incident.	within 24 hours of finding out about it

How does IndustrySafe determine if an Incident is OSHA Reportable?

An IndustrySafe incident is determined to be OSHA reportable if the user conducts the following steps within the Incident Module of IndustrySafe:

New Incident Form:

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

Answer Yes to the Question –“Was the Incident Work-Related” [**If enabled**]. (Note: If this field is disabled, all incidents are determined to be work-related).

Incident Investigation Form

And any of the following is selected:

- Consequence of Injury equals death
- Did the employee suffer an amputation, or lose an eye within 24 hours of the incident? equals Yes
- Was an employee hospitalized overnight as an in-patient equals Yes

And if the following is true:

- Date of incident is after 12/31/2014
- If a death, date of death must be within 30 days of incident date



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What happens if IndustrySafe determines an incident is OSHA reportable?

If IndustrySafe determines that an incident is OSHA reportable the following actions will occur within the system:

1. Incident Summary screen column OSHA reportable will be set to YES for Incident
2. Additional fields will be enabled on the recordkeeping section of Incident Investigation form including, Time Reported to OSHA, Date Reported to OSHA, How Reported, Reported By: Name, Reported By: Employee ID, Reported By: Title, Reported By: Phone Comments
3. Read only field "Date Incident Flagged as OSHA Reportable" will fill in with system date.
4. OSHA pop-up will include notification that the Incident is Reportable to OSHA and include the key pertinent fields that need to be reported to OSHA.

What is an OSHA recordable incident?

Applicable employers must track and record the following incidents on the applicable OSHA recordkeeping logs (301, 300, and 300A) for all applicable work related incidents that result in:

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

Employee injury or illness caused by a needle stick or other sharp implement injury; hearing loss or tuberculosis will also result in the incident being OSHA recordable.

How does IndustrySafe determine if an incident is OSHA recordable?

New Incident Form:

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

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

Answer Yes to the Question –“Was the Incident Work-Related” **[If enabled]**. (Note: If this field is disabled, all incidents are determined to be work-related).



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Incident Investigation Form

And either:

Selecting any of following 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 recordable?

1. Incident will be included on 301 log
301 log can be generated from incident or from Incident 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 menu and selecting Regulatory Reports
3. Incident Summary screen column OSHA recordable will be set to YES for Incident
4. Incident will be included in the Recordable Injury and Illness Incident 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
7. If enabled, automatic email alert for OSHA recordable incident will be generated and sent to appropriate users



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How does IndustrySafe calculate missed and restricted time for OSHA recordable 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 investigation 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 investigation 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, Monthly Statistics section. (Please note that users do not need to be an IndustrySafe System Administrator to enter in hours in the Monthly Statistics section; User Level Manager will need to have add/edit privileges for Monthly 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.

How does IndustrySafe calculate the DART and TCIR Rates?

The injury and illness incident rate report accessible from the incident 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.



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IndustrySafe calculates the TCIR rate as follows:

$$\begin{array}{c} \text{Number of OSHA Recordable Incidents} \times 200,000 \\ \div \\ \text{Hours Worked} \\ = \\ \text{Total Case Incident Rate} \end{array}$$

IndustrySafe calculates the DART rate as follows:

$$\begin{array}{c} \text{Number of OSHA Recordable Incidents Resulting in Days Away,} \\ \text{Lost Time, Transfer or Restricted Duty} \times 200,000 \\ \div \\ \text{Hours Worked} \\ = \\ \text{Days Away Restricted Transfer Rate} \end{array}$$

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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Can I generate a CSV file of recordable incident data?

Yes. In May 2016, OSHA issued a final rule to improve tracking of workplace injuries and illnesses by requiring organizations to submit their recordable incident data electronically. To assist in complying with this rule, incident data in IndustrySafe can be exported in an OSHA compatible CSV format.

To generate a CSV file of OSHA recordable data, go to the Incidents module, select Regulatory Reports, and select “OSHA 300a” from the drop down menu. On the next screen select “OSHA CSV” as the Output Format, and apply filters as necessary.

With filters set, click the Create Report button. A pop-up window may appear indicating an error message if your data does not meet OSHA’s validation criteria. You can either correct the issue, or click on the Ignore Error button to continue generating the file.

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 support portal: <http://industriysafe.force.com/support>. More information about IndustrySafe and OSHA recordkeeping is available on the IndustrySafe website (www.industriysafe.com) or by contacting TRA via e-mail (sales@industriysafe.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:

<https://www.osha.gov/recordkeeping2014/index.html>
<https://www.osha.gov/recordkeeping2014/reporting.html>