



Using Injury and Illness Records

Data is powerful – often it can be used to create a strong platform for productive health and safety programs. Health and Safety Committees use various data sources to identify work-related hazards and create controls to mediate risks within the workplace. One such data is a record of injury and illnesses employers must maintain. But just having a ton of records in front of you can be overwhelming. Here are some tips on how to use those records to identify and promote safety in the workplace.

Regulation for NYS Public Sector Employers

- New York State Industrial Code Rule (ICR) Part 801.
- Enforced by the Department of Labor Public Employee Safety and Health (PESH) Bureau.
- OSHA- Standard - 29 CFR Part 1904 - Recording and Reporting Occupational Injuries and Illnesses

Recordkeeping Requirements

- PESH requires all public employers in New York State to maintain records of workplace injuries and illnesses.
- OSHA and PESH require employers to keep record of serious work-related injury and illnesses (minor injuries requiring first aid only do not need to be recorded).

Purpose of Recordkeeping

- Recordkeeping helps employers and employees evaluate the safety of a workplace, understand identifiable hazards, and implement protections to prevent future injuries and illnesses.

How does OSHA & PESH define a recordable injury or illness?

- Work-related fatality.
- Work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Work-related injury or illness requiring medical treatment beyond first aid.
- Work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.
- There are also special recording criteria for work-related cases involving: needlesticks and sharps injuries; hearing loss; and tuberculosis.
- Privacy Cases- The employer does not have to put the employees name on the log and can enter “privacy case” in the space where the employees name should be. The employer should also keep a confidential list of privacy cases.

Forms

The following forms or their equivalent are required by PESH:

1. **Form SH 900-Log of Work-Related Injuries and Illnesses**

- **Employer Responsibilities:**
 - Must have a separate log for each establishment.
 - Must record on the SH 900 log the recordable injuries and illnesses of all employees.
 - Review SH 900 logs to verify entries are complete and accurate.
- **Tips for Health and Safety Committees:**
 - Request SH 900 quarterly to review at your health and safety committee meetings.
 - Check for accuracy- Do you know of any incidents of your members being injured that do not show up on the report?
 - Look for patterns – are injuries happening in the same area? Shift? Season?

2. **Form SH 900.1- Summary of Work-Related Injury and Illnesses**

- **Employer Responsibilities:**
 - A separate summary must be kept for all work-related injuries and illnesses per establishment.
 - Required to be posted February 1st – April 30th each year.
- **Tips for Health and Safety Committees:**
 - Request SH 900.1 report annually to review at your health and safety committee meetings.
 - Is the Summary posted at the correct time?
 - Is the Summary posted in an area easily accessible to employees?

3. **Form SH 900.2- Injury and Illness Incident Report**

- **Employer Responsibilities:**
 - One incident report form for each entry on the SH 900 log.
- **Tips for Health and Safety Committees:**
 - Request SH 900.2 quarterly to review at your health and safety committee meetings.
 - Check for accuracy- Do you know of any cases of your members being injured that do not show up on the report?

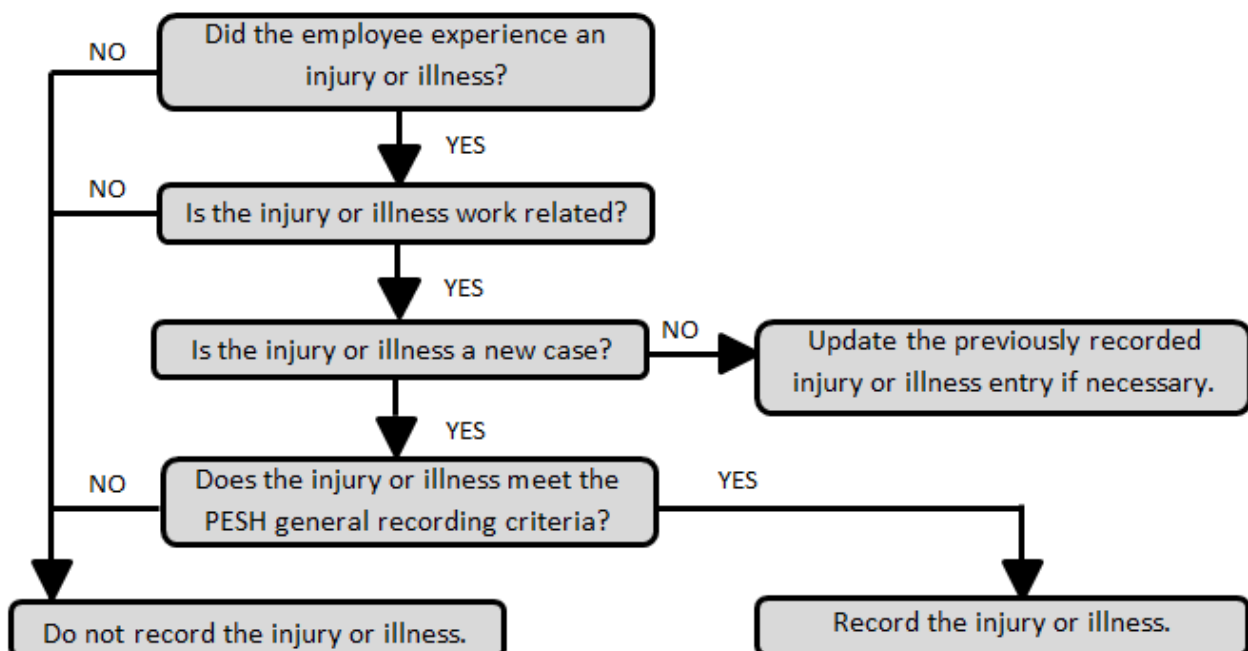
Records Access

- If an employee, former employee, personal representative, or authorized representative (Union) requests the SH 900 Log(s), they must be provided by the end of the next business day (**names, titles, and work locations must be included**).
- If an employee, former employee, or personal representative requests the SH 900.2 Incident Report describing an injury or illness to that employee or former employee, they must be provided by the end of the next business day.
- If an authorized employee representative (Union) requests copies of the SH 900.2 Incident Report for an establishment where the agent represents employees under a collective bargaining agreement, the employer must give copies of those forms to the authorized employee representative within 7 calendar days and only provide the report section titled "Information about the case."
- **Tips for Health and Safety Committees:**
 - If employer refuses to provide SH 900 Log(s), contact your Health and Safety Rep, Field Rep, and the PEF Health and Safety Department.
 - You may also file a PESH complaint if the employer refuses to provide SH 900 Log(s)

Why use Records?

Analyzing records helps to identify health and safety concerns within work locations. These observations assist health and safety committees to develop proactive approaches to mediate health and safety issues.

How to Decide if an Injury or Illness is Recordable



Analyzing Records

Records can be analyzed in multiple ways. The first step in analyzing records is to determine which piece of statistical information you want to know.

For example:

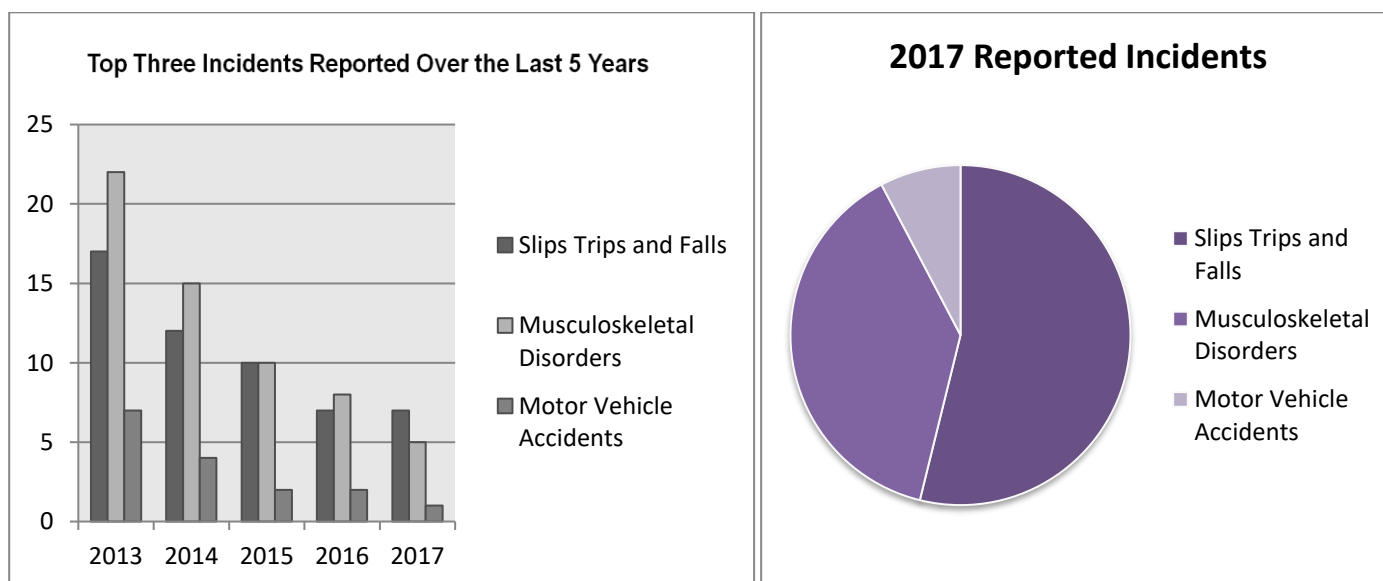
- Do you want to see a comparison of past years compared to this year?
- Do you want to identify what your largest group of injuries is?
- Do you want to identify how many days of missed work there were within a specific category of injury?

Case Scenario:

Simplified Data from SH 900 Logs:

SH 900 Data					
	Year				
Injury	2017	2016	2015	2014	2013
Slips, Trips, and Falls	7	7	10	12	17
Musculoskeletal Disorders	5	8	10	15	22
Motor Vehicle Accidents	1	2	2	4	7

Two examples of ways to interpret data:



Creating Tables

Once Injury and Incident data has been obtained the information can be overwhelming. By using a visual format to analyze trends information can be processed more efficiently. Charts, Tables, and Graphs are all ways to make data manageable.

Training

If you are interested in more information on trainings such as “Using Injury and Illness Data” please contact the Health and Safety Department to schedule training at your worksite or next membership meeting. Training is free of charge thanks to funding by a grant from the Department of Labor Hazard Abatement Board to provide training on occupational safety and health topics.

Resources

PEF Health and Safety Department

518-785-1900, ext. 254 or 1-800-342-4306, ext. 254 or healthandsafety@pef.org

New York State Industrial Code Rule 801: Click [HERE](#)

OSHA Injury and Illness Recordkeeping and Reporting Requirements: Click [HERE](#)

OSHA Standard - 29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses: Click [HERE](#)



Upon request, PEF Occupational Safety & Health will provide training, technical information, factsheets, standards, regulations, and other resources.

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