

**SAFETY
POLICIES
AND
PROCEDURES**

*SOUTH CENTRAL MISSOURI
COMMUNITY ACTION AGENCY*

AGENCY POLICY STATEMENT

Policy Implementation Requirements:

This policy will be posted in all agency facilities and reviewed with all new employees at the time of hire and all employees on an annual basis.

POLICY STATEMENT

The Safety Policy of this agency is:

It is the policy of South Central Missouri Community Action Agency to assure safe and healthful working conditions for every employee, and to comply with the letter and spirit of applicable laws and regulations. The Agency will provide adequate safeguards against health and safety hazards by providing a safe work environment, by job training and instruction on safe procedures, by making appropriate protective equipment available and by the proper administration of safety programs and activities.

All employees are expected to comply with safety and health rules and procedures and to take an active role in the safety and health process and activities.

Safety is the responsibility of all employees, and I am committed to providing a safe and healthy work environment.

**Ann Smith
Executive Director**

SAFETY PROGRAM ORGANIZATION

A Safety Program is something that cannot be imposed on a company's organization. The prevention of accidents and injuries is basically achieved through control of the working environment and control of people's actions, which only management can implement. Top management's attitude and approach toward accident prevention is invariably reflected in the attitude of the supervisory staff. Similarly, the worker's attitude is usually the same as his supervisor's. Thus an accident prevention program must result from top management's announced and continuously demonstrated interest if employee cooperation and participation are to be obtained. The details for carrying out an accident prevention program may be assigned but the responsibility for the basic policy cannot be delegated.

Components of an effective safety program include but are not limited to:

- TOP MANAGEMENT SUPPORT & COMMITMENT
- COMMUNICATION OF COMMITMENT TO EMPLOYEES
- ASSIGNMENT OF RESPONSIBILITIES
- EMPLOYEE PARTICIPATION & CONTRIBUTION
- WRITTEN RULES & PROCEDURES
- SUPERVISOR & EMPLOYEE TRAINING
- SUPERVISOR ACCOUNTABILITY
- SAFETY COMMITTEE & INJURY REVIEW COMMITTEE
- ACCIDENT INVESTIGATIONS
- ACCIDENT RECORD SYSTEM
- HAZARD SURVEYS
- INCENTIVE PROGRAMS
- ERGONOMICS PROGRAM
- EMPLOYEE ORIENTATION
- APPLICABLE PROGRAMS AS REQUIRED BY STATE OR FEDERAL REGULATIONS
- JOB SAFETY ANALYSIS

Table of Contents

***SAFETY
POLICIES
AND
PROCEDURES***

1	OSHA RECORD KEEPING
2	ACCIDENT REPORTING
3	ACCIDENT INVESTIGATION
4	SAFETY INCENTIVE PROGRAM
5	HAZARD COMMUNICATION PROGRAM
6	PERSONAL PROTECTIVE EQUIPMENT
7	EMERGENCY EVACUATION PLAN
8	BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN



OSHA

RECORDKEEPING

GUIDELINES

OCCUPATIONAL INJURIES AND ILLNESSES

OSHA Forms for Recording Work-Related Injuries and Illnesses

Dear Employer:

This booklet includes the forms needed for maintaining occupational injury and illness records for 2004. These new forms have changed in several important ways from the 2003 recordkeeping forms.

In the December 17, 2002 Federal Register (67 FR 77165-77170), OSHA announced its decision to add an occupational hearing loss column to OSHA's Form 300, Log of Work-Related Injuries and Illnesses. This forms package contains modified Forms 300 and 300A which incorporate the additional column M(5) Hearing Loss. Employers required to complete the injury and illness forms must begin to use these forms on January 1, 2004.

In response to public suggestions, OSHA also has made several changes to the forms package to make the recordkeeping materials clearer and easier to use:

- On Form 300, we've switched the positions of the day count columns. The days "away from work" column now comes before the days "on job transfer or restriction."
- We've clarified the formulas for calculating incidence rates.
- We've added new recording criteria for occupational hearing loss to the "Overview" section.
- On Form 300, we've made the column heading "Classify the Case" more prominent to make it clear that employers should mark only one selection among the four columns offered.

The Occupational Safety and Health Administration shares with you the goal of preventing injuries and illnesses in our nation's workplaces. Accurate injury and illness records will help us achieve that goal.

Occupational Safety and Health Administration
U.S. Department of Labor

What's Inside...

In this package, you'll find everything you need to complete OSHA's Log and the Summary of Work-Related Injuries and Illnesses for the next several years. On the following pages, you'll find:

- ▼ **An Overview: Recording Work-Related Injuries and Illnesses** — General instructions for filling out the forms in this package and definitions of terms you should use when you classify your cases as injuries or illnesses.
- ▼ **How to Fill Out the Log** — An example to guide you in filling out the Log properly.
- ▼ **Log of Work-Related Injuries and Illnesses** — Several pages of the Log (but you may make as many copies of the Log as you need.) Notice that the Log is separate from the Summary.
- ▼ **Summary of Work-Related Injuries and Illnesses** — Removable Summary pages for easy posting at the end of the year. Note that you post the Summary only, not the Log.
- ▼ **Worksheet to Help You Fill Out the Summary** — A worksheet for figuring the average number of employees who worked for your establishment and the total number of hours worked.
- ▼ **OSHA's 301: Injury and Illness Incident Report** — A copy of the OSHA 301 to provide details about the incident. You may make as many copies as you need or use an equivalent form.

Take a few minutes to review this package. If you have any questions, visit us online at www.osha.gov or call your local OSHA office. We'll be happy to help you.





- ▼ diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes, and
- ▼ any procedure that can be labeled first aid. (See below for more information about first aid.)

What is first aid?

If the incident required only the following types of treatment, consider it first aid. Do NOT record the case if it involves only:

- ▼ using non-prescription medications at non-prescription strength;
- ▼ administering tetanus immunizations;
- ▼ cleaning, flushing, or soaking wounds on the skin surface;
- ▼ using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages;
- ▼ using hot or cold therapy;
- ▼ using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- ▼ using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards);
- ▼ drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- ▼ using eye patches;
- ▼ using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- ▼ using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye.

- ▼ using finger guards;
- ▼ using massages;
- ▼ drinking fluids to relieve heat stress

How do you decide if the case involved restricted work?

Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

How do you count the number of days of restricted work activity or the number of days away from work?

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day after the incident occurs. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

Under what circumstances should you NOT enter the employee's name on the OSHA Form 300?

- ▼ You must consider the following types of injuries or illnesses to be privacy concern cases:
 - ▼ an injury or illness to an intimate body part or to the reproductive system;
 - ▼ an injury or illness resulting from a sexual assault;
 - ▼ a mental illness;
 - ▼ a case of HIV infection, hepatitis, or tuberculosis;
 - ▼ a needle-stick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see 29 CFR Part 1904.8 for definition); and
 - ▼ other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.
- ▼ You must not enter the employee's name on the OSHA 300 Log for these cases. Instead, enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy concern cases so that you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the OSHA 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of

the injury or illness, but you do not need to include details of an intimate or private nature.

What if the outcome changes after you record the case?

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

Classifying injuries

An injury is any wound or damage to the body resulting from an event in the work environment.

Examples: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall or other similar accidents.



Optional

Calculating Injury and Illness Incidence Rates

What is an incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury and illness experience over time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work for your firm quickly and easily. The formula requires that you follow instructions in paragraphs (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, and for both rates the instructions in paragraph (c).

(a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on your OSHA Form 300, or refer to the OSHA Form 300A and sum the entries for columns (C), (H), (I), and (J).

(b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your OSHA Form 300 that received a check mark in column (H), or refer to the entry for column

(H) on the OSHA Form 300A.

(c) The number of hours all employees actually worked during the year. Refer to OSHA Form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

$$\frac{\text{Total number of injuries and illnesses} \times 200,000}{\text{Number of hours worked by all employees}} = \text{Total recordable case rate}$$

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

$$\frac{\text{Number of entries in column H} + \text{Number of entries in column I} \times 200,000}{\text{Number of hours worked by all employees}} = \text{DART incidence rate}$$

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A), cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by

various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at www.bls.gov/iff or by calling a BLS Regional Office.

Worksheet

$$\frac{\text{Total number of injuries and illnesses}}{\text{Number of hours worked by all employees}} \times 200,000 = \text{Total recordable case rate}$$

$$\frac{\text{Number of entries in Column H} + \text{Column I}}{\text{Number of hours worked by all employees}} \times 200,000 = \text{DART incidence rate}$$

