PURPOSE

The purpose of this program is to establish the Company’s written program for evaluating, documenting and maintaining records that meet one or more of the general recording criteria including new cases of “Occupational Injuries, Illnesses, & Fatalities” in accordance with OSHA, 29 CFR 1904.

1. CLASSIFYING INJURIES

The company will rely on OSHA, 29 CFR 1904 as well as State guidelines for classifying injuries and illnesses as follows:

1. Medical Treatment Case (MTC) – Any work related injury or illness, which requires treatment by a physician or by a registered professional under the standing orders of a physician.
2. Restricted Workday Case (RWC) – Any work related injury or illness, which prevents the employee from doing one or more parts of his regularly scheduled job on any shift.
3. Loss Workday Cases (LWC) – Any work related injury or illness, which prevents the employee from reporting to work on any subsequently scheduled workday.
4. FIRST AID CASES

Any work related injury, which does not require professional medical treatment. When another trained employee, may treat the injury from supplies, which are contained in the company’s first aid kits, it shall be considered a First Aid Case. First Aid cases may be treated by a medical professional, if preferred.

1. RECORDABLE INJURIES

For the purpose of this policy, the below represents a sampling of the occupational injury or illness in the respective category in which the injury or illness may apply:

1. Medical Treatment Case

* All diagnosed occupational illnesses.
* All treatment that does not fall into first aid.
* Using wound closing devices such as surgical glue, sutures, staples, etc.
* Loss of consciousness due to any injury or exposure in the work environment.
* Using prescription medications or use of a non-prescription drug at prescription strength.
* Using any devices with rigid stays or other systems designed to immobilize parts of the body.

1. Restricted Workday Case

* Any work related injury or illness which prevents the employee from performing some of his primary job functions, inclusive of modifying his job functions to light duty tasks. For the purpose of this policy, light duty shall be considered as those, which require minimal standing, lifting, climbing, walking, stooping, etc…

1. Loss Workday Case

* Any work related injury or illness, which prevents the employee from performing any of his primary job functions. Any employee who is scheduled to work a pre-determined amount of days and sustains an occupational injury or illness on the last scheduled workday, and is not scheduled to work the following day, may not be considered as a lost workday case, but may fall into another category.

1. RECORDKEEPING
2. The Company shall enter each recordable injury or illness on an OSHA 300 and 30OA Logs as well as any State reporting form (i.e., LDOL-WC-1017A) within seven (7) calendar days of receiving information that a recordable injury or illness is work-related, a new case, and/or meets one or more of the general recording criteria.
3. A Company executive shall certify that he or she has examined the OSHA 300 & 300A Logs and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.
4. The Company shall post a copy of the annual summary (OSHA 300A Log) in each establishment in a conspicuous place or places where notices to employees are customarily posted. The annual summary must be posted no later than February 1st of the year following the year covered by the records and the posting kept in place until April 30th. The HSE Manager shall ensure that the posted annual summary is not altered, defaced or covered by other material.
5. The Company shall save the OSHA 300 & 300A (Annual Summary) Logs and all Company Incident Report forms for five (5) years following the end of the calendar year that these records cover.

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| **Reviewed and Approved** |
| Quality Manager or President |  |  |
|  | Date |