



Basic OSHA 101 for Municipalities

Session Two

Complying With Regulations



Presented by:
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Grey & Associates

Basic OSHA 101 for Municipalities

Injury and Illness Reporting

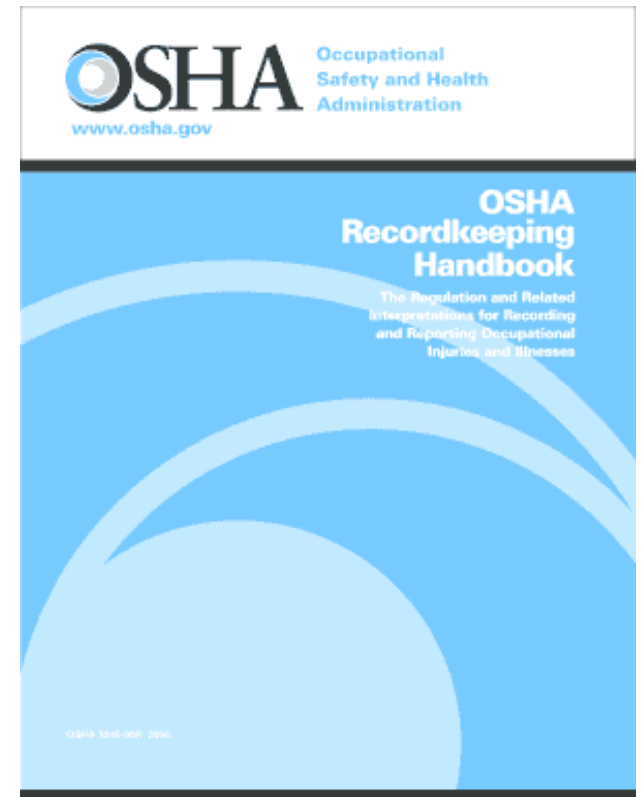
What is a Recordable Injury?

Am I Exempt?

When do we need to report to OSHA?

Where do I report to?

Do I need to keep an OSHA Log?



What is a Recordable Injury?

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid.
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.

What is First Aid?

- Using a non-prescription medication at nonprescription strength;
- Administering tetanus immunizations,
- Using wound coverings such as bandages,
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages,
- Using temporary immobilization devices while transporting,
- Drilling of a fingernail or toenail to relieve pressure,
- Using eye patches;

What is First Aid?

- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- Drinking fluids for relief of heat stress.

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Am I Exempt?

Most Municipalities are NOT exempt

10 or less through out the year

OSHA FactSheet

Updates to OSHA's Reporting and Recordkeeping Rule: An Overview

The Occupational Safety and Health Administration's updated recordkeeping rule includes two key changes. First, the rule updates the list of industries that are exempt from the requirement to routinely keep OSHA injury and illness records due to relatively low occupational injury and illness rates. The previous list of industries was based on the old Standard Industrial Classification (SIC) system and injury and illness data from the Bureau of Labor Statistics (BLS) from 1996-1998.

The new list of industries that are exempt from routinely keeping OSHA injury and illness records is based on the North American Industry Classification System (NAICS) and injury and illness data from the Bureau of Labor Statistics (BLS) from 2007-2009. Note: The new rule retains the exemption for any establishment with ten or fewer employees, regardless of their industry classification, from the requirement to routinely keep records.

Second, the rule expands the list of severe work-related injuries and illnesses that all covered employers must report to OSHA. The revised rule retains the current requirement to report all fatalities within 8 hours and adds the requirement to report all inpatient hospitalizations, amputations and loss of an eye within 24 hours to OSHA.

The new requirements will take effect on January 1, 2015. Establishments located in states under Federal OSHA jurisdiction must begin to comply with the new requirements on January 1, 2015. Establishments located in states that operate their own safety and health programs should check with their state plan for the implementation date of the new requirements.

The final rule will allow OSHA to focus its efforts more effectively to prevent fatalities and severe work-related injuries and illnesses. The final rule will also improve access by employers, employees, researchers and the public to information about workplace safety and health and increase their ability to identify and abate serious hazards.



Changes to reporting requirements: What needs to be reported to OSHA?

OSHA's updated recordkeeping rule expands the list of severe injuries and illnesses that employers must report to OSHA.

As of January 1, 2015, all employers must report:

- All work-related fatalities within 8 hours.
- All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.
- You can report to OSHA by:
 - Calling OSHA's free and confidential number at 1-800-321-OSHA (6742)
 - Calling your closest OSHA Area Office during normal business hours
 - Using the new online form that will soon be available.

Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA. Further, for an inpatient hospitalization, amputation or loss of an eye, these incidents must be reported to OSHA only if they occur within 24 hours of the work-related incident.

Changes to recording requirements: Who is required to keep records?

OSHA regulations require certain employers to routinely keep records of serious employee injuries and illnesses. However, there are two classes of employers that are partially

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When do we need to report to OSHA?

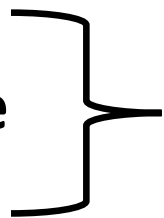
Fatality

Within 8 hours of knowing

Amputation

Loss of an Eye

Hospitalized



Within 24 hours of the incident

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Where do I report?

- Within eight(8) hours after the death of any public sector employee from a work-related
 - incident or the in-patient hospitalization of one (1) or more employees as a result of a work-related incident, you must orally report the fatality/hospitalization by telephone
-
- 24/7 Notification – (800) 782-7860



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Do I need to keep an OSHA Log?

Yes, if you have 11 or more employees throughout the year.

300 Log, Injury Log

300a, Injury Summary (annual)

301, Injury-Illness Report Form

(Form 45, IRMA Injury Report Form)



OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

Year: _____ U.S. Department of Labor
Occupational Safety and Health Administration

Establishment name: _____ City: _____ State: _____

Identify the person: _____ Describe the case: _____

Date	Employee's name	Job title (e.g., driver)	Date on which injury or illness occurred	Where the event occurred (e.g., loading dock, south end)	Description of injury or illness (e.g., laceration, sprain, or body aches) and/or lost time (e.g., days away from work, restricted work, or job transfer). Do not include lost time for temporary disability or lost work time for medical treatment.	OSHA's EMR 3000a (Rev. 01/2004) Use for work time based on the most serious outcome for that case.			Enter the number of days away from work.		Check the " Injury " column as appropriate.		Enter the number of days away from work.	
						Days away from work	Restricted work or job transfer	Other work loss (e.g., medical treatment)	Total	Days away from work	Restricted work or job transfer	Other work loss (e.g., medical treatment)	Total	
1/15/04	Mark Brown	operator	1/15/04	loading dock	back strain	1	0	0	1	1	0	0	1	0
2/10/04	John Smith	operator	2/10/04	loading dock	back strain	1	0	0	1	1	0	0	1	0
3/5/04	Jane Doe	operator	3/5/04	loading dock	back strain	1	0	0	1	1	0	0	1	0



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[OSHA Requires Employers in All States to Submit Electronic ...](#)

May 11, 2018 - Mining · **Municipalities** · Oil & Gas · Pharmaceuticals ...
OSHA issued its final rule “Improve Tracking of Workplace Injuries and Illnesses” in 2016. ... to submit injury and illness data in the **Injury Tracking Application (ITA)** online

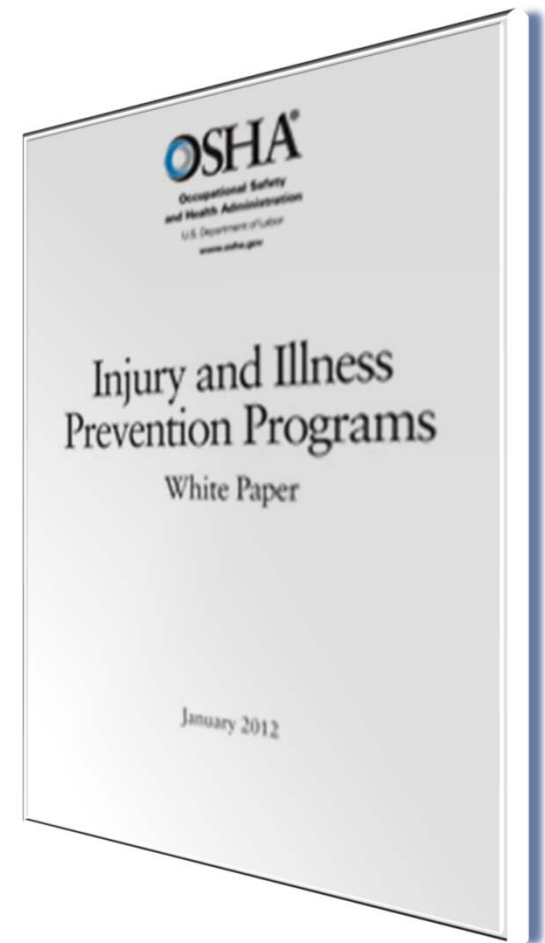
Certain establishments with 20-249 employees, Submission deadline

Year	Form	Date
2017	Form 300A	December 15, 2017
2018	Form 300A	July 1, 2018
2019	Form 300A	March 2, 2019

Complying With Regulations

Program Objectives are to understand:

- Understand utilization of Hierarchy of Controls
- Implementation of Job Hazard Analysis
- Hazard Certification of PPE



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Injury Illness Prevention Program (I2P2)

1. Management Commitment
2. Employee Involvement
- 3. Worksite Analysis**
- 4. Hazard Controls**
5. Understanding (Effective Training)
6. Continuous Improvement



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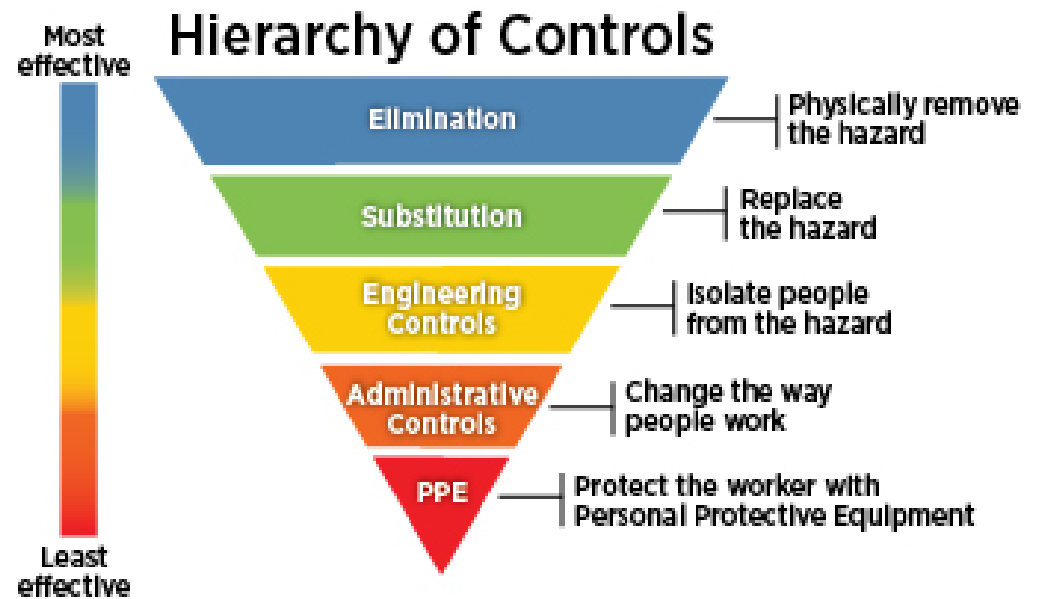
What is your Risk Level?

- Identify your Risk Level
- Determine risk areas in your workplace and work tasks
- How will you address the types of protection in these areas?



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Hierarchy of Controls



Source: *MOSH*

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Maintaining Regulatory Programs

Don't do
anything
without a
Plan

Safety Is Not First



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Worksite Analysis



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What are we looking for?

- Equipment Inspections
- Facility Inspections
- Tasks Assessments
- Proper PPE

Worksite Analysis

- Worksite analysis involves a variety of worksite examinations, to identify not only existing hazards, but also conditions and operations where changes might occur to create hazards.
- Effective management actively analyzes the work and the worksite to anticipate and prevent harmful occurrences.



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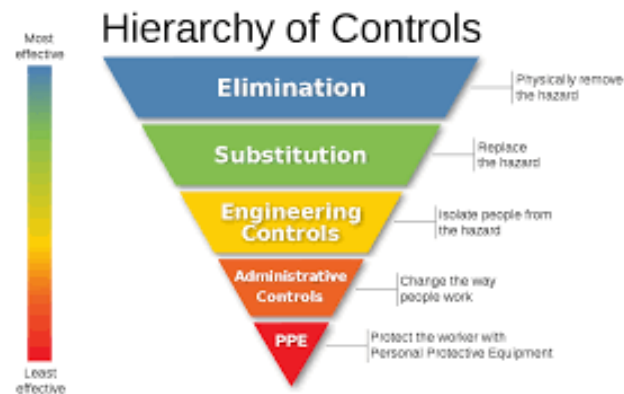
Purpose of Worksite Analysis

- Proactive process (find & fix)
- Improve training
- Better tools
- Better way
- Correct Deficiencies
- Correct poor behaviors
- Correct processes
- Improve working conditions



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Hazard Controls



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Types of Hazard Controls

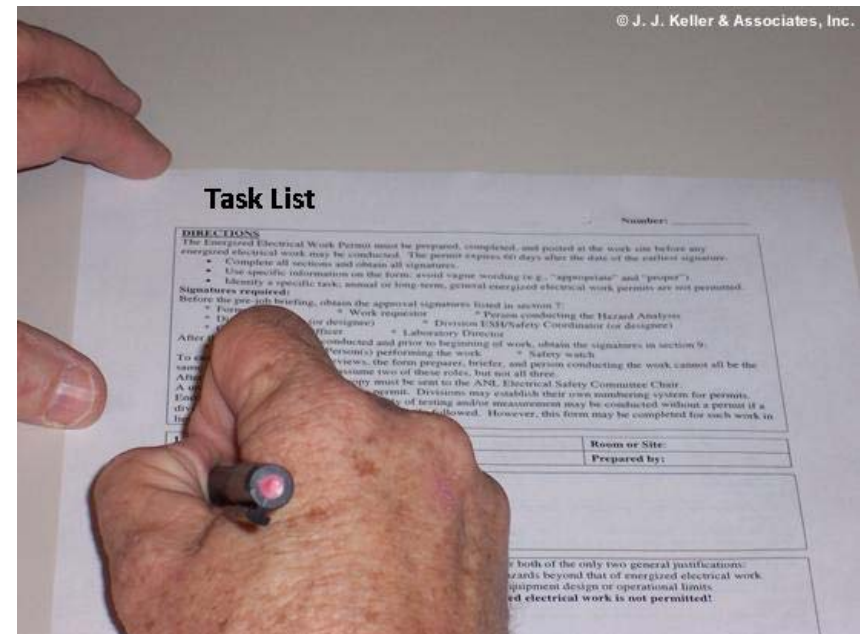
- LOTO (Deenergize)
- Permits
- Guards
- PPE
- Shoring
- Roll Over Devices
- Signage
 - Eliminate Hazard
 - Outsource, Remove Asbestos



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JHA Steps

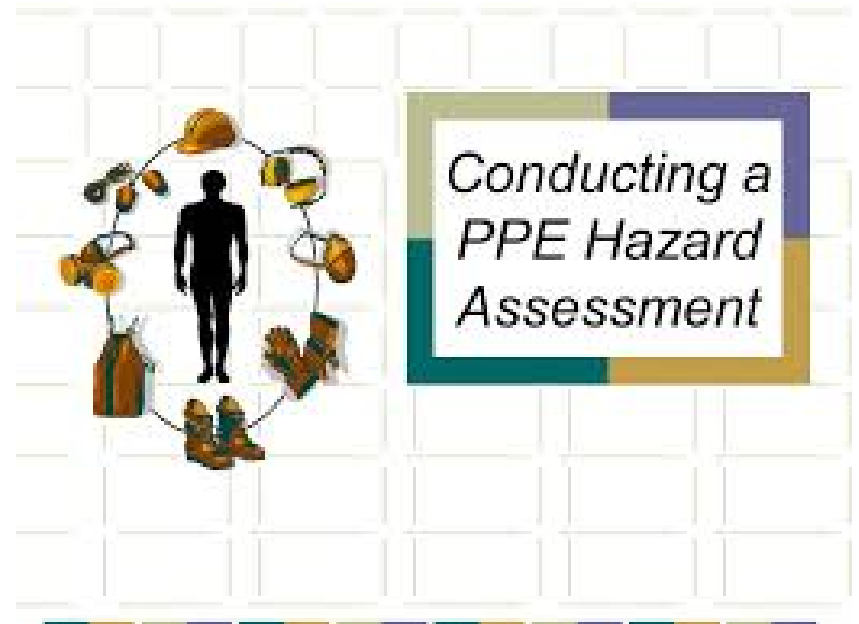
- Pick a task (Chain saw)
- Identify the steps
- Identify the Hazards
- List Safe Procedures
- Train to JHAs
- Review JHAs



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Hazard Assessment for PPE

- What does certifying the assessment mean?
- Who does this?
- Do all tasks need a PPE assessment?
- Can this be included in my JHA?
- Where do I find an assessment form?



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PERSONAL PROTECTIVE EQUIPMENT Hazard Assessment CERTIFICATION

Evaluation

NAME OF PERSONNEL PERFORMING EVALUATION	DATE OF EVALUATION
LOCATION OF EVALUATION (Building, Room #, etc.)	
<small>CERTIFICATION: By signing this form the individual certifies that a workplace hazard assessment has been performed in accordance with 29 CFR 1910.132.</small>	

Hazard Assessment

Instructions: 1) Complete this form for each location to document evaluation of the workplace for hazards that necessitate the use of personal protective equipment (PPE). 2) Provide training and document on the attached training record, and 3) Maintain this documentation. Examples of hazards include Impact, Penetration, Compression, Chemical, Heat, Electrical, Noise, and Light/Optical Radiation. Note that some Personal Protective Equipment (PPE) controls should be used in conjunction with other controls including engineering, administrative, and health practices.

Task	Hazard	Control	PPE required
		<input type="checkbox"/> Eye/Face <input type="checkbox"/> Head <input type="checkbox"/> Hand <input type="checkbox"/> Foot <input type="checkbox"/> Other	
		<input type="checkbox"/> Eye/Face <input type="checkbox"/> Head <input type="checkbox"/> Hand <input type="checkbox"/> Foot <input type="checkbox"/> Other	
		<input type="checkbox"/> Eye/Face <input type="checkbox"/> Head <input type="checkbox"/> Hand <input type="checkbox"/> Foot <input type="checkbox"/> Other	
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		<input type="checkbox"/> Eye/Face <input type="checkbox"/> Head <input type="checkbox"/> Hand <input type="checkbox"/> Foot <input type="checkbox"/> Other	

IRMA or on-line, find one that fits your needs

NIU PPE Hazard Assessment Form



Principle Investigator:		Date:	
Department:		Building:	Room Number:
Where will you work?		<input type="checkbox"/> Research Laboratory Environment <input type="checkbox"/> Administrative/Academic Environment <input type="checkbox"/> Support Services <input type="checkbox"/> Physical / Heating Plant <input type="checkbox"/> Clinical Environment <input type="checkbox"/> Other	
<input type="checkbox"/> The job description for a class of employees		Job title: Number of Positions:	
EYE HAZARDS may include the following: working with chemicals, chipping, sanding, grinding, welding, metal and wood working, radioactive materials, biological materials, laboratory work/research.			
Check the box for each hazard:	Description of hazard(s):	Controls in place:	Identify required PPE. None <input type="checkbox"/>
Biological Yes <input type="checkbox"/>		<input type="checkbox"/> Work in fume hoods	<input type="checkbox"/> Safety glasses
Chemical Exposure Yes <input type="checkbox"/>		<input type="checkbox"/> Enclosure/guarding	<input type="checkbox"/> Safety goggles
Dust or Flying Debris Yes <input type="checkbox"/>		<input type="checkbox"/> Shielding (bystanders)	<input type="checkbox"/> Face shield
Impact Yes <input type="checkbox"/>		<input type="checkbox"/> Safe Work Practices	<input type="checkbox"/> Welding helmet
UV Light Yes <input type="checkbox"/>		<input type="checkbox"/> Dust collection system	<input type="checkbox"/> Cutting goggles
Radiation Yes <input type="checkbox"/>		<input type="checkbox"/> Other:	<input type="checkbox"/> Other:



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Questions

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Session Three : Maintaining Regulatory Programs

July 8, 2020