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SafetyWorks! Newsletter for a Safer Workplace, Winter 2002

Maine Department of Labor

Maine Bureau of Labor Standards

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Winter 2002

Safety Works!

Quarterly news for a safer workplace

Out with the old log 200 —In with the new log 300

What employers need to know about changes to the OSHA rules for recording work-related injuries and illnesses

As 2001 turned into 2002, OSHA recordkeeping turned from the 200 Log to the 300 Log. The new OSHA 300 Log is easier to understand and to use. Simplified, clearer definitions make it easier to determine which cases must be recorded. Computerized recordkeeping options offer flexibility for employers. A longer posting time increases employee access to information.

Most employers with more than 10 employees must prepare and maintain illness and injury logs. Because it helps identify problem areas, recordkeeping is an important part of any safety and health effort.

What has changed?

The new rule:

- Uses three (3) new forms:
 - OSHA Form 300 (Log of Work-Related Injuries and Illnesses)
 - OSHA Form 301 (Injury and Illness Incident Report)
 - OSHA Form 300A (Summary of Work-Related Injuries and Illnesses);

- Changes the exemptions for certain employers;
- Clarifies the definition of work-relationship;
- Includes new definitions of medical treatment, first aid, and restricted work;
- Eliminates different criteria for recording injuries and illnesses;
- Changes the recording of needlestick injuries;
- Simplifies the counting of days away from work, restricted days and job transfer;
- Offers flexibility by letting employers computerize injury and illness records;
- Protects privacy of injured and ill workers.

What do employers need to do?

- Find out if you are covered under the new recordkeeping rules. Some companies that were exempt under the old rules are covered under the new ones, and vice versa.
- You need to know the Standard Industrial Classification (SIC) code for your company to find

continued on page 2

continued from page 1

out if you are exempt. If you do not know your company's SIC code, call the OSHA office or **SafetyWorks!** for help in determining your SIC. (See below for telephone numbers.)

- Please note: The new rule applies to all public sector employers (state, county, municipal) in Maine with 11 or more employees at any time during the calendar year, regardless of SIC code. See *Recordkeeping for Public Sector Workplaces in Maine*, to the right.

A photograph of OSHA Form 300, titled "Log of Work-Related Injuries and Illnesses". The form is a grid with multiple columns and rows for recording incidents. It includes fields for date, description of injury/illness, and other details. The form is partially filled out with handwritten text.

- If you are not exempt, learn how to properly fill out the OSHA Forms 300, 301 and 300A. Here's how:
 - Visit OSHA online at www.osha.gov
 - Get information or take a free class from **SafetyWorks!** Call 624-6400 or 877-SAFE-345 (TTY: 800-794-1110)
 - Take a class from the Maine Safety Council. Call 854-8441
 - Call the Maine OSHA office:
Bangor 941-8177 or Portland 780-3178
 - Call the OSHA Region 1 Office in Boston and ask for recordkeeping coordinator: 617-565-9860

Recordkeeping for Public Sector Workplaces in Maine

The rules for Maine public sector workplaces will be the same as OSHA's new recordkeeping rules, *with some exceptions*. The differences for the public sector are in the Winter 2002 issue of the *Public Sector Safety Report*. You can find the Report on our web site or call us for a copy.

Thank you Workers' Comp Board!

Yes, workers' compensation and OSHA recordkeeping are two entirely separate systems with different recording requirements. But there is one small, helpful connection. OSHA allows employers to use a workers' compensation First Report instead of OSHA's supplemental form as long as the First Report contains all the information OSHA requires.

The new supplemental form, OSHA Form 301, asks for two pieces of information that Maine's First Report did not include, so the Workers' Compensation Board added the two new fields. As a result, Maine employers will be able to use the new First Report instead of the supplemental form, saving them extra paperwork.

The Workers' Compensation Board will accept either First Report from January 1, 2002 through March 31, 2002. Effective April 1, 2002, the Board will accept only the new First Report. The new First Report can be found on the Workers' Compensation Board web site: <http://www.state.me.us/wcb>

Reporting Fatalities and Catastrophes

Federal and state regulations require employers to report fatalities and catastrophic injuries. This applies to employers even if they are exempt from the recordkeeping rules due to the company size or industry.

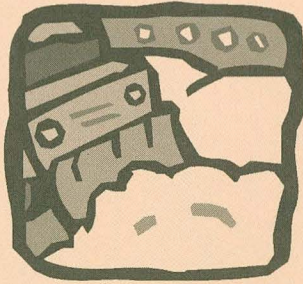
● Private sector employers report to OSHA

- Report orally within eight (8) hours any work-related fatality or incident involving three (3) or more in-patient hospitalizations.
- Report fatal heart attacks.
- Employers do not need to report injuries or fatalities due to highway or public street motor vehicle accidents — except if they occur in a construction work zone.
- Employers do not need to report injuries or fatalities due to commercial airplane, train, subway or bus accidents.
- Telephone numbers for OSHA offices in Maine:
Bangor – 207-780-3178 Portland – 207-941-8177.
- You may also use the OSHA toll-free central telephone number: 1-800-321-OSHA (1-800-321-6742).

● Public sector employers report to Bureau of Labor Standards, Maine Department of Labor

- Report orally within 48 hours any overnight hospitalization or fatality.
- Report fatal heart attacks.
- Employers do not need to report injuries or fatalities due to highway or public street motor vehicle accidents — except if they occur in a construction work zone.
- Employers do not need to report injuries or fatalities due to commercial airplane, train, subway or bus accidents.
- Telephone number: 207-624-6400.

Visit our web site at <http://www.state.me.us/labor/blsmain.htm>



It's winter...Take the time to drive carefully!

Keep Your Windows Clear

Now that the snow is here, be sure the windows of your cars and trucks are as clear as possible before you drive off. SafetyWorks! Occupational Safety Engineer David York offers these tips for clearing your windows:

- When it's dark out, turn on the interior lights before you clear your windows. This makes it easier to see what you are doing.
- Make sure you **TURN OFF** the windshield wipers when you park. If you leave the wipers on, ice frozen on the windshield may keep the wipers from moving when you start the car and you may blow a fuse. No fuse...No wipers.
- Take a scraper into the house or office with you. That way you can clear off the car before you open the door so you won't have a wet seat.

(Dave York took his own advise to the extreme and retired and moved to Florida. Good luck, Dave)

Spotting Trends Can Help Stop Injuries

Organizations can use OSHA records to monitor workplace injuries and illnesses in order to identify trends. Review entries on the log to identify the most common types of injuries or illnesses, the occupations or departments most affected, or when incidents most commonly occur. After examining injury patterns organizations can make informed changes to protect workers from future injury or illness. By reviewing records before making changes, organizations can direct resources where they will have the most impact.

How to Transition from the Old to the New

Employers who were required to keep OSHA 200 Logs in 2001 must post a 2001 annual summary from February 1, 2002 to March 1, 2002. You must save copies of the OSHA 200 and supplemental forms for five years. Forms from 2001 must be kept through 2002, 2003, 2004, 2005 and 2006. The 200 Logs do not need to be updated.

Newsletter articles are written by individual authors and are not necessarily products of the Maine Department of Labor or its staff. Information in the articles is not a substitute for official policy or regulations. The editor is Lynne Lamstein, director of outreach and education for the Bureau of Labor Standards. Tel: 207-624-6400, TTY (for people who are deaf and hard of hearing): 800-794-1110, e-mail: webmaster.blis@state.me.us

The Maine Department of Labor provides equal opportunity employment and programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Key Maine Terrorism Contacts

Use the following resources for general information about public disasters, such as weather updates, possible terrorist activity, closing of state government, etc.

- **Department of Defense, Veterans and Emergency Management:** 1-800-452-8735
- **Department of Public Safety,** State Police Headquarters: 624-7000/1-800-452-4664 (TTY: 207-287-4478)
- **24-Hour Telephone Public Health Emergency Reporting and Consultation Line:** 1-800 821-5821
- **State of Maine web page** www.state.me.us (click on America United)

For personal emergencies call 911 or your local emergency number. People who are deaf and hard of hearing can use any of the following four TTY numbers for personal emergencies: Houlton 207-532-7576, Orono 207-866-5805, Augusta 207-287-4478, Gray 207-657-5740.

Check Out Revised Publication

The revised *Maine Employee Rights Guide* contains information every employee needs to know. Written in plain language, this valuable reference is available on the web at www.state.me.us.us/labor or from **SafetyWorks!**



Visit our web site at <http://www.state.me.us/labor/blsmain.htm>



*Quarterly news for
a safer workplace*

Winter 2002

Inside **SafetyWorks!**

***New Recordkeeping Rules* 1,2**

***Terrorism Contacts* 3**

***Keep Your Windows Clear* 3**

FROM THE DIRECTOR

This issue of the SafetyWorks! newsletter focuses on recordkeeping, especially the new rules for recording occupational injuries and illnesses. Injury and illness records help organizations find problem areas so limited resources can be directed where they'll do the most good. The logs record the past in order to improve the future. But only if you take the time to review them, identify trends, and make changes.

Recordkeeping is not just a bureaucratic exercise...it's an opportunity to create a safer, healthier and more profitable workplace. Take the time to learn the new rules, then use your logs to their fullest advantage.

Michael V. Frett, Director
Bureau of Labor Standards