

eplica Safety Lines

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OSHA Recordkeeping 101



All employers covered by OSHA regulations (e.g., general industry, construction) also inherit recordkeeping requirements unless the employer meets an exemption from recording injuries or illnesses if one of the following criteria is met:

1. Peak employment for the calendar year is less than 10 employees.
2. Employer is classified as a specific low hazard retail, service, finance, insurance, or real estate industry.

The specific list of exempt low-hazard industries is contained in 29 CFR 1904, Subpart B, Appendix A. OSHA or the Bureau of Labor Statistics (BLS) may require a partially exempt employer to comply with injury, illness and fatality recordkeeping requirements.

The [OSHA Form 300, Log of Work-Related Injuries and Illnesses](#), is used to enter a one- or two-line description of the injury or illness. The information must be recorded on the OSHA 300 log within seven calendar days of the incident.

Information required on the OSHA Form 300 log includes:

- ▶▶ Identity of the employee (unless a privacy case)
- ▶▶ Time and place the incident occurred
- ▶▶ Type of injury or illness
- ▶▶ Parts of body affected
- ▶▶ Object or substance that directly caused the injury or illness

- ▶▶ Classification of each case according to the most serious outcome associated with it (i.e., death, days away from work, restricted work and medical treatment only)
- ▶▶ Identification of the case as an injury or illness
- ▶▶ The appropriate category, if an illness

All employees on the company's payroll must be recorded on the OSHA Form 300 log if they suffer a recordable injury or illness. This includes employees from a temporary service, employee-leasing service or personnel supply service.

Contractors working in your facility who are supervising their employees on a day-to-day basis while in your facility will record any injury or illness on their OSHA Form 300 log; however, if your company is supervising the contractors' employees, then any injury or illness is recorded on your company's OSHA Form 300 log.

Self-employed persons are not covered by OSHA regulations and therefore are not covered by this recordkeeping standard. If a self-employed person is injured or becomes ill while conducting work at your facility, the incident should not be recorded on your OSHA Form 300 log.

Determine Work Relatedness

If an injury or illness is not work related, then it must not be recorded. You must consider an injury or illness to be work related if an event or exposure in the work environment either caused or contributed to the resulting condition, or significantly aggravated a pre-existing injury or illness. Work environment is defined by OSHA as: "The establishment and other locations where one or more employees are working or are present as a condition of their employment".

General Recording Criteria

If the employer has already determined that an injury or illness is work related and it's also a new case, then the employer needs to determine if the injury or illness meets the general or specific recording criteria. If the injury or illness also meets the general or specific recording criteria, then the incident must be recorded on the OSHA Form 300 log.

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January Safety Tip

New OSHA videos provide proper respirator fit and use guidance.

OSHA has produced two new videos that feature training and guidance on respirator safety.

The "Respirator Safety" video shows healthcare workers how to correctly put on and take off respirators, such as N95s.

The "Difference between Respirators and Surgical Masks" video explains the uses for each one and how they prevent worker exposure to infectious diseases.

Viewers can watch both English and Spanish versions by visiting the Department of Labor's [YouTube](#) site.

Videos have proven to be useful tools and gain a lot of viewing exposure.

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OSHA Recordkeeping 101

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General recording criteria include the following:

- ▶▶ Death
- ▶▶ Days away from work
- ▶▶ Restricted work or transfer to another job
- ▶▶ Medical treatment beyond first aid
- ▶▶ Loss of consciousness
- ▶▶ A significant injury or illness diagnosed by a physician

First Aid Cases

When an injury or illness does not involve death, time away from work, restricted work or medical treatment and only requires first aid treatment, then the injury or illness is not recordable.

All other treatments are to be considered medical treatment and must be recorded.

Respirator Protection

An estimated 5 million workers are required to wear respirators in 1.3 million workplaces throughout the United States. Respirators protect workers against insufficient oxygen environments, harmful dusts, fogs, smokes, mists, gases, vapors and sprays. These hazards may cause cancer, lung impairment, other diseases or death.

What is a Respirator?

A respirator is a personal protective device that is worn on the face, covers at least the nose and mouth, and is used to reduce the wearer's risk of inhaling hazardous airborne particles (including dust particles and infectious agents), gases or vapors. Respirators should only be used as a "last line of defense" in the Hierarchy of Controls when engineering and administrative controls are not feasible or being put in place.

Respirators protect the user in two basic ways. The first types of respirators remove contaminants from the air and are called air-purifying respirators (APR). APRs include particulate respirators, which filter out airborne particles, and "gas masks," which filter out chemicals and gases. Other respirators protect by supplying clean respirable air from another source and are called air-supplying respirators (ASR). They include airline respirators, which use compressed air from a

The OSHA Form 300-A, Summary of Work-Related Injuries and Illnesses, is used to summarize the information and must be posted from February 1 to April 30 of the following year. A company executive must certify that the summary is accurate to the best of his or her knowledge. It must be posted in a conspicuous place or where notices to employees are normally posted so that all employees have access to the posting.

Web sites with beneficial information:

- [Regulations Standards CFR](#)
- [Partially Exempt Industries – 1904 Subpart B App A](#)
- [OSHA Form 300, Log of Work Related Injuries and Illnesses](#)

remote source, and self-contained breathing apparatus (SCBA), which include their own air supply. The classification of particulate respirators can be subdivided into three categories:

1. Particulate filtering face piece respirators: These are sometimes referred to as disposable respirators because the entire respirator is discarded when it becomes unsuitable for further use, due to considerations of hygiene, excessive resistance or physical damage. These are also commonly referred to as "N95s."
2. Elastomeric respirators: These are sometimes referred to as reusable respirators because the face piece is cleaned and reused but the filter cartridges are discarded and replaced when they become unsuitable for further use.
3. Powered air-purifying respirators (PAPRs): A battery-powered blower moves the airflow through the filters.

Compliance with the OSHA Respiratory Protection Standard could avert hundreds of deaths and thousands of illnesses annually.

January Safety Quote

"Safety is about doing the right thing, even if no one is looking."