

# TRICOR Safety Consulting

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## Remember to Post Injury/Illness Summaries

Beginning February 1, employers must post a summary of the total number of job-related injuries and illnesses that occurred the previous year. Employers are only required to post the *Summary* (OSHA Form 300A) not the OSHA 300 Log from February 1 to April 30, 2007. The summary must list the total numbers of job related



injuries and illnesses that occurred in 2006 and were logged on the OSHA 300 form. Employment information about the annual average number of employees and total hours worked during the calendar year is also required to assist

not report to any fixed establishment on a regular basis. Copies of the OSHA Forms 300, 300A and 301 are available on the OSHA Record keeping Webpage in either Adobe PDF or Microsoft Excel Spreadsheet format.

Certain employers are not required to keep OSHA injury and illness records. Please go to <http://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html> for those establishments identified by their Standard Industrial Classification (SIC) codes. Even those establishments listed may be asked in writing to complete the OSHA injury and illness records

by OSHA, the Bureau of Labor Statistics (BLS), or a state agency operating under the authority of OSHA or the BLS. All employers, including those partially exempted by reason of company size or industry classification, must report to OSHA any workplace incident that results in a fatality or the hospitalization of three or more employees.

Please contact TRICOR Safety Consulting if you have any questions.



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## The Buzz

Check out our website for common causes and prevention tips for winter especially slips, trips and falls. Prevent injuries with careful planning! [www.tricornet.com](http://www.tricornet.com).

# Safety by the Numbers

- 1 or more employee – implementation of the OSHA regulations 1903.1
- Partial exemption – no OSHA 300 log if 10 or few employees at all times during the last calendar year 1904.1(a)(1)
- Over 10 employees during last calendar year – required to maintain OSHA 300 log 1904.1(a)(2)
- Cap injury counts on the OSHA 300 log if total days away, restricted activity or combination of the two are or equal 180 calendar days 1904.7(b)(3)(vii)
- Post annual summary no later than February 1 thru April 30 1904.32(b)(6)
- Must save OSHA 300 logs, privacy case list, annual summary, 301 reports for 5 years 1904.33(a)
- Must enter each recordable injury/illness on the OSHA 300 log within 7 calendar days 1904.29(b)(3)
- Report to OSHA within 8 hours: a work related fatality or 3 or more in-patient hospitalizations of employees from a work related incident 1904.39(a)
- Floor holes provided with a cover that leaves no openings more than 1 inch wide 1910.23(a)(9)
- Where doors/gates open directly on stairway, swing radius of door shall not reduce the effective width to less than 20 inches 1910.23(a)(10)
- Wall openings with a drop of more than 4 feet shall be guarded 1910.23(b)
- Chute wall opening with a drop more than 4 feet shall be guarded 1910.23(b)(2)
- Every flight of stairs having 4 or more risers shall be equipped with standard stair railing or standard handrails 1910.23(d)(1)

- Standard railing consist of top rail vertical height of 42 inches nominal 1910.23(e)(1)
- Stair railing vertical height shall be not more than 34 inches nor less than 30 inches from the upper surface of top rail to surface tread in line with face of rise at forward edge of tread 1910.23(e)(2)

*Look for more conditions and regulations in each newsletter.*

## What to Watch for in 2007

Coming legislation to watch out for is HR141, a bill that seeks to revise the reporting requirements of illnesses and injuries. The bill will require the site-controlling employer to maintain a site log for all recordable illnesses and injuries among all employees on the site, including contractors.

OSHA programs will emphasize looking at safety from the point of view of the employee as well as the employer. Watch for personal protective equipment reimbursement programs and a major focus on off-the-job safety programs.

## Tips for 2007

- Do not treat accidents lightly. Study all of the accidents that take place at your facility by conducting an accident investigation. Get employees involved in the investigations. Time invested in the investigations will pay off because it will reduce accidents in the long-term.
  - Focus on your aging workforce. America's aging workforce is becoming a big issue for OSHA. Hearing conservation programs are especially important to this group of workers. Make sure you have a plan in place and proper equipment and training.
  - Participate in associations. An active membership in local, state, regional, and national associations for your industry is a great way to get a leg-up on what's going on in safety before it happens.

Source: [safety.blr.com](http://safety.blr.com)