



## Incident Report and Investigation

Label



### General

#### Type of Incident

Date of Incident

Time of Incident

#### A Better Process for Reporting Incidents - SiteDocs Safety Software

<https://www.youtube.com/watch?v=BQV5X3x9Sd0&list=PLS0ls3u1d2tsrKwuTO0621K71LMq66fEI&index=13>

### Incident Log

\*Used in OSHA 300+300A

#### Worker Name

Describe the Injury

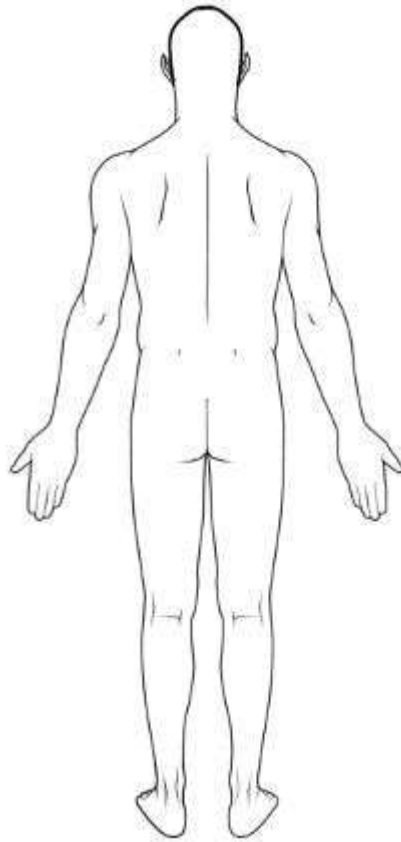
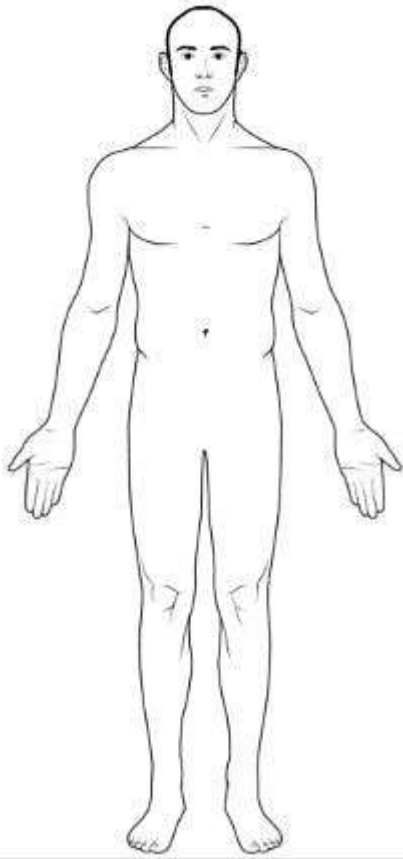
#### Case Classification

#### Injury / Illness Type

#### Part of Body Affected

#### Side of Body

#### Circle Part of Body Affected



Days away from Work

Days on Job Transfer or Restriction



Guide to OSHA Recordability - ID a80d72f4-1df5-4b3f-98c8-c106218861f8 [\[See Attached for Verification\]](#)

## Causation Analysis

### Environmental Conditions

### Immediate Causes

➤ **Substandard Acts** (*circle all that apply*) ➤ Operating equipment without authority, Failure to warn, Failure to secure, Operating at improper speed, Making safety devices inoperable, Removing safety devices, Using defective equipment, Failure to use personal protective equipment (PPE), Improper loading, Other:

➤ **Substandard Conditions** (*circle all that apply*) ➤ Fire and explosion hazard, Lack of guard or barrier, Inadequate or improper protective equipment, Defective tools, equipment or materials, Restricted space, Inadequate warning system, Poor housekeeping, Hazardous environmental conditions (gases, dusts, fumes, vapors, etc.), Excessive noise exposure, Radiation exposure, High or low temperature exposure, Inadequate or excess illumination, Inadequate ventilation, Other:

### Root Causes

➤ **Personal Factors** (*circle all that apply*) ➤ Inadequate capacity, Lack of knowledge/training, Lack of skill, Stress, Improper motivation, Other:

➤ **Job Factors** ➤ Inadequate leadership/supervision, Inadequate engineering, Inadequate purchasing, Inadequate maintenance, Inadequate tools/equipment, Inadequate work standards, Wear and tear, Abuse and/or misuse, Other:

Incident Report: Information About the Employee

Full Name:			
Street			
City			
State			
ZIP			
Date of injury or illness - Employee			
Date Hired			
Gender			
Incident Report: Information About the Physician or Health Care Professional			
Name of physician or other health care professional			
If treatment was given away from the worksite, where was it given?			
Facility			
Street			
City			
State			
ZIP			
YES	NO	N/A	Was employee treated in an emergency room?
YES	NO	N/A	Was employee hospitalized overnight as an in-patient?
Incident Report: Information about the Case			
Date of injury or illness - Case Information			
Time employee began work			
Time of event			
Please do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or Social Security numbers) in the questions below.			
What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."			
What Happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."			

What was the injury or illness? Tell us the part of the body that was affected and how it was affected. Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

If the employee died, when did death occur? Date of death

**Report Completed By**

Phone

Date Completed

# guide to osha recordability

## Nature of Injury

## Medical Treatment Recordable

## First Aid

## Non-recordable

### Cuts, Lacerations, Punctures, Abrasions, and Splinters

- Sutures (*stitches*)
- Surgical Glue
- Treatment of infection with prescription meds on any visit
- Application of prescription antiseptic or a non-prescription antiseptic at prescription strength
- Removal of foreign bodies requiring skilled services due to depth of embedment, size or shape of object(s), or location of wound
- Cutting away dead skin (*surgical debridement*)

- Bandaging on any visit to medical personnel
- Steri-strips/Butterfly bandages
- Application of ointments on first or subsequent visits to prevent drying or cracking of skin
- Treatment of infection with non-prescription meds at non-prescription strength
- Removal of foreign bodies from wound by tweezers, cotton swabs or other simple techniques
- Removal of foreign bodies in the eye, not embedded, by irrigation, cotton swabs or other simple techniques
- Removal of bandages by soaking
- Drilling a finger or toenail to relieve pressure or draining fluids from blisters
- Using finger guards

### Fractures

- Where x-ray results are positive
- Application of a cast or other professional means of immobilizing injured part

- Where x-ray taken as a precaution is negative for fracture

### Strains, Sprains, and Dislocations

- Application of a cast or other professional means of immobilizing injured part
- Splints with rigid stays are recordable.
- Use of diathermy and whirlpool treatments ordered by a physician or employer
- Any physical therapy is recordable.
- Chiropractic manipulation

- Use of an elastic (Ace) bandage on a strain that is not otherwise recordable on first visit to medical personnel
- Use of hot or cold compresses for treatment of a strain on any visit
- Use of massage

### Thermal or Chemical Burns

- All first, second and third degree burns that require "medical treatment" are recordable.

- Treatment for first, second and third degree burns that require "first aid" is not recordable.

### Bruises and Contusions

- Treatment of a bruise by draining collected blood

- Soaking therapy or application of hot or cold compresses on any visit

### Medications

- Recommendation or use of prescription medications constitutes medical treatment (including professional samples). Administration of a single dose of prescription medication on a first visit for minor injury or discomfort is considered medical treatment and is recordable. Use of a non-prescription medication in a prescription dose/strength constitutes medical treatment and is recordable.

- Recommendation or use of non-prescription medicines in non-prescription strength is considered first aid.

### Miscellaneous Guidelines

- Medical treatment is only one criterion for determining recordability. Any injury which may have required only first aid treatment but involved loss of consciousness, restriction of work or motion, or transfer to another job is recordable.
- Recordability is not linked to who renders treatment, it is dependent on what the treatment is. (In other words, a doctor can bandage a wound and it is not recordable. A co-worker or company nurse using surgical glue is still recordable.)
- Restricted work occurs when, as the result of a work-related injury or illness: You keep the employee from performing one or more of the routine functions of his or her job, or from working the full workday that he or she would otherwise have been scheduled to work; or a physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of his or her job, or not work the full workday that he or she would otherwise have been scheduled to work. For recordkeeping purposes, an employee's routine functions are those work activities the employee regularly performs at least once per week.
- Tetanus shots, either initial shots or boosters, are considered preventive in nature and are not considered medical treatment.
- An x-ray which is negative for fracture is not considered medical treatment.
- Hospitalization for observation, where no treatment is rendered other than first aid, is not considered medical treatment. Note, however, that most injuries requiring hospitalization will result in lost workdays and will be recordable for that reason.
- Any of the following significant illnesses or injuries diagnosed by medical personnel and deemed work-related are automatically recordable: cancer; chronic, irreversible diseases; cracked or fractured bone; or punctured ear drum. All other diagnosed occupational illnesses are not automatically recordable. They are only recordable if they meet recordability criteria: medical treatment, loss of consciousness, restriction of work or motion or transfer to another job.
- All occupational fatalities are recordable.
- A heart attack, if allowed as an industrial claim, is recorded as an illness.
- Replacement of broken eyeglasses in itself is not a recordable case.

**Arrowood**  
MEDICAL CENTER  
9720 South Tryon Street  
Charlotte, NC 28273  
704.588.7362 ■ fax 704.588.9127

**Riverview**  
MEDICAL CENTER  
1393 Celanese Road  
Rock Hill, SC 29732  
803.329.3103 ■ fax 803.327.7937

**Occumed**  
AT RIVERVIEW  
1393 Celanese Road  
Rock Hill, SC 29732  
803.327.0033 ■ fax 803.325.2232