

CH2M HILL Hanford Group, Inc.	Manual	ESHQ
INJURY AND ILLNESS RECORD	Document	TFC-ESHQ-S_CMLI-C-01, REV C-1
MANAGEMENT	Page	1 of 6
	Issue Date	December 18, 2006
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Ownership Matrix

1.0 PURPOSE AND SCOPE

This procedure provides direction for the reporting and recordkeeping of occupational injury/illness and work related fatalities within the CH2M HILL River Protection Project (RPP). Recordkeeping for occupational injury/illness cases and work-related fatalities are also maintained for independent subcontractors (contract companies that have their own OSHA Log) in compliance with Department of Energy (DOE) reporting requirements. (7.1.2.a, 7.1.2.e)

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

3.1 CH2M HILL Case Management Coordinator

- Provides case management for workplace injuries and illnesses.
- Performs case classification in conformance with DOE and OSHA guidelines.
- Reports recordable injuries and illnesses to DOE Computerized Accident and Injury Report System (CAIRS) and in the Hanford Occupational Illness and Injury (OII) computerized database.
- Performs statistical analysis of the injury and illness databases and provides injury and illness reports trends for the company.
- Documents injury/illness events on the OSHA 300 Log within six days after occurrence.
- Annually posts the previous year's OSHA 300 Log Summary starting February 1 through April 30.
- Completes the OSHA Annual Survey Form and returns the form to OSHA.

4.0 PROCEDURE

4.1 Occupational Injury and Illness Recordkeeping

See [Figure 1](#) for process flowchart.

Case Management
Coordinator

1. When an occupational injury or illness occurs involving CH2M HILL employees, daily managed subcontractors, or independent subcontractors, gather initial case information to start the case file.

NOTE: The case file development sequence below is an example of what is planned into the case file. The sequence will vary with each case due to various shift schedules, vacations, and work loads.

2. For new injuries and illnesses occurring in the CH2M HILL River Protection Project (RPP):
 - a. Input injury and illness case information into the Hanford Occupational Injury and Illness database.
 - b. Print out the “Case Manager’s Report” from the Occupational Injury and Illness database and place in the case file.

NOTE: When OSHA recordable cases are entered into the Occupational Injury and Illness database, the cases are also automatically placed into an electronic OSHA 300 Log and Summary of Occupational Injuries and Illnesses for all CH2M HILL RPP employees. (7.1.1.a, 7.1.1.b, 7.1.1.c, 7.1.1.d, 7.1.1.e, 7.1.2.b)

3. For OSHA recordable cases, print out DOE Form 5484.3 (in lieu of OSHA Form No. 301), “Individual Accident/Incident Report,” and place in the case file. (7.1.1.e, 7.1.2.c)
4. Obtain a CH2M HILL Event Report form ([A-6003-580](#)) for each CH2M HILL occupational injury or illness from the accountable manager and place in the case file.
5. Update the Occupational Injury and Illness case file database and associated OSHA 300 Log as new information becomes available.
 - a. Print out a revised “Case Managers Report” from the Occupational Injury and Illness database and place it in the case file, destroying the earlier copy.
 - b. For OSHA recordable cases, print out the updated DOE Form 5484.3, “Individual Accident/Incident Report,” and place it in the case file, destroying the earlier copy.

6. Maintain a repository of case files on all occupational injuries/illnesses and update as new information is obtained or as the case progresses to closure. (7.1.1-~~h~~)

NOTE: In the event CH2M HILL assumes contractual responsibilities for other organizations within the Hanford Site, CH2M HILL must accept and maintain already existing records of the prior contractor. (7.1.2.i)

7. Conduct an annual self-assessment, evaluating the recordkeeping and reporting program, to verify that the information recorded is thorough and accurate. (7.1.2.a)
8. Gather and record employee's total work hours on DOE Form 5484.4. Work hours will also be obtained for independent subcontractors. (7.1.2.d)
9. Prepare and electronically upload, on a bi-monthly basis, DOE Form 5484.3 reports into the Computerized Accident/Incident Reporting System for all CH2M HILL RPP OSHA recordable cases. (7.1.1-~~e~~, 7.1.2.f)
10. Prepare and electronically upload, on a quarterly basis, quarterly work hours by the tenth of the following month (e.g., first quarter calendar year reports are due April 10). (7.1.1-~~e~~, 7.1.2.g)
11. Post copies of the annual OSHA 300 Log Summary Report (form 300-A), which has been approved by the Safety, Health and Quality Assurance vice president, on facility bulletin boards (required from February 1 to April 30). (7.1.1-~~e~~, 7.1.1.f, 7.1.2.h)

NOTE: In addition to the annual posting requirements, 29 CFR 1904.7 includes requirements regarding employees' right of access to OSHA logs. DOE interpretations (Record ID D97-02-033 and D97-02-017) of this regulation modify the OSHA rules to meet both the Freedom of Information Act and the Privacy Act requirements.

12. Update the OSHA Form No. 300 quarterly for at least one year from the date of the injury/illness, ensuring that each DOE Form 5484.3 shows the correct number of days away from work or restricted/transferred work days. (7.1.2.k)

NOTE: The CH2M HILL case management coordinator will be appropriately trained in OSHA 300 Log recordkeeping requirements and practices. (7.1.2.L)

13. Complete the Annual Occupational Injury and Illness Survey form, if selected, and return per the instructions enclosed in the packet. (The survey is by random selection and is performed for the prior year). (7.1.1-~~j~~)

14. Evaluate data on a routine basis for trends and lessons learned and present results to the organization. (7.1.3)
15. Upon request from an authorized government representative, provide copies of records maintained by this procedure. (7.1.1.h, 7.1.2.j)
16. Upon request from an employee, former employee, and/or his/her authorized representative, provide limited access of the OSHA Form No. 300 that contains the employee's name. (7.1.1.h, 7.1.2.j)

NOTE: Access is subject to the Freedom of Information Act requirements and restrictions.

5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

6.0 RECORDS

(7.1.1.g)

The following records are generated during the performance of this procedure:

- CH2M HILL Event Report and Continuation Page (A-6003-580)
- OSHA No. 300 Log, "Summary of Occupational Injuries and Illnesses"
- Individual Accident/Incident Report, DOE F 5483.4 Form.

Safety Programs is responsible for record retention and retirement in accordance with [TFC-BSM-IRM_DC-C-02](#).

7.0 SOURCES

7.1 Requirements

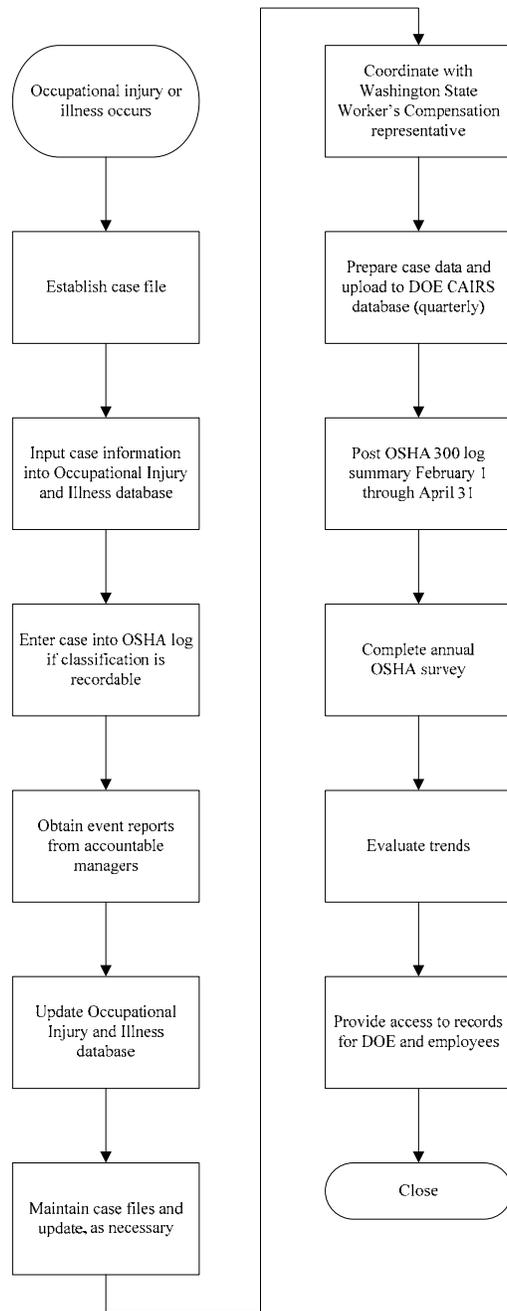
1. 29 CFR 1904, [Parts 1904.4 through 1904.11, 1904.29 through 1904.33, 1904.44, and 1904.46](#), "Recording and Reporting Occupational Injuries and Illnesses." (S/RID)
 - a. ~~Section 4, Subpart C—Recordkeeping Forms and Recording Criteria.~~
 - b. ~~Section 5, Subpart C—Recordkeeping Forms and Recording Criteria.~~
 - c. ~~Section 6, Subpart C—Recordkeeping Forms and Recording Criteria.~~
 - d. ~~Section 7, Subpart C—Recordkeeping Forms and Recording Criteria.~~
 - e. ~~Section 29, Subpart C—Recordkeeping Forms and Recording Criteria.~~
 - f. ~~Section 32, Subpart D—Other OSHA Injury and Illness Recordkeeping Requirements.~~
 - g. ~~Section 33, Subpart D—Other OSHA Injury and Illness Recordkeeping Requirements.~~
 - h. ~~Section 40, Subpart E—Reporting Fatality, Injury, Illness Information To The Government.~~
 - i. ~~Section 35, Subpart D.a.2—Other OSHA Injury and Illness Recordkeeping Requirements.~~
 - j. ~~Section 41, Subpart E—Reporting Fatality, Injury, Illness Information To The Government.~~

2. DOE Manual 231.1-1A, "Environment, Safety and Health Reporting", Attachment 2. (S/RID)
 - a. Section 3.a - Maintenance of records and performance of self-assessments.
 - b. Section 3.b.1 - Record injury/illness on OSHA 300 Log.
 - c. Section 3.b.2 - Record injury/illnesses on DOE F 5484.3.
 - d. Section 3.b.3 - Report employee's total work hours on DOE F 5484.4.
 - e. Section 3.c - Subcontractor recordkeeping requirements.
 - f. Section 3.d - Bi-Monthly electronic uploading of CAIRS data.
 - g. Section 3.e - Quarterly electronic uploading of work-hours.
 - h. Section 3.f - Posting of OSHA Form 300A.
 - i. Section 3.g.1 - Maintenance of previous contractor records.
 - j. Section 3.g.2 - Record access.
 - k. Section 3.g.3 - OSHA 300 Log updating requirements.
 - l. Section 3.g.4 - Recordkeeping training requirements.
3. DOE Order 440.1A, "Worker Protection Management for DOE and Contractor Employees, Attachment 2, Section 9d. (S/RID)

7.2 References

1. TFC-BSM-IRM_DC-C-02, "Records Management."
2. TFC-ESHQ-S_CMLI-C-02, "Injury and Illness Events."

Figure 1. Injury and Illness Record Management.



KEY:
CAIRS: Computerized Accident/Incident Reporting System
OSHA: Occupational Safety and Health Administration