

# **Classifying and Recording Injury/Illness**

**MSC-PRAC-30468**

**Revision 0**

**Effective Date: December 8, 2009**

**Topic: Safety and Health**

## Classifying and Recording Injury/Illness

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### PURPOSE

This practice identifies a key aspect of the Safety and Health (S&H) program, and provides the roles, responsibilities, and training requirements for classifying and recording injuries/illnesses. It applies to the recording requirements for injuries and illnesses sustained by employees and subcontractor employees as defined and outlined by practice [MSC-PRAC-30467](#), *Event Investigation and Reporting*, and DOE O 225.1A.

### SCOPE

This practice includes the following major sections:

- Responsibilities
- Training
- General Requirements

The requirements of this practice are consistent with requirements published in the Hanford Mission Support Contract (MSC) Safety and Health virtual manual.

### APPLICATION

This practice applies to Mission Support Alliance (MSA) construction personnel.

### GENERAL REQUIREMENTS

Records generated during the performance of this activity are to be included in the Construction Work Package and will be managed in accordance with [MSC-PRAC-30374](#), *Construction Work Package* and [MSC-PRAC-30376](#), *Construction Document Control*.

### RESPONSIBILITIES

#### Supervisor

Weekly:

- Prior to issuing the weekly reports, review new injury/illness cases:
  - Review record clerk's preliminary recommendations on recordability.
  - Make/ensure final determination of recordability has been made in accordance with the U.S. Department of Labor, *Bureau of Labor Statistics (BLS) Recordkeeping Guidelines for Occupational Injuries and Illnesses*.

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- Review initial report:
  - Evaluate report for content, accuracy, and completeness.
  - Ensure that needed changes are made (prior to any required monthly reports).
- Address management requests for case reevaluation; review case(s) and discuss facts and decision logic with requestor.
- Formally interface with clients through MSA project management regarding any required procedural and administrative concerns.
- Add/update (maintain) recordable cases to OSHA 300 Log.
- Compile statistical analyses/reports.
- Discuss weekly injury/illness report with the Safety & Health manager and review recordable cases and status changes.

### Monthly:

- Monthly Statistical Report
  - Compile monthly project-to-date statistics for each project.
  - Compile monthly and year-to-date statistics for MSA management.
  - Compile monthly incident experience data (refer to form [A-6004-316](#) ).
  - Contractors compile monthly accident experience data (refer to form [A-6004-326](#) ).
  - Discuss statistics with the Safety & Health manager.

Review first-aid cases and discuss any status changes with records clerk.

### Clerk

(If applicable, the supervisor may perform these duties).

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Daily:

- Input individual cases to database.
- Call employees and/or supervisors for additional information as needed.
- Recommend preliminary recordability based on information available at that time in accordance with *BLS, Recordkeeping Guidelines for Occupational Injuries and Illnesses*.
- Forward new cases to supervisor for review.
- Change computer data as needed based on supervisor's review and add/update recordable cases to OSHA 300 Log.
- Print OSHA 301 forms (Injury and Illness Incident Report) for recordable cases that do not have a completed copy of a workers' compensation claim form in the file.
- Type in weekly report information; send via electronic mail to distribution.
- Make file folders for new cases as necessary.
- Track open/pending cases to resolution by updating cases as new information is received.
- Review incoming mail and update case data as required.
- Communicate case status changes to management and also notify them of cases requiring reevaluation by the occupational medical provider.
- Track receipt of event reports.
- Input event reports (fires, spills, contamination, etc.) into a tracking system for tracking, analysis, and trending.
- Vehicle Accidents – obtain event report, motor vehicle accident reports, and estimate of repairs when a vehicle accident has occurred. Maintain vehicle accident files.

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Weekly:

- Wednesday of each week, pull data from the tracking system.
- Review data in a weekly summary with supervisor.

Monthly:

- Subcontractors submit form [A-6004-326](#) or equal to the MSA construction engineer.
- Transmit lost workday rate by project to distribution as directed by project management.
- Print new and revised recordable cases and update through end of reporting month as needed.
- Print first-aid cases at the end of the month for supervisor's review.

Close out first-aid and recordable cases in the tracking system when cases are considered closed.

Annually:

- Prepare a summary for the calendar year using an OSHA 300A Summary of Work-Related Injuries and Illnesses form.
- Post the summary (as a minimum) from February 1 through May 1 of the following calendar year.

### TRAINING

#### Clerk/Supervisor Training Requirements

The following identifies the minimum training/job preparation requirements:

- OSHA recordkeeping class (or equal)
- Root cause analysis introduction
- Occurrence reporting introduction
- Fundamental use of tracking system software

### FORMS

*Monthly Incident Experience Report (MIER), [A-6004-316](#)  
Mission Support Alliance Monthly Accident Experience Report (MAER)  
for Contractors, [A-6004-326](#)*

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### RECORDS IDENTIFICATION

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
<i>Monthly Incident Experience Report (MIER), <a href="#">A-6004-316</a></i>	Construction Engineer	Construction Document Control
<i>MSA Monthly Accident Experience Report (MAER) for Contractors, <a href="#">A-6004-326</a></i>	Construction Engineer	Construction Document Control

### REFERENCES

[MSC-PRAC-30374](#), *Construction Work Package*  
[MSC-PRAC-30376](#), *Construction Document Control*  
[MSC-PRAC-30467](#), *Event Investigation and Reporting*

*Bureau of Labor Statistics Recordkeeping Guidelines for Occupational Injuries and Illnesses*