

[Ownership matrix](#)[Click for copy of Word \(native\) file](#)

## 1.0 PURPOSE AND SCOPE

This procedure provides direction for the reporting and recordkeeping of occupational injury/illness and work related fatalities within the Washington River Protection Solutions, LLC (WRPS). 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 U.S. Department of Energy (DOE) reporting requirements. (7.1.1, 7.1.3.a, 7.1.3.d, 7.1.3.e)

NOTE: Medical records, and descriptions of events that include names of involved employees that are maintained or created in the course of the administration of the Workers' Compensation Program, must be marked, protected, and disposed of as Official Use Only information in accordance with TFC-BSM-IRM\_SE-C-05. Such information must be held in the strictest confidence, ensuring that only those with a legitimate need to know may be allowed access.

## 2.0 IMPLEMENTATION

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

## 3.0 RESPONSIBILITIES

### 3.1 WRPS Occupational Illness and Injury Recordkeeping [personnel trained in OSHA 300 Log recordkeeping requirements and practices] (7.1.3.L)

- 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 Health & Safety module of PeopleSoft.
- Performs statistical analysis of the injury and illness databases, and provides injury and illness reports and trending for the company.
- Documents injury/illness events on the OSHA 300 Log within seven calendar days after official documentation of case is received.
- Annually posts the previous year's OSHA 300 Log Summary starting February 1 through April 30.

**4.0 PROCEDURE****4.1 Occupational Injury and Illness Recordkeeping**

See Figure 1 for process flowchart.

WRPS Occupational  
Illness and Injury  
Recordkeeping

1. When an occupational injury or illness occurs involving WRPS employees, daily managed subcontractors, or independent subcontractors, a case file is established containing the Project Hanford Event Report form (A-6003-580) and the Onsite Medical Providers (OSMP) initial report.
2. For new recordable injuries and illnesses occurring in WRPS:
  - a. Input recordable injury and illness case information into the Hanford Health & Safety module of PeopleSoft.
  - b. Print out the “Case Manager’s Report” from the Hanford Health & Safety module of PeopleSoft and place in the case file.

NOTE: When OSHA recordable cases are entered into the Hanford Health & Safety module of PeopleSoft, the cases are also automatically placed into an electronic OSHA 300 Log and Summary of Occupational Injuries and Illnesses for all WRPS employees. (7.1.2, 7.1.3.b)

3. For OSHA recordable cases, upload the case data into the DOE Computerized Accident/Incident Reporting System (CAIRS), print out DOE Form 5484.3 (in lieu of OSHA Form No. 301), “Individual Accident/Incident Report,” and place in the case file. (7.1.2, 7.1.3.c)
4. Update the Occupational Injury and Illness case file database and associated OSHA 300 Log as new information becomes available, and print the updated Case Manager Report and DOE Form 5484.3 as necessary.
5. 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. (7.1.2)

NOTE: In the event WRPS assumes contractual responsibilities for other organizations within the Hanford Site, WRPS must accept and maintain already existing records of the prior contractor. (7.1.3.i)

6. Conduct an annual self-assessment, evaluating the recordkeeping and reporting program, to verify that the information recorded is thorough and accurate. (7.1.3.a)
7. Prepare and electronically upload, on a bi-monthly basis, data required for the DOE Form 5484.3 reports into the Computerized Accident/Incident Reporting System for all WRPS OSHA recordable cases. (7.1.2, 7.1.3.f)

8. Prepare and electronically upload and submit, on a quarterly basis, quarterly work hours by the tenth of the following month into the DOE Computerized Accident/Incident Reporting System (CAIRS) DOE Form 5484.4. (7.1.2, 7.1.3.g)
9. Coordinate with Facilities Management personnel to have the OSHA 300 Log Summary Report (form 300A) posted on facility bulletin boards (required from February 1 to April 30). (7.1.2, 7.1.3.h)
10. 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. (7.1.3.k)
11. Evaluate data on a routine basis for trends and lessons learned and present results to the organization.
12. Perform trending on tank vapor exposure events as requested by the Industrial Hygiene Program Manager. (7.1.4)
13. Upon request from an authorized government representative, provide copies of records maintained by this procedure. (7.1.2, 7.1.3.j)
14. 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. (7.1.2, 7.1.3.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

(7.1.3.g)

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

- Project Hanford Event Report and Continuation Page (A-6003-580)
- OSHA No. 300, "Log of Work-Related Injuries and Illnesses"
- OSHA No. 300A, "Summary of Injuries and Illnesses"
- Individual Accident/Incident Report, DOE F 5483.3 Form.

A case file becomes an in process record document until the case is classified in conformance with DOE/OSHA guidelines and is considered closed. Until this point, the case file must be retained in secured storage when not in actual use. All personnel should ensure hard copies of case files are placed in secured file/desk drawers when the case file is not being used.

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with [TFC-BSM-IRM\\_DC-C-02](#).

## 7.0 SOURCES

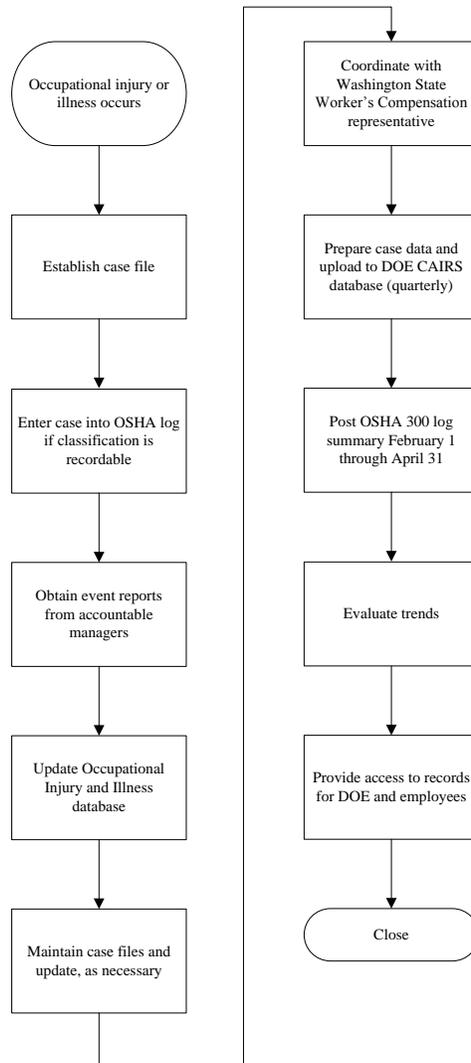
### 7.1 Requirements

1. 10 CFR 851, "Worker Safety and Health Program."
2. 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."
3. DOE Manual 231.1-1A, "Environment, Safety and Health Reporting," Attachment 2.
  - 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.
4. WRPS-0901643, R2, Corrective Action CA-02-02, WRPS-PER-2009-2030, Commitment to Office of River Protection.

### 7.2 References

1. TFC-BSM-IRM\_DC-C-02, "Records Management."
2. TFC-BSM-IRM\_SE-C-05, "Marking Sensitive Unclassified Information."
3. TFC-ESHQ-S\_CMLI-C-02, "Injury and Illness Events."

Figure 1. Injury and Illness Recordkeeping.



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