

Maricopa County Policies and Procedures	Subject: OSHA Record Keeping Requirements	Number: A2219 Issue Date: 11/91
Approved: Roy Pederson	Initiating Department: Risk Management	

A. Purpose

To describe Occupational Safety and Health record-keeping requirements.

B. Policy

Because of the Occupational Safety and Health Act (OSHA) and acceptance by the OSH Administration of the Arizona State Plan, Risk Management must ensure all necessary record-keeping requirements of the Act are being implemented for all County agencies and departments.

The Occupational Safety and Health Act of 1970 and Part 1904 of Title 29 (Code of Federal Regulations) as adopted by the Industrial Commission of the State of Arizona, requires recording and reporting occupational injuries and illnesses in accordance with "Record Keeping Guidelines for Occupational Injuries and Illnesses."

Annually, specific data is required to be reported to the Division of Occupational Safety and Health and the Industrial Commission of the State of Arizona on specified forms. Risk Management will be the focal point for gathering this information from selected work units.

Risk Management will provide training on record-keeping requirements and procedures upon request.

C. Definitions

1. Physical location (establishment): a single physical location where business is conducted or where services or industrial operations are performed.
2. Injury of illness: an injury or illness is considered work related if it results from an event or exposure in the work environment arising out of and within the scope and course of employment.
3. Recordable injury or illness: all work-related fatalities; all recognized or diagnosed work-related illnesses; or all work-related injuries requiring medical treatment or involving loss of consciousness, restriction of work or motion, or transfer to another job. First aid treatment (one-time treatment and subsequent observation of minor injuries) should not be recorded.

D. Authority and Responsibility

Agencies and departments are responsible for keeping accurate and truthful records of employee work-related injuries and illness.

E. Procedures

1. Elected officials and department directors shall develop internal reporting procedures and appoint a responsible person(s) to receive copies of reports of injuries or illnesses (ICA101) under the conditions illustrated by Chart 1. Generally, it is recommended that section, division, or agency/department payroll personnel be utilized to maintain necessary records. OSHA No. 200 and supplemental records are required to be filed and maintained for 5 years following the current year.
2. The following injury and illness records must be kept for every physical location (establishment) where operations are performed (usually where the employee reports to work):
 - \$ Log and Summary of Occupational Injuries and Illnesses, OSHA No. 200 and the Supplementary record (see Chart 2)
 - \$ Employer's Report of Industrial Injury (ICA101, see Chart 3).

3. The designated person(s) will be responsible for maintaining OSHA No. 200 per instructions contained in the publication "Recordkeeping Guidelines for Occupational Injuries and Illnesses" available from Risk Management.
4. Supervisors within each respective department will be responsible for informing the "responsible person(s)" when:
 - \$ An employee is injured and loses work time.
 - \$ An employee is placed on restrictive duty.
 - \$ An employees is transferred to another job or position temporarily or permanently.Supervisors then proceed to inform the "responsible person(s)" when the employee returns to work or full duty.
5. Upon request, the Risk Management Loss Control Manager, will provide technical and staff assistance to each department. To arrange training on appropriate record-keeping procedures for OSHA Record-Keeping Requirements, call Risk Management at 506-7179. Risk Management will also maintain a supply of forms and publications which will be provided to departments upon request.
6. Annually, the "responsible person(s)" will complete the current OSHA form No. 200 (per instructions contained on the reverse side of OSHA No. 200) and post a copy on the official department bulletin board from February 1 thru March 1 of each year. The original form(s) shall be filed for five consecutive years following the year of record (ie. if the current year is 1991, records would be destroyed in 1997).

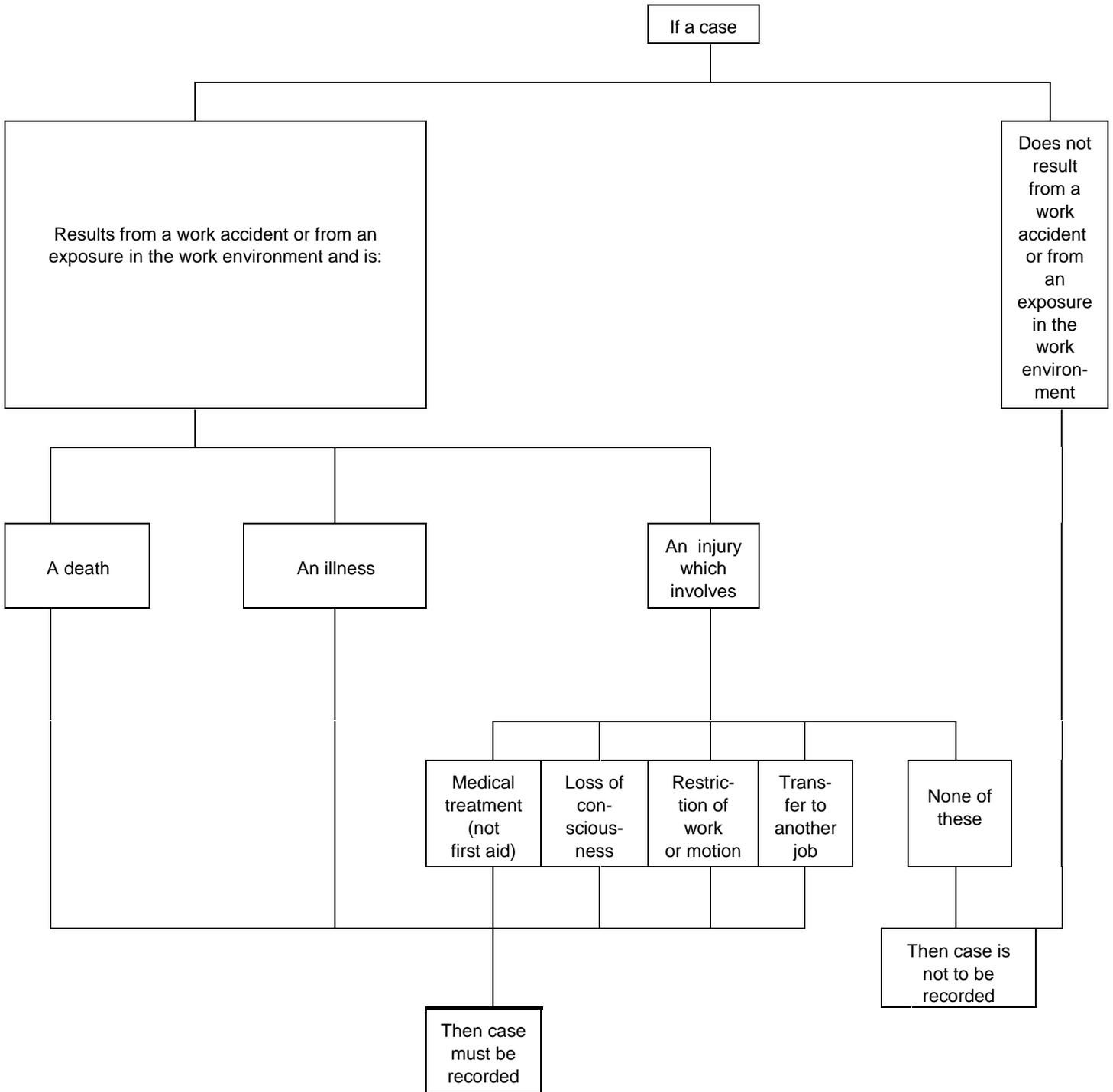


Chart 1. Guide to Recordability of Cases under the Occupational Safety and Health Act.

Note: A case must involve a death, or an illness, or an injury to an employee.