

Loss Control *NOTES*

Reporting Worker Injuries

When an employee is injured there are a number of reporting and record keeping requirements that may cause some confusion. Generally, workers' compensation reporting and OSHA record keeping are required on all work-related injuries and illnesses that result in more than first aid treatment, while in-house incident reports should be completed for all injuries.

Workers' Compensation Claims Reporting

Alaska Statute requires Alaska employers to submit a Report of Occupational Injury or Illness (Form 07-6101) to the Alaska Workers' Compensation Board for an injury or death for which compensation is payable.

Injuries requiring only first aid with no medical expense do not require a report. If the injury should require medical attention at a later time, a report can then be submitted.

OSHA Record keeping

An entry in the Log of Work-Related Injuries and Illnesses (Form 300) is required for a reportable injury or illness. OSHA instructions say NOT to enter those injuries requiring only first aid on the Log, even when the first aid treatment was performed by a medical provider. The instructions give a list of types of treatment considered first aid.

APEI can provide you with OSHA instructions and forms in downloadable format, hard copy, or on a CD. Under the law, the completed forms are to be made available to safety committees and employees, upon request. See OSHA instructions for adjusting forms for privacy and confidentiality.

Incident Reports

OSHA requires that employers complete an incident report (Form 301 or equivalent) for every OSHA recordable injury or illness. According to OSHA's record keeping rule, you must keep this form on file for 5 years following the year to which it pertains.

The Report of Occupational Injury or Illness used to report workers' compensation claims contains substantially equivalent information to the OSHA incident report, and is acceptable under OSHA.

It is a best practice to complete an in-house incident report for every work-related injury or illness, even those requiring first aid only. Employers need to have the reports so that each incident can be investigated and hazards corrected. It also documents any incident which was initially thought to be first aid only, but which later requires reporting under workers' compensation and must be logged for OSHA.

The table on the following page summarizes the reporting requirements for workers' compensation and OSHA claims.

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Loss Control NOTES is published by Alaska Public Entity Insurance to provide some management guidelines for your organization's risk management program. The information provided is advisory only.

For additional information, contact Mike Lary (mlary@akpei.com) at Alaska Public Entity Insurance.

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	Report of Occupational Injury or Illness	Log of Work-Related Injuries and Illnesses (OSHA 300)	Injury and Illness Incident Report (OSHA 301)
Which injuries or illnesses require the form	<p>Required for a work-related injury or death for which compensation is payable.</p> <p>If you are not sure whether compensation is payable, contact Alicia Thurman at APEI, athurman@akpei.com.</p> <p><i>Not required for incidents that require first aid only.</i></p>	<p>Required for all recordable work-related injuries or illnesses. Examples of which incidents to record are provided in the downloadable OSHA 300 package.</p> <p>If you are not sure whether you are required to record the injury or illness, contact Alicia Thurman at APEI, athurman@akpei.com.</p> <p><i>Not required for incidents that require first aid only.</i></p>	<p>Required for all recordable work-related injury or illness.</p> <p>(You may also use an equivalent in-house incident report, and/or Report of Occupational Injury or Illness.)</p> <p>If you are not sure whether the injury or illness is recordable, contact Alicia Thurman at APEI, athurman@akpei.com.</p> <p><i>Best practice is to record every work-related injury or illness, including injuries that require first aid only.</i></p>
Where to get the form	<p>Download the form</p>	<p>Download the OSHA 300 package that includes full instructions and the form.</p> <p>Download the form only in Excel worksheet format</p>	<p>Download the OSHA 300 package that includes full instructions and the form.</p>
When to report by	<p>Within 30 days of injury or death (or knowledge that injury became compensable).</p>	<p>Within 7 calendar days after you receive information about the case.</p>	<p>Immediately or as soon as practical.</p>
Legal reference	<p>AS 23.30.100</p>	<p>29 CFR 1904</p>	<p>Public Law 91-596 Sec. 59 CFR 1904</p>