

UNIVERSITY OF TOLEDO

SUBJECT: PERRP 300 ILLNESS & INJURY LOG RECORDKEEPING Procedure No: S-08-022

PROCEDURE STATEMENT

The University of Toledo will maintain the PERRP 300 Illness & Injury Log (or equivalent) and the PERRP 301 form (or equivalent) as required by the State of Ohio Public Employment Risk Reduction Program.

PURPOSE OF PROCEDURE

To make University of Toledo staff aware of the number, type and frequency of staff injuries and illnesses in the workplace, to monitor developing trends regarding staff injuries and illnesses at the University of Toledo, to ensure compliance with State of Ohio Public Employment Risk Reduction Program, and to minimize the liability exposures of the University of Toledo.

PROCEDURE

Effective July 1, 1994, the University of Toledo is required, under the mandates of HB 308, to implement and maintain the PERRP 300 Illness & Injury Log. This is a tool, created by PERRP (Public Employment Risk Reduction Program of the State of Ohio) that assists workplace employers in tracking/monitoring injuries and illnesses suffered by employees while on the job or engaged in a work-related function away from the employer's immediate premises.

The PERRP 300 Illness & Injury Log and the PERRP 301 form will be maintained in the Safety & Health Department on the Health Science Campus and Risk Management on Main Campus. A University of Toledo Event/Occurrence Report form, an acceptable alternative to the PERRP 301 form, will be used in place of the PERRP 301.

The data required for collection and recording on the PERRP 300 Illness & Injury Log will be collected for the calendar year (January 1 through December 31). That year's PERRP 300A Summary of Work Related Injuries & Illnesses will then be posted in "a conspicuous place where notices to employees are customarily posted" from February 1 through April 30 of the following year.

The PERRP 300A Summary of Work Related Injuries will be posted in the following buildings for the posting period:

On HSC:	DOWLING HALL	HOSPITAL
	DANA CONFERENCE CENTER	KOBACKER CENTER
	EDUCARE CENTER	MULFORD LIBRARY BUILDING
	FAMILY PRACTICE CENTER	POWERHOUSE
	FOUNDATION HOUSE	RUPPERT HEALTH CENTER
	GLENDALE MEDICAL CENTER	

On MC:	TRANSPORTATION CENTER (Human Resources)
	STUDENT UNION

The PERRP 300 Illness & Injury Log must be kept current and retained for five (5) years following the end of the calendar year to which it relates. PERRP 300 Illness & Injury Logs will be retained and stored in the Safety & Health Department on the Health Science Campus and Risk Management on Main Campus.

The PERRP 300 Illness & Injury Log must contain the following information:

- Calendar year covered by the log
- Company/Establishment name
- Company/Establishment address

CASE OR FILE NUMBER: This must be a non-duplicating number which facilitates easy comparisons with supplementary records.

DATE OF INJURY OR ONSET OF ILLNESS: The month of the year and the numerical date in that month must be used.

EMPLOYEE'S NAME: Enter first name or initial and last name.

OCCUPATION: Enter job title, not activity employee was performing when injured or at onset of illness. In the absence of a formal title, enter a brief description of the employee's duties.

LOCATION OF INCIDENT: Enter location where employee was injured/exposed. This may not necessarily be the department the employee is normally assigned to.

DESCRIPTION OF ILLNESS OR INJURY: Enter a brief description of illness or injury and indicate the part or parts of the body affected.

Workplace injuries and illnesses that meet any of the following criteria are recordable on the PERRP 300 Illness & Injury Log:

- There is medical treatment given (other than first aid);
- There is a loss of consciousness;
- There is a loss of workdays;
- There is restriction of work or motion (i.e., light duty)
- There is transfer to another job.

Examples of recordable illnesses, as delineated on the PERRP 300 log, are as follows:

- Occupational skin diseases or disorders;
- Respiratory conditions;
- Poisoning (systemic effects of toxic materials);
- Hearing loss;
- All other occupational illnesses.

Safety & Health personnel will confer as needed with personnel from University Health and Worker's Comp to clarify any issues regarding recordability or non-recordability of injuries and/or illnesses in the workplace. The University Health Department nurse will act further as an informational resource to ensure that the appropriate clinical information needed to comply with PERRP regulations has been adequately captured and documented.

PERRP 300 Illness & Injury Log data will be reported to the Safety & Health Committee each year.

All PERRP 300 Illness & Injury Logs that are on file from previous years must be easily and readily accessible to any inspector from the Department of Labor or the Bureau of Industrial Relations.

Source: Safety & Health Committee

Effective Date: 9/15/94

Review/Revision Date: 7/23/96
2/24/99
4/10/02
5/1/04
2/2/05
1/12/08