

# UNIVERSITY OF TOLEDO

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

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## PROCEDURE STATEMENT

In accordance with the Ohio Public Employment Risk Reduction Act (House Bill 308) and Chapters 4167 of the Ohio Administrative Code and Ohio Revised Code, the University of Toledo will maintain the Public Employment Risk Reduction Program (PERRP) 300P Illness & Injury Log (or equivalent) and the PERRP 301P form (or equivalent).

## PURPOSE OF PROCEDURE

To ensure University of Toledo employees have a safe and healthy work environment by monitoring job-related injuries and illnesses through maintenance of a reporting and recording system.

## PROCEDURE

Injury and illness recordkeeping assists the University of Toledo in analyzing the campus work environment for existing and predictable hazards. The PERRP Act requires the University of Toledo, as a public employer, to maintain a PERRP 300P Log of Injuries and Illnesses and submit a PERRP 300AP Summary of Work-Related Injuries and Illnesses to PERRP by February 1<sup>st</sup> for the previous calendar year. The Log of Work Related Injuries and Illnesses (300P) as documented on the Summary of Work-Related Injuries and Illnesses (300AP) will be reported to the Safety & Health Committee each year.

### Log of Work Related Injuries and Illnesses (300P)

The Log of Work Related Injuries and Illnesses (300P) is maintained by the Environmental Health and Radiation Safety Department for all campuses. The Log of Work Related Injuries and Illnesses (300P) is used to record information about every work-related death and every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. It is also used to record significant work-related injuries and illnesses that a physician or other practicing licensed health-care professional (PLHCP) diagnoses, and work-related injuries and illnesses that meet any of the specific criteria listed in the instructions according to PERRP. Data collected for the Log of Work Related Injuries and Illnesses (300P) will be for the calendar year (January 1 through December 31); the Log of Work Related Injuries and Illnesses (300P) must be kept current and retained for five (5) years following the end of the calendar year to which it relates. The Log of Work Related Injuries and Illnesses (300P) will be retained and stored in the Environmental Health and Radiation Safety Department on the Health Science Campus and Risk Management on Main Campus.

The Log of Work Related Injuries and Illnesses (300P) must contain the calendar year covered by the log, Company/Establishment name, and Company/Establishment address. Additional information required on the Log of Work Related Injuries and Illnesses (300P) for each case include:

- 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; unless a Privacy Case.
- 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.

### Injury and Illness Incident Report (301P)

The Injury and Illness Incident Report (301P) must be completed and submitted to the Environmental Health and Radiation Safety Department on the Health Science Campus and Risk Management on Main Campus within six (6) days of when a recordable work-related injury or illness occurs in accordance with PERRP instructions. This form details important facts regarding the incident. There must be an Injury and Illness Incident Report (301P) (or equivalent) form for each incident entered on the Log of Work Related Injuries and Illnesses (300P). The Injury and Illness Incident Report (301P) forms will be maintained in the Environmental Health and Radiation Safety Department on the Health Science Campus and Risk Management on Main Campus. Refer to S-08-018 Reporting Work Related Injury/Illness for Employees, Student Employees and Students for more information.

#### Summary of Work-Related Injuries and Illnesses (300AP)

The Summary of Work-Related Injuries and Illnesses (300AP) is a summary of the incidents entered on the Log of Work-related Injuries and Illnesses (300P). The data on the PERRP 300P is classified as either an injury or one of five illness categorizations: occupational skin diseases or disorders, respiratory conditions, poisoning, hearing loss, all other occupational illnesses.

The Summary of Work-Related Injuries and Illnesses (300AP) will be posted for HSC in the Facilities Support Building (Human Resources) and for MC at the Center for Administrative Support (Human Resources) for the posting period (February 1 – April 30 for the previous calendar year).

#### Determining Recordability

Work related injuries and illnesses must be recorded on the Log of Work Related Injuries and Illnesses (300P) if they result in:

- Death;
- Loss of consciousness;
- Loss of workdays;
- Restriction of work or motion (light duty);
- Transfer to another job;
- Medical treatment beyond first aid.

The following work related conditions must also be recorded at the time of diagnosis by a physician or other PLHCP: cancer, chronic irreversible disease, fractured or cracked bone (including tooth), punctured eardrum. Contagious diseases diagnosed by a physician or other PLHCP, such as tuberculosis, brucellosis, hepatitis A, or plague, are considered work related at the time of diagnosis (not the date of exposure) if the employee was exposed (and infected) at work. Any needlestick injury or cut from a sharp object contaminated with another person's blood or other potentially infectious material is a recordable injury on the Log of Work Related Injuries and Illnesses (300P).

An injury or illness is recordable if medical treatment is administered or prescribed to the employee. The incident must still be recorded even if the employee does not follow the physicians or PLCHP's instructions. Visits to a doctor or health-care profession solely for observation or counseling, and diagnostic procedures (to include administering prescription medications solely for diagnostic purposes) are not considered medical treatments. An incident is not recordable if only first aid was administered, regardless of the professional status of the person providing the first aid. The following are considered first aid:

- Using non-prescription
- medications at non-prescription strength
- Administering tetanus immunizations (Td or Tdap)
- Cleaning, flushing, or soaking wounds on the skin surface
- Using wound coverings, such as bandages, Band Aids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages
- Using hot or cold therapy
- Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.

- Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards)
- Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters
- Using eye patches
- Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye
- Using finger guards
- Using massages
- Drinking fluids to relieve heat stress

Any pre-existing condition that has been significantly aggravated are recordable when a work related incident results in a loss of consciousness, one or more days away from work, or medical treatment that otherwise would not have occurred but for the occupational incident.

Injuries and illnesses occurring in the workplace are not considered recordable when the employee was present in the workplace as a member of the general public rather than an employee, when the injury or illness presents itself at work but results from non-work related incident, when the injury or illness is a result of personal tasks unrelated to employment, when the injury or illness is a result of an employee eating, drinking, or preparing food or drink for personal consumption, when the injury or illness is a result of voluntary participation in a wellness program, or when the illness is the common cold or flu.

Environmental Health and Radiation Safety personnel will confer as needed with personnel from Occupational Health and Risk Management to clarify any issues regarding recordability of injuries and/or illnesses in the workplace. The Occupational Health 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.

Source: Safety & Health Committee

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