



WINTER 2023

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AMERICAN SOCIETY OF SAFETY PROFESSIONALS

SNAKE RIVER CHAPTER

Welcome to 2023 members!

2023 brought us together in person again and we can't wait to keep seeing everyone at our events. Take a look below at our upcoming meetings and join us for a member appreciation lunch in February!

Lunch at Idaho Pizza Company on Overland will be paid for by the Snake River Chapter and we will also be setting up Zoom for anyone who would like to attend but is unable to be there in person.

Chapter Meetings	Technical Session
02/21/23 – 11:30 to 1:00 Idaho Pizza Company	Wildland Fire Lessons Learned Center by Kelly Woods, NIFC
03/21/23 – 11:30 to 1:00 Idaho Pizza Company 5150 W Overland Rd.	TBD
04/18/23 – 11:30 to 1:00 Idaho Pizza Company 5150 W Overland Rd.	Emerging Drugs & Current Trends by Garrett, Minert & Associates
05/16/23 – 11:30 to 1:00 Idaho Pizza Company 5150 W Overland Rd.	Presentation by Cintas
06/20/23 – 11:30 to 1:00 Idaho Pizza Company 5150 W Overland Rd.	TBD

CHAPTER NEWS

We hope you can join us for our February meeting with the National Interagency Fire Center (NIFC) where they will be presenting. Lunch will be provided to all members who attend and a Zoom will be set up for those who cannot make it.



In addition, the Snake River Chapter is looking to fill the vacant secretary position on the Executive Committee. Roles of the secretary position include:

- Maintain and retain all chapter files, including minutes and correspondence
- Attend chapter general membership and Executive Committee meetings
- Assist chapter president in completing reports
- Record and distribute minutes of all chapter and Executive Committee meetings to chapter members and officers

If you or anyone you know is interested, please reach out to any member of the Executive Committee for more information.

Follow us on Social Media!

Snake River Chapter is on [LinkedIn](https://www.linkedin.com/in/snake-river-chapter-asp/) at:
<https://www.linkedin.com/in/snake-river-chapter-asp/>

We are also on [Facebook](https://www.facebook.com/SnakeRiverASSE) at:
<https://www.facebook.com/SnakeRiverASSE>

ASSP NEWS

Recordkeeping in Safety: Is it OSHA Recordable or Reportable?

January 17th, 2023

Recordkeeping is an important part of any safety professional's job, and when it comes to OSHA reporting, there are many details to remember and requirements to address.

In a webinar called "[OSHA Reporting and You](#)," Zach Pucillo, CSP, CHMM, EHS compliance manager at KPA, explained the details of OSHA recordable or reportable incidents and the recordkeeping they require.

Understanding these requirements can help you feel confident as you prepare your annual OSHA reports.

Who Needs to Comply?

Most organizations must comply with OSHA's recordkeeping regulations in full, but there are exemptions and partial exemptions, as well as additional rules based on size, industry type and geography.

- **Size:** Small employers, defined as having 10 or fewer employees at all times throughout the work year, are exempt from filing. However, it is still considered a best practice to keep these records.
- **Industry type:** Organizations within low-hazard industries are partially exempt. To check if your industry is partially exempt, go to the [North American Industry Classification System search page](#) to find your NAIC code, then compare it to [OSHA's list of partially exempt industries](#).
- **Geography:** OSHA has regional local emphasis programs that might add reporting requirements for your organization. To see the full list, visit OSHA's [Directives - Regional LEP page](#).

Defining OSHA Recordable and Reportable Injuries and Illnesses



ASSP NEWS CONT.

When an injury or illness occurs, a safety professional must determine 1) if the incident is recordable and then 2) if it is reportable.

Step 1: Is the Illness or Injury Work-Related?

While this requirement is fairly straightforward — for example, an employee on the shop floor gets dirt or debris in their eye — it can get complicated, like when a car crash occurs in the company parking lot. Generally speaking, if the incident occurs while performing work on work property, it is likely work-related. However, OSHA has defined several [notable exceptions](#) that include these situations:

- Occurs to the general public
- *Certain* parking lot incidents
- Non-work-induced mental illness
- Colds or flu
- Injuries that arise from personal meals or grooming
- Injuries that are self-inflicted or self-medicated
- Injuries that occur on work premises but are due to natural disaster

Step 2: Does the Injury/Illness Require Medical Attention Beyond First Aid?

Work-related injuries or illnesses that require medical attention *beyond* first aid are recordable. Consider the example of an employee getting debris in their eye. The physician on site uses eye flush solution and does not administer pain medication. The employee is sent home for the rest of the day. This *is not* a recordable incident because irrigating the eye is considered first aid.

However, if the debris caused a scratch on the worker's eye and they receive a medicated drop to administer on a daily basis, that goes beyond first aid and, therefore, *is* a recordable incident. This can be nuanced, which is why OSHA clearly defines first aid in [29 CFR 1904.7\(b\)\(5\)\(ii\)](#).

Step 3: Is the Recordable Incident Reportable?

A recordable incident becomes a reportable incident when it meets two specific criteria: 1) it causes a fatality, or 2) it causes injuries that require in-patient hospitalization or that result in amputation or loss of an eye.

For reportable incidents, it's important to know these OSHA mandates:

- A fatality must be reported to OSHA within eight hours.
- An in-patient hospitalization, amputation or loss of an eye must be reported within 24 hours.

Additionally, a fatality that occurs within 30 days of the incident, or an in-patient hospitalization, amputation or loss of eye that occurs within 24 hours of the work-related incident must be reported.

Step 4: How to Report an Incident

If a reportable incident occurs, you have three options:

- Call your [OSHA area office](#)
- Call the 24-hour OSHA hotline at (800) 321-OSHA (6742)
- Use the [OSHA Serious Event Reporting Online Form](#)

Pucillo recommends using the hotline or online reporting form to ensure you meet the time requirements. To that end, it's also important to make sure you have a process in place to report incidents that occur outside of regular business hours.

Meeting OSHA Recordkeeping Requirements

If your incident is OSHA recordable or reportable, you will need to take swift action to gather information. Here's what you will need:

1. Establishment name
2. Location of the work-related incident
3. Time of the incident

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4. Type of reportable event
5. Names and number of employees
6. Contact person and phone number
7. Brief description of the work-related incident

You will use that information to complete one or more of [these OSHA forms](#):

- OSHA 301 form (Injury and Illness Incident Report): This report contains all relevant information about what happened.
 - You can use this form or another provided by your employer or insurance carrier as long as it requires equivalent information to the 301 form.
 - You must fill this out within seven calendar days of notification of work-related injury or illness and keep it for five years.
- OSHA 300 form (Log of Work-Related Injuries and Illnesses): This is maintained throughout the year:
 - Whenever you complete a 301 or other incident report form, you must then translate it to the 300 log for recordkeeping.
 - This form would be requested by a compliance officer during a site inspection.
- OSHA 300-A (Summary of Work-Related Injuries and Illnesses): At the end of the year, you summarize each column from the OSHA 300 form.
 - This shows the year's work-related injury/illness totals in each category without employee names.
 - This form must be signed by a certifying official and posted in a highly visible, high-traffic area in your facility between Feb. 1 and April 30 the following year.

You do not need to mail the forms to OSHA unless specifically requested to do so, Pucillo says.

The Bureau of Labor Statistics may randomly request this information for statistical analysis. However, your facility may need to electronically submit recordkeeping data to OSHA if you have more than 250 employees or if you have 20 to 249 employees in certain high-risk industries.

Currently, there is an amendment to the injury and illness recordkeeping regulation which is in the final stages of the rulemaking process. This amendment was moved to the final rule stages in 2022. [The Federal Register states](#):

“OSHA proposes to amend its regulation to require establishments with 100 or more employees in certain designated industries to electronically submit information from their OSHA Forms 300, 301, and 300A to OSHA once a year.

Establishments with 20 or more employees in certain industries would continue to be required to electronically submit information from their OSHA Form 300A annual summary to OSHA once a year. OSHA also proposes to update the classification system used to determine the list of industries covered by the electronic submission requirement. In addition, the proposed rule would remove the current requirement for establishments with 250 or more employees, not in a designated industry, to electronically submit information from their Form 300A to OSHA on an annual basis.”

The Importance of Recordkeeping

Finally, while recordkeeping is required for compliance, it can also help you identify injury/illness trends and uncover unaddressed hazards and other safety issues.

“Keeping track of work-related injuries helps prevent them from happening in the future, which is the ultimate goal. We don't want anybody to get hurt,” Pucillo says.

Pucillo addressed several complex situations during the [FAQ section of the webinar \(beginning at 27:45\)](#).



SH&E NEWS

OSHA QuickTakes

January 18th, 2023

Warehousing Hazards

Amazon was cited for exposing workers to ergonomic and struck-by hazards at three of its warehouse facilities.

Penalty Increases

On Jan. 16, OSHA civil penalties increased based on 2023 cost-of-living adjustments.

Injury Reporting

- Specific employers must submit required 2022 injury and illness data by March 2.
- Employers must post their 2021 Summary of Work-Related Injuries and Illnesses (Form 300A) from February 1 through April 30.

Advisory Committees

OSHA is seeking nominations for members to serve on the National Advisory Committee on Occupational Safety and Health Nominations must be submitted by February 2.

Workplace Violence Roundtable

OSHA is seeking small business representatives to discuss a potential standard for the prevention of workplace violence in healthcare and social assistance.

Stay Informed

Follow @OSHA_DOL on Twitter to stay up-to-date with OSHA's activities and resources, and look for our posts on the U.S. Department of Labor's Facebook, Instagram, and LinkedIn accounts.

LEARNING OPPORTUNITIES

ASSP SafetyFOCUS – Orlando, FL

The American Society of Safety Professionals (ASSP) developed SafetyFOCUS as an immersive educational event where you can take a deep dive on topics –

– significant to you, your industry and your organization. Unlike a traditional safety conference, where you get an overview of several important safety concepts, SafetyFOCUS instructors spend more time on each subject. It's a more focused way to learn what you need to know and get back to business.

Connect in person or online with your peers for insightful discussions on leading issues facing the safety profession. Our world-class instructors deliver safety training that you can immediately apply to your most challenging issues.

February 13-17, 2023: Courses Presented in Person in Orlando, FL and in Our Live Virtual Classroom

Connect, engage and earn continuing education units (CEUs) in a safe small classroom setting. Experience hands-on coursework, focused learning and real-time instructor feedback. Plus, enjoy a complimentary boxed lunch and refreshments each day you attend. If you are unable to travel to Orlando, you may join virtually in the live virtual classroom setting from your location. If you have a computer with a camera, audio and internet access, you are ready to learn and earn CEUs at the same time as in person attendees.

February 20-24, 2023: Courses Presented Online in Our Live Virtual Classroom

Join our Live Virtual Classroom for all the benefits of face-to-face instruction without the travel time. If you have a computer with a camera, audio and internet access, you're ready to learn and earn CEUs at the same time as other attendees. Plus, you have the flexibility to meet your other responsibilities throughout the week.

ASSP Webinars

For a listing of upcoming ASSP webinars, go to: <https://store.assp.org/PersonifyEbusiness/Events/ASPEducationalEventsCalendar>

Please check this out. There are dozens of incredibly interesting webinars from auditing to safety management to certification preparation.

ASSP Resources

ASSP always has some great resources for safety professionals and safety minded folks. Check them out here: <https://www.assp.org/resources>

The Case for Safety Podcast – This podcast features conversations with safety experts sharing their ideas and insights you can use to help your organization improve worker safety and health.

By the Way, This Is Not the Way - ASSP and its members take safety seriously, advancing and exercising workplace safety best practices every day. Still, our members often spot unsafe practices in the workplace and capture them on camera. We share these not-so-safe moments as a reminder of the importance of working safely.

Job Opportunities

Check out the ASSP Career Center Need a job? Need an employee? Need a connection? Whether you are new to the safety profession, looking for a new opportunity or searching for the best candidate for an opening, the ASSP Career Center has resources for you. You can post resumes, post job opportunities, or search. Check it out at: <https://www.assp.org/resources/career-center>

You can also check out the Chapter Website for local postings here: <https://snakeriver.assp.org/current-openings/>