



INJURY RECORDABILITY: OCCUPATIONAL INJURY AND ILLNESS DEFINITIONS

INTRODUCTION

Injury Recordability and Workers' Compensation Claims Acceptability are not interchangeable terms; they are different classification systems. What is compensable to your insurance company or your Workers Compensation Board is not necessarily recordable.

For example, merely sending a worker off site for treatment is not, by definition, medical treatment. The severity of the injury and the treatment provided determine recordability. It is recordable injuries and illnesses (everything except first aids) that factor into your company's Lost Time Injury Frequency (LTIF), Total Recordable Injury Frequency (TRIF) and Severity Rate (SR).

Your recordable injury frequencies and severity rate are typically assessed by your clients during the prequalification process and potentially when awarding work. It is important that incidents be correctly classified so that you are reporting accurately on the CQN system.

DETERMINE RECORDABILITY

1. Determine if the injured or ill person is an employee or a contractor. If you supervise a contractor's daily activities, they are considered employees for record keeping purposes.
2. Determine if the injury or illness is 'work-related'. US OSHA includes a philosophy of 'work relatedness', i.e. where there is doubt, the incident is recorded as occupational in origin. There must be evidence to preclude the assumption of work-relatedness. Further, a lack of evidence is not an indicator of non-work relatedness. See definitions below for exceptions under 'Non-work-related Activities'.
3. Determine severity. If the injury or illness needs medical treatment beyond first aid, results in restricted work, lost time, loss of consciousness, broken bones, hearing loss or death then the incident is recordable.
4. Determine if the injury or illness is a new case, not a re-injury that has already been recorded.

DEFINITIONS

Injury / Illness

An injury is an abnormal condition or disorder. An exposure (to a chemical agent or a gas) is not an illness or injury unless it causes symptoms. Injuries and illnesses include cuts, fractures, sprains, skin diseases, or respiratory conditions. For recordkeeping purposes, an injury or illness can also consist of only subjective symptoms such as aches or pain.

Work Related

- Injury or illness caused by events in the work environment.
- Injury or illness contributed to, or significantly aggravated, by events or exposures in the work environment.

Recordable Injuries

Includes medical treatment, restricted work, lost time injuries and illnesses.
Includes workplace fatalities.

First Aid

Injuries or illnesses that result in first aid are not considered recordable.



There are 14 specific treatments that are considered first aid.

- Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes)
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment)
- Cleaning, flushing or soaking wounds on the surface of the skin
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment)
- Using hot or cold therapy
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.)
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes)
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister
- Using eye patches
- Removing foreign bodies from the eye using only irrigation or a cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Using finger guards
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes)
- Drinking fluids for relief of heat stress

Medical Treatment

Any treatment for an injury or illness except diagnostic procedures, observation and counseling, and first aid.

Restricted work

An employee is considered restricted if he or she is unable to work a full shift or is unable to perform all the work activities he or she would be expected to do at least once during a week.

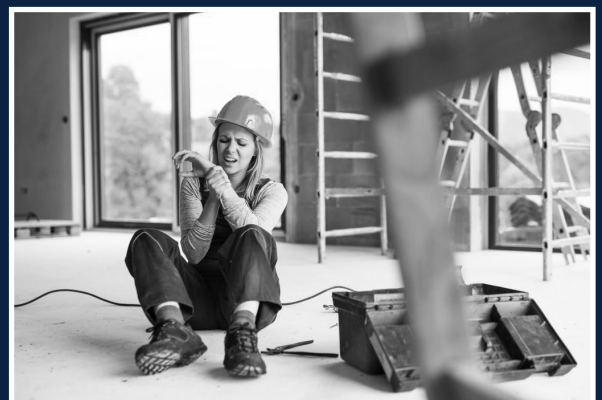
Non-work-Related Activities

- At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
- The injury or illness involves signs or symptoms that surface at work but result solely from a nonwork-related event or exposure that occurs outside the work environment.
- The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.
- The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related. Note: If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead) or gets food poisoning from food supplied by the employer, the case would be considered work related.
- The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
- The injury or illness is solely the result of personal grooming, self medication for a non-work-related condition, or is intentionally self-inflicted.
- The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
- The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).
- The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.

Other Recordable Criteria

Work-related cases of cancer, chronic irreversible disease, fractured or cracked bones or teeth, or a punctured ear drum must be entered on the OSHA forms. These are considered significant injuries and illnesses.

- Significant diagnosed injury or illness
- Needlestick and sharps injuries
- Medical removal
- Hearing loss
- Tuberculosis



Lost Time Injury Frequency

Number of Lost Time Injuries x 200,000 divided by Total Hours

Total hours are all the hours worked by company employees including management, 'occupational' or 'worker' and contractor hours, where the contractor is deemed to be 'supervised'. The base figure of 200,000 roughly represents the hours worked by 100 employees in a calendar year. This allows the calculated LTIF to represent the historical experience of 100 employees working year-round at a given facility or project. For example, an LTIF of 2.0 would indicate performance where 2 in each 100 employees had suffered a lost time injury or illness.

Total Recordable Injury Frequency

Number of Recordable Injuries x 200,000 divided by Total Hours

Total hours are all the hours worked by company employees including management, 'occupational' or 'worker' and contractor hours, where the contractor is deemed to be 'supervised'. The base figure of 200,000 roughly represents the hours worked by 100 employees in a calendar year. This allows the calculated TRIF to represent the historical experience of 100 employees working year-round at a given facility or project. For example, an TRIF of 4.0 would indicate performance where 4 in each 100 employees had suffered a recordable injury or illness.

Severity Rate

Days lost x 200,000 divided by Total Hours

Severity is a companion metric to LTIF as it provides valuable context regarding how severe the lost time injuries have been.

Useful Links

<https://www.osha.gov/recordkeeping/>

<https://www.osha.gov/recordkeeping/tutorial>

https://www.ccohs.ca/oshanswers/legisl/injury_reporting.html

<https://www.energysafetycanada.com/EnergySafetyCanada/media/ESC/Resources/DRAFT-Health-and-Safety-Metrics-Guideline.pdf>



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