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**Requirements
for**

OSHA Injury and Illness Recordkeeping and Reporting

REVISION

| Rev No. | DCN No. | Change Summary | Release Date | DCN Initiator | Document Owner |
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| 5 | DCN3277 | Update for nomenclature and simplification | January/ February 2024 | P. LaFountain | K. Rydberg |

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE

- 1.1 The purpose of this document is to provide requirements for the recordkeeping and reporting of a work-related injury, illness, fatality, and/or severe injury to OSHA.
- 1.2 Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. Minor injuries requiring first aid only do not need to be recorded.
- 1.3 The NY CREATES North American Industry Classification System (NAICS) code 5417 'Scientific Research and Development Services', is classified as a low risk industry and is a partially exempt industry from these reporting requirements.
- 1.3.1 As a partially exempt industry, NY CREATES is required to report to OSHA any work-related incident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye.

2 SCOPE

- 2.1 The OSHA Injury and Illness Recordkeeping and Reporting Requirements apply to NY CREATES employees at the Albany NanoTech Complex (ANC).

3 DEFINITIONS

- 3.1 **Establishment** – A single physical location where business is conducted or where services are performed. A campus is considered an establishment.
- 3.2 **Injury or Illness** – An injury or illness is an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning.
- 3.3 There are also special recording criteria for work-related cases involving needle sticks and sharps injuries, medical removal, hearing loss, and tuberculosis.
- 3.4 **OSHA** – Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor.

3.5 **Work-Related Incident** – An injury or illness is work-related if an event or exposure in the work environment either caused or contributed to the resulting condition, or significantly aggravated a pre-existing injury or illness.

3.5.1 Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless an exception in 1904.5(b)(2) specifically applies.

4 ASSOCIATED DOCUMENTS

4.1 **EHS-00083-F1** - OSHA Serious Event Reporting Form

4.2 **OSHA Form 300** - Log of Work-Related Injuries and Illnesses

4.3 **OSHA Form 300A** - Summary of Work-Related Injuries and Illnesses

4.4 **OSHA form 301** - Injury and Illness Incident Report

5 DISTRIBUTION

5.1 Copies of this document are maintained at this facility in the following locations:

- EHS Intranet
- Emergency Response Team (ERT) Office
- Security Control Center (SCC)

6 PROCEDURE

6.1 Internal Reporting Procedure

6.1.1 Any work-related injury or incident occurring at ANC which requires medical treatment shall be reported by calling Security at 518-437-8600.

While responding to the incident, the ERT shall determine if the injury or illness meets one or more of the criteria listed in Section 6.2.1-6.2.4 and ERT shall contact one of the following people, as soon as possible, in order, until one of them is reached:

| Role | Name | Contact Information |
|-----------------------------------|--|--|
| Primary Contact | Kasey Rydberg, AVP of EHS | Cell: 518-380-1847 Home: 518-257-0247 |
| 1 st Alternate Contact | Priscilla LaFountain, Safety Engineer | Cell: 518-728-3241 Home: 518-852-2251 |
| 2 nd Alternate Contact | Katlin Rhodes, Industrial Hygienist | Cell: 518-641-2255 |
| 3 rd Alternate Contact | Sean Gavaghan, Industrial Hygienist | Cell: 518-603-0305 |

6.2 External Reporting Requirements

6.2.1 The employer (e.g., NY CREATES, tenant, contractor) is responsible for the external reporting of its fatality or severe injury incidents to OSHA.

6.2.2 All work-related fatalities must be reported to OSHA within **8 hours**.

6.2.3 All work-related in-patient hospitalization, amputation, or loss of an eye must be reported to OSHA within **24 hours** of the work-related incident. Employers must report the incident internally within **24 hours** of learning about it.

6.2.4 Fatalities occurring **within 30 days** of a work-related incident must be reported to OSHA.

6.2.5 In-patient hospitalization or fatality due to a heart attack must be reported if the heart attack resulted from a work-related incident.

6.2.6 External reporting for a NY CREATES employee will be performed by the individuals listed in 6.1.3.

6.3 Initial Notification Requirements

6.3.1 The OSHA Serious Event Reporting Form (EHS-00083-F1) should be used to collect appropriate information prior to calling OSHA.

6.3.2 The following information is required to be reported to OSHA, at minimum:

- Establishment name
- Location of incident
- Time of incident
- The type of serious event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye)
- The number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye
- The name(s) of the employee(s) who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye
- The name of the contact person and his or her phone number
- Brief description of the work-related incident

6.3.3 Notification to OSHA can be made by one of the following methods:

| Method | Number/Location |
|---|---|
| OSHA's free and confidential number | 1-800-321-OSHA (6742) |
| OSHA Area Office during normal business hours ONLY | (518) 464-4338 (Albany) |
| OSHA Serious Event Reporting Online Form | <u><i>Serious Event Reporting Online Form</i></u> |

7 MAINTAINING AND POSTING RECORDS

7.1 OSHA records must be maintained at the worksite for at least **five years**. If requested, copies of the records must be provided to current and former employees or their representatives.

7.2 **Each** February through April, locations must post a summary of the prior year's severe injuries and illnesses, if any, using OSHA form 300A.

- 7.3 Locations must inform employees of their right to report work-related injuries and illnesses free from retaliation, which is satisfied by posting the OSHA workplace poster.