

INJURY/ILLNESS AND VEHICLE ACCIDENT SUMMARY 1990 REPORTS

(No. 12 March 1998)

Documenting safety activities is an important part of any safety program. Documentation provides valuable information regarding accident prevention efforts and results. By producing summary reports, safety efforts can be focused on the problem areas where accidents are occurring. Documentation also provides proof of compliance to various CCR, Title 8 safety orders when CAL-OSHA holds a compliance inspection.

LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND 1990.1 ILLNESSES

(No. 12 March 1998)

To comply with CCR, Title 8 record-keeping requirements, record all recordable work-related injuries and illnesses on the CAL-OSHA Form 200, Log and Summary of Occupational Injuries and Illnesses. For CAL-OSHA reporting purposes, a recordable injury or illness includes every occupational death, every nonfatal occupational illness, and those nonfatal occupational injuries that involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job as a result of the injury, and medical treatment other than first aid.

Administrative units and camps must enter all recordable injuries and illnesses (Workers' Compensation Liability Matrix for Inmates and Wards) ([see exhibit](#)) on the CAL-OSHA Form 200 within six working days from the date of knowledge of the injury or illness.

Each administrative unit and camp will retain the Log and Summary of Occupational Injuries and Illnesses and supplementary records covering each recordable injury or illness for five years following the year in which the injury or illness occurred.

If requested, the department must provide access to the Log and Summary of Occupational Injuries and Illnesses to authorized representatives of the U.S. Department of Labor, the State Department of Industrial Relations, the State Department of Health, and to employees, former employees, and their representatives for examination and copying in a reasonable manner and at a reasonable time.

Each administrative unit and camp must display an annual summary of occupational injuries and illnesses in a place where notices to employees are customarily posted. The entire right hand side (columns 1 through 13) of the final page of the CAL-OSHA Form 200 for the calendar year, properly certified, must be posted as the summary.

If no recordable injuries or illnesses occurred during the year, enter zeros on the totals line, and post the form.

The summary covering the previous calendar year shall be posted no later than February 1 and shall remain in place until March 1.

To obtain specific CAL-OSHA reporting and recording information, request the booklet entitled "Record Keeping and Reporting Requirements Under CAL-OSHA" from the Division of Labor Statistics and Research, Department of Industrial Relations or local CAL-OSHA consultant.

SUPPLEMENTARY INJURY/ILLNESS RECORDS

1990.2

(No. 12 March 1998)

To comply with CCR, Title 8 record-keeping requirements, a supplementary record that provides more detailed information than the CAL-OSHA Form 200, about each occupational injury or illness must be maintained. The administrative unit's copy of the Employer's Report of Occupational Injury and Illness, SCIF 3067 0.STATE, will meet this requirement as long as the CAL-OSHA Form 200, Log and Summary of Occupational Injuries and Illnesses, and injury reports are easy to cross reference. Camps must also maintain this supplementary record.

Employers usually must keep this supplementary record at each location where business is conducted or where services or industrial operations are performed. The Department of Industrial Relations has agreed to let local CAL FIRE administrative units keep these records for smaller units (such as fire stations). Camps must also maintain these records.

Regions must submit a composite CAL-OSHA Form 200 summary report based on the summary reports submitted by administrative units and camps to the Department Safety Coordinator by February 15 each year. This report must include fatality dates with an explanation of causes of death.

The Department Safety Coordinator is responsible for sending this summary report to the Division of Labor Statistics and Research and the Department of Personnel Administration's Workers' Compensation and Safety Program.

SEMIANNUAL SUMMARY REPORTS

1990.3

(No. 12 March 1998)

The Department Safety Coordinator is responsible for completing semiannual summary reports for program evaluation and for meeting state and federal reporting regulations. These reports are dependent on receipt of the information contained in Sections 1990.3.1 and 1990.3.2.

SEMIANNUAL SUMMARY OF DEATHS

1990.3.1

(No. 12 March 1998)

Each region will prepare and submit to the Department Safety Coordinator a semiannual summary of information relating to deaths occurring in the administrative units. These statistical reports are due on January 30 and July 30, thirty calendar days after the end of each semiannual period.

First semiannual period: January - June

Second semiannual period: July - December

The Department Safety Coordinator will forward these semiannual summaries to the Department of Personnel Administration. These reports are separate and independent of the CAL-OSHA Form 200 reports.

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