

**Oregon Department of Consumer and Business Services
Bureau of Labor Statistics Survey of Occupational Injuries & Illnesses**

How-To Calculate Summary Totals of Work-Related Injuries and Illnesses

Establishments with recordable work-related injuries or illnesses are required to complete Section 2 of the Survey of Occupational Injuries and Illnesses. Section 2, consisting of Columns G-L and M1-M6, are used by the Bureau of Labor Statistics (BLS) to calculate injury and illness rates. It is very important that this section be filled out consistently and completely.

Section 2 from the printed Survey of Occupational Injuries and Illnesses

Section 2: Summary of Work-Related Injuries and Illnesses

1. Refer to the OSHA *Forms for Recording Work-Related Injuries and Illnesses* for the location referenced on the front of the survey instructions under Report For.
2. If you prefer, you may fax your *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A) with this form. If more than one establishment is noted on the front of the survey instructions, be sure to fax the OSHA Form 300A for each of the specified establishments.
3. If any total is zero on your OSHA Form 300A, write "0" in that space below.
4. The total number of cases recorded in G + H + I + J must equal the total injury and illness types recorded in M (1 + 2 + 3 + 4 + 5 + 6).

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)
Number of Days			
Total number of days away from work		Total number of days of job transfer or restriction	
_____		_____	
(K)		(L)	
Injury and Illness Types			
Total number of ...			
(M)			
(1) Injuries	_____	(4) Poisonings	_____
(2) Skin disorders	_____	(5) Hearing loss	_____
(3) Respiratory conditions	_____	(6) All other illnesses	_____

Case totals entered in columns (G) – (J)

Total days entered in columns (K) and (L)

Total injury and illness types entered in (M)(1) – (M)(6).

The case total from (M)(1) – (M)(6) should equal the case total from Columns (H) – (J)!

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Columns (G) - (J) and (M)(1) - (M)(6)

Refer to the tables below for a description of each column in Section 2: Summary of Work-Related Injuries and Illnesses.

It is important to remember that cases should only be recorded once in Columns (G) – (J). Additionally, remember that the total number of cases recorded in (H) - (J) should match the total number of cases in (M)(1) - (M)(6).

Number of Cases

Column	Column Title	Information Requested
(G)	Total Number of Deaths	Only cases resulting in death
(H)	Total number of cases with days away from work	Only cases that require missed work days starting with the day following the injury
(I)	Total number of cases with job transfer or restriction	Only cases with days of job transfer or restriction, but no missed days of work
(J)	Total number of other recordable cases	Only cases with other recordable injuries requiring medical treatment beyond first aid

Number of Days

Column	Column Title	Information Requested
(K)	Total number of days away from work	Total number of missed days of work from all recordable cases in Column (H)
(L)	Total number of days of job transfer or restriction	Total number of days of job transfer or restriction for all cases in Columns (H) and (I)

Injury and Illness Types

Column	Column Title	Information Requested	Note
(M)(1)	Injuries	Injuries due to traumatic incidents	Cases recorded in (M)(2) through (M)(6) are usually the result of a workplace exposure. Injuries due to traumatic incidences are recorded in (M)(1).
(M)(2)	Skin Disorders	Skin disorder caused by a work-related exposure	
(M)(3)	Respiratory conditions	Respiratory condition caused by a work-related exposure	
(M)(4)	Poisonings	Poisoning caused by a work-related exposure	
(M)(5)	Hearing loss	Hearing loss caused by a work-related exposure	
(M)(6)	All other illnesses	All other work-related illnesses (E.g. carpal tunnel, HIV, hepatitis)	

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Days Away From Work Cases [Column (H)]

- For a case to be recordable in Column (H), the injured worker must receive doctor-ordered days away from work.
- The day of injury does not count as a missed work day even if the worker ends their workday earlier than expected.
- Count calendar days to get the total number of days away from work, not just work days.
- Record the number of missed work days in Column (K) and the number of days of job transfer or restriction in Column (L).
- Cases should only be counted once in columns (G) – (J)!
 - Cases with days away from work should only be recorded in Column (H) even if the worker also had days of job transfer or restriction.
 - Days of job transfer or restriction are still recorded in Column (L), but the days away from work case is only counted in Column (H).

Days of Job Transfer or Restriction [Column (I)]

- For a case to be recordable in Column (I), the injured worker must receive doctor-ordered days of job transfer or restriction.
- The day of injury does not count as a day of job transfer or restriction.
- Cases recorded in Column (I) should not be included in Column (H) or Column (J).
 - Cases should be counted only once in Columns (G) – (J)!
- Count calendar days to get the total number of days of job transfer or restriction, not just work days.
- Record the number of days of job transfer or restriction in Column (L).
- Establishments in the NAICS 111, 336, 445, 484, 713, and 722 should submit case information for job transfer or restriction cases.

Other Recordable Cases [Column (J)]

- Cases recorded in Column (J) meet OSHA recordable criteria, but did not require doctor-ordered days away or days of job transfer or restriction.
- The following criteria must be met in order for a case to be recordable in Column (J):
 - Employee was seen by a medical professional AND received medical treatment beyond first aid.
 - The injury or illness was determined to be work-related.
 - The employer received medical documentation related to the injury or illness.

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Other Recordable Cases: Recordable Versus Not Recordable

Recordable	Not recordable
Employee received prescription medication or over-the-counter medications at prescription strength.	Employee instructed to take over-the-counter medication at regular strength including acetaminophen, aspirin, and ibuprofen.
Employee treated with an immobilization device such as a cast or splint.	Employee treatment included a temporary immobilization device such as backboard used to transport patients.
Employee treated with a wound closing device such as stitches, surgical glue, or staples.	Employee wound treated with a bandage or covering such as gauze or Steri-Strips.
Employee treatment included visits to specialists such as a chiropractor or physical therapist.	Employee treated with a therapeutic massage.
Needlestick or sharp exposure where employee may have been exposed to a communicable disease or infection.	Needlestick or sharp injury where there is no risk of employee exposure to disease or infection.
Removal of a foreign object from eye(s) with tweezers or other medical equipment.	Removal of foreign object with tweezers other than from the eye(s).
Work-related chronic injury or disease such as cancer, fractures, punctured eardrum, and various exposure diseases.	Diagnostic testing, general office visits with no medical treatment, or immunizations.