

the OSHA 300 System

Contents of this Document

Introduction	2
Saves Time	2
Importing Data	2
How It Works	3
Confidentiality.....	3
Reports.....	3
OSHA Form 301	4
Sponsorship	4
What Do I Need to use OSHA 300 Online.....	4
Input Screen.....	5
Pricing	7
Sample OSHA 300 Log and 301 Report.....	8

Another Value Added Product by

Insurance Visions, Inc
P.O. Box 11829-1829
Santa Ana, Ca 92711-1829
(800) 497-9996
(714) 285-4282 fax

www.InsuranceVisions.com

Revised: September 19, 2006

(800) 497-9996

Page 1

the OSHA 300 System

INTRODUCTION

OSHA 300 Online has been designed to reduce the employer's paperwork burden associated with the record keeping requirements of the new OSHA regulations effective as of January 1, 2002. It has been further updated in order to comply with the additional OSHA reporting requirements as of January 1, 2004. It is ideally suited for any employer including those that report their Workers' Compensation claims via an 800 telephone reporting services or are simply tired of the hassles normally associated with the manual preparation of the Log. Whether you are an employer with a single location or a corporate Risk Manager with 50 different entities and 5,000 locations throughout the country, OSHA 300 Online will organize, store, and maintain this most critical data safely and efficiently while ensuring complete compliance with the new OSHA regulations. It is also guaranteed to be 100% accurate.

Further, you may wish to keep in mind that the penalty imposed by OSHA for failure to properly maintain the 300 Log is a minimum of \$750 for each location for each year the Log is required to be maintained (5 years). Equally as onerous though is the fact that failure to properly comply with these recordkeeping requirements also puts the rest of your OSHA compliance issues under a microscope and automatically exposes your company to additional citations and penalties. Is it really worth the risk?

SAVES TIME

The OSHA 300 Online program simplifies the cumbersome and time-consuming manual process into a few keystrokes and the click of a mouse, and is the most efficient and cost effective method ever devised for maintaining the OSHA Log. In fact, OSHA estimates the employer's paperwork burden to be 14 minutes per response on the 300 Log, and 50 minutes to compile the data onto the Summary of Work-Related Injuries and Illnesses, Form 300A. Using OSHA 300 Online, those times are reduced to 2 minutes and 0 minutes respectively.

IMPORTING DATA

OSHA 300 Online also has the capability of importing data from other database programs. In many instances, employers have stored prior years information in either Excel (TM), Word (TM), or Access (TM), and this data can be safely and conveniently imported into OSHA 300 Online where it can be used to run reports (See Reports below). This service is generally provided at no additional charge.

www.InsuranceVisions.com

(800) 497-9996

Page 2

the OSHA 300 System

HOW IT WORKS

This unique service begins with a decision process to determine whether an incident is recordable. If not recordable, the data may optionally be entered into the file in order to provide a complete overview of all incidences incurred by the employer, but the entry will not print on the Log itself. If recordable, the data is then entered onto the 300 Log that permits an unlimited number of entries to be made by location. Each page of the Log automatically totals the number of lost time days, job transfer days, and the 10 separate classifications of injury/illnesses. It then simultaneously updates those results onto the Form 300A, the Summary of Work-Related Injuries and Illnesses that is to be publicly posted beginning in February of each year. If changes are made to a prior year's log in subsequent years, all totals are automatically recalculated, and this can be of critical importance to the company executive who is required to certify the completeness and accuracy of the log.

At the end of the calendar year, OSHA 300 Online also computes 12 separate Injury/Illness Incidence Rates that may be utilized as a basis of comparison with Bureau of Labor Statistics (BLS) results for employers whose work and workforce size are similar. The BLS Quartile Data results for the most recent year available are linked directly to the OSHA 300 Online web site for ready reference. The OSHA 300 Log and the Form 300A may be modified at any time and are stored on our servers for a period of seven years. These forms may also be e-mailed to other interested parties, risk managers, or directly to OSHA on demand.

CONFIDENTIALITY

Insureds with multiple locations and data entry personnel generally require additional security measures to keep the data not only secure, but also confidential. For that reason, OSHA 300 ONLINE incorporates the capability to assign data entry personnel to only those locations specifically authorized by the administrator so that claim information is viewable and managed on a strict need-to-know basis. In addition, three levels of security is also provided in addition to utilization of the latest 128-bit encryption technology that maintains your data in a safe and secure environment.

REPORTS

Another valuable feature of OSHA 300 Online is its built-in Reports capabilities. Trending reports by Nature of Injury, Cause of Loss, and Part of Body can be compiled in a matter of moments. Further, both a Sharps Injuries Report and other Privacy Concern Case reports by calendar year for each location can be generated with just a few mouse clicks. This permits compliance with OSHA regulations concerning separate listings for these types of injuries and privacy case requirements. In addition other reports are also available by a range of dates, locations, the departments where the injury or illness occurred, claim value, status (open or closed), or class code, and these may be sorted by both primary and/or secondary factors in addition to ascending or descending order. OSHA 300 Online then prints a professional looking report suitable for presentation to upper management.

In addition, with a single click of the mouse, all reports can be downloaded directly into an Excel (TM) spreadsheet where the options available to utilize the data are virtually limitless. You can then manipulate, graph, or chart the data, or even perform text searches for key words or phrases contained in the Location or Injury Description fields. This provides the Risk Manager or employer with complete drill-down capabilities into their historical loss data, and the tools necessary to determine how, when, and where their Workers' Compensation claims are occurring.

www.InsuranceVisions.com

(800) 497-9996

Page 3

the OSHA 300 System

OSHA FORM 301

For those employers whose state specific First Reports of Injury (FROI's) do not qualify as "equivalents" of the Form 301, we have also included the capability to complete the required OSHA Form 301. Once an entry has been made onto the OSHA 300 Log, a simple click of the mouse opens the screen containing an html version of the Form 301 with the data from the 300 Log entry including the OSHA Case number assigned automatically pre-filling to the form. In a matter of 3-4 minutes, the Form 301 is completed, stored, and may be printed to your local printer. If you wish to update the form at a future date due to a change in the claim status, the form is quickly accessible and may be changed, re-printed, and saved on demand. This eliminates the frustration that users generally experience when fumbling with hand written forms and paper files. It reduces the input process into a single elegantly designed input screen that virtually eliminates the possibility of error, and permits users of any computer skill level to operate the program safely and efficiently.

SPONSORSHIP

Employers may subscribe to the service directly or a site sponsorship is also available for Insurance Companies, TPA's or Agencies to provide as a value-added service for their customers. Risk Managers may also provide this as another management tool for their various corporate entities. The site is then personalized with the sponsor's name, phone, and "tag line" on every screen. Completely customized web sites and sponsor on-site hosting options are also available.

WHAT DO I NEED TO USE OSHA 300 ONLINE?

To operate OSHA 300 Online, the employer only requires access to the Internet, and a copy of the free Adobe Reader TM, so there is no additional software to install. All forms used in the program have been specifically approved by OSHA, meet their stringent requirements for accuracy and readability, and may be printed on any printer. The site may be accessed at any time from anywhere in the world via the World Wide Web.

www.InsuranceVisions.com

(800) 497-9996

Page 4

the OSHA 300 System

Input Screen

The following is a copy of the actual screen used for data input of the OSHA 300 Log. By combining the simplicity of input with the power of superior programming skills, the entire OSHA 300 Log process has been reduced to a single easy to use screen that requires minimal typing and a few clicks of the mouse. This eliminates the necessity of fumbling with multiple tabs, screens, and irrelevant data fields, and is at least 500% faster than the manual preparation of the Log. A brief explanation of the input process follows:

The screenshot displays the 'OSHA 300: Update' form. At the top, there are navigation links for Home, Support, Logout, and My Account. Below this is a header for 'OSHA 300 online' and a navigation bar with tabs for OSHA Log, Tables, Reports, and Guidelines. The main form area is titled 'OSHA 300: Update' and includes a 'Save' button and a 'Decision Wizard' button. Key input fields include:

- (A) OSHA Case Number: 007
- Select Location: Warehouse L1
- Select Department: S-1 Shipping & Receiving
- Employee's Name (Last, First, Middle): Jordan, Malcolm B
- Job Title (e.g., Welder): Shipping Clerk
- Date of Injury or onset of illness (mm/dd/yy): 7/12/06
- Where the Event Occurred (e.g., Loading dock north end): Container preparation, 1st Floor west end
- Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch): Employee struck by forklift truck in Chest & Ribs
- Classification section with radio buttons for Death, Days away from work (selected), Remained at work, and Job Transfer/Other recordable cases.
- Optional Claim Criteria: Nature of Injury (Crushing), Part of Body (Chest/Ribs/Strn/Stn Tis), Cause of Loss (Struck Or Injured By - Hand Tool or Machine), Current Status (Open), W/C Class Code (8012), Current Value (\$5000).

 The footer includes the Insurance Visions logo and copyright information for 2003 Insurance Visions, Inc.

the OSHA 300 System

If the case is non-recordable, click on the box. This permits a record of all incidents (recordable and non-recordable) to be made for the purpose of tracking the overall frequency of claims. When this box is checked, the incident will *not* appear on the printed 300 Log.

- If in doubt as to recordability, clicking on the Decision Wizard takes the user through a series of questions that determines if the case is recordable.
- The user assigns a non-recurring OSHA Case Number but only to recordable claims.
- Using the pull-down table, the user clicks on the location to which the claim is assigned. There are no limitations to the number of OSHA Log locations that can be tracked.
- Using the pull-down table, the Department where the incident occurred is selected.
- In Item B, enter the employee's Name (L, F, MI). Next, if this is a **Privacy Case** and the user clicks on that field, the words "Privacy Case" will print on the 300 Log in lieu of the employee's name. If additional information is required concerning the use of Privacy Cases, clicking on the **Information Button** to the right will open a dialog box that provides a brief explanation of this field. OSHA 300 Online will then maintain Log listing of these cases (see Reports) as required by OSHA.
- If this is a **Needlestick or Sharps Injury** involving objects contaminated (or reasonably anticipated to be contaminated) with another person's blood or other potentially infectious material, using the pull-down table select the appropriate Log. OSHA 300 Online will then maintain a separate Log listing of these injuries through the Reports module as required by OSHA (see Guidelines Tab, Item # 14). Since Needlesticks or Sharps Injuries are Privacy Cases, make certain that you have also checked the Privacy Case box as indicated above. Clicking on the **Information Button** to the right opens a dialog box that provides a brief explanation of this requirement.
- Items C, D, E, and F are self-explanatory.
- Only one category of Items G, H, I, or J may be selected.
- The user enters the number of days for Item K or L.
- Only one of the six Injury/Illness categories may be selected for boxes M1, M2, M3, M4, M5, M6.
- From the pre-loaded pull-down tables that use the NCCI classifications, the user selects the Nature of Injury, Cause of Loss, and Part of Body affected.
- Indicate if Open or Closed, the employee's W/C Class Code, and the Value (this should be updated as Paid and Reserved levels change).
- When complete, the user clicks on the Add OSHA Entry Button.
- To subsequently change any previously entered field, an identical screen is utilized except an Update Button is provided.

All incidents can be profiled by the Location, Department, Nature of Injury, Cause of Loss, Part of Body, Status, W/C Class Code, and Claim Value in order to provide a complete overview of how, where, and when their claims are occurring – a genuine risk management tool!

the OSHA 300 System

www.OSHA300Online.com

PRICING

Listed below is the pricing for OSHA 300 Online. OSHA 300 Online is priced per location and is a monthly service with no long-term obligations or contracts.

	Cost Per Month Per Location
1 to 20 Locations	\$ 8.00
More then 21 Locations	\$ Call
User Accounts	Included / Unlimited
Workplace Departments	Included / Unlimited
Number of Incidents	Included / Unlimited
Export data to Excel	Included
Sponsor pricing	\$ Call

- Five Locations or less are billed annually.
- Six locations or more can be billed monthly

www.OSHA300Online.com

www.InsuranceVisions.com

(800) 497-9996

Page 7

the OSHA 300 System

SAMPLE OSHA 300 LOG

The following samples are the actual PDF documents created by the OSHA 300 Online program. Each page is briefly explained below.

- **OSHA 300 Log**

Printed on standard 8 1/2" x 11" paper, the 300 Log includes every input field required for completion by the OSHA record keeping requirements. It permits 18 entries on each page rather than being limited to only 13 as is the case on the legal size pre-printed version, and this reduces the volume of paper by almost 30%. Also, as additional pages are added, each is consecutively numbered so the employer is always aware of the number of documents applicable to that particular Log. Further, OSHA 300 Online automatically maintains a running total of each of the 12 data columns. This guarantees complete accuracy of information not only in the current year but also in subsequent years as updates or changes are continuously made. When the Logs are printed, they are clear, concise, completely legible, and professional looking documents without "white-outs", erasure smudges, and scratched over data. Separate Logs are maintained for each establishment or location and stored on our secured servers for a period of seven years, unlike paper files that are often defaced or even lost over time.

- **Summary of Work Related Injuries and Illness**

Also printed on standard 8 1/2" x 11" paper, this page is printed simultaneously with the 300 Log. It utilizes the totals from all pages of the Log(s) for the specific location and places the data onto this Summary page. The Summary must be certified by a company executive and posted beginning on February 1st of each year.

- **Calculating Injury and Illness Incidence Rates**

This page is primarily an explanation of the many steps required to calculate the employer's Injury and Illness Rates that are used as a basis of comparison to measure the experience of the employer with other companies within the same industry. In OSHA 300 Online, this page and the calculations of the Injury and Illness Incidence Rates is accomplished at the time of printing with a single click of the mouse

- **Annual Summary of Injury and Illness Incidence Rates**

This proprietary form was developed solely for the convenience of OSHA 300 Online subscribers. Utilizing the actual data from the OSHA 300 Log, the Incidence Rates for each of the injury/illness classifications are automatically computed and posted onto this Summary page, so there is no additional effort required by the employer. These rates may then be compared to the most recently published Incidence Rates by the Department of Labor (DOL). As a further customer convenience, the most recently published DOL rates are posted on the OSHA 300 Online site for quick reference.

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this summary Page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write '0.'

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's Recordkeeping rule, for further details on access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfers or restriction	Total number of other recordable cases
<u>0</u>	<u>7</u>	<u>1</u>	<u>1</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfers or restriction
<u>50</u>	<u>25</u>
(K)	(L)

Injury and Illness Types

Total number of . . .			
(M)			
(1) Injuries	<u>6</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing Loss	<u>1</u>
(3) Respiratory conditions	<u>1</u>	(6) All other illnesses	<u>1</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by this form.

Establishment Information

Your establishment name:
California Widget Mfg, Inc.
Tustin Manufacturing Facility

Street: **17821 E. 17th Street**

City, St, Zip: **Tustin Heights CA 92705**

Industry description (e.g., Manufacture of motor truck trailers)
Electronic Equipment & Supplies Mfg

Standard Industry Classification (SIC), if known(e.g., SIC 3715)
3679

Employment Information (if you do not have these figures, see Worksheet to estimate.)

Annual average number of employees 325

Total hours worked by all employees last year 650,000

Sign here

Knowingly falsifying this document may result in a fine

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____

Phone _____ Date _____

Public reporting burden for this collection of information is estimated to average 14 minutes per person, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a valid OMB number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor; OSHA Office of Statistics, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Optional

Calculating Injury and Illness Incidence Rates

What is an Incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury or illness experience over a time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work for your firm quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, and for both rates the instructions in paragraph (c).

(a) *To find out the total number or recordable injuries and illnesses that occurred during the year;* count the number of line entries on your OSHA Form 300, or refer to the OSHA Form 300A and sum the entries for columns (G), (H), (I), and (J).

(b) *To find the number of injuries and illnesses that involved days away from work,* count the number of line entries on your OSHA Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the OSHA Form 300A.

(c) *The number of hours all employees actually work during the year.* Refer to OSHA Form 300A and optional worksheet to calculate the number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

$$\text{Total number of injuries and illnesses} \times 200,000 \div \text{Number of hours worked by all employees} = \text{Total recordable case rate}$$

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work using the following formula:

$$(\text{Number of entries in column H} + \text{Number of entries in column I}) \times 200,000 \div \text{Number of hours worked by employees} = \text{DART Incidence rate}$$

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A), cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by various classifications (e.g., by industry, by

employer size, etc.) You can obtain the published data at www.bls.gov or by calling a BLS Regional Office.

Establishment Information	
Your establishment name:	
California Widget Mfg, Inc. Tustin Manufacturing Facility	
Street: 17821 E. 17th Street	
City, St, Zip: Tustin Heights	CA 92705

Worksheet

Total Number of injuries and illnesses	Number of hours worked by all employees	Total recordable cases rate
9	650000	2.77

Number of entries in Column H + Column I	Number of hours worked by all employees	DART incidence rate
8	650000	2.46

Annual Summary of Injury and Illness Incidence Rates Year 2004

(G) Cases Involving Death.....	.00
(H) Cases Involving Days Away From Work.....	2.15
(I) Cases Involving Job Transfers or Restrictions.....	.31
(J) Other Recordable Cases.....	.31
(K) Days Away From Work.....	15.38
(L) Days Involving On Job Transfers or Restrictions.....	7.69
(K + L) Days Away From work and Total Days Involving On Job Transfers or Restrictions.....	23.08
(M-1) Total cases involving Injuries.....	1.85
(M-2) Total cases involving Skin Disorders.....	.00
(M-3) Total cases involving Respiratory Conditions.....	.31
(M-4) Total cases involving Poisoning.....	.00
(M-5) Total cases involving Hearing Loss.....	.31
(M-6) Total cases involving All Other Illnesses.....	.31

NOTE:

You may also compute incidence rates either for previous years to see how your rates have changed, or on a quarterly or other seasonal basis to measure differences caused by new safety practices or other factors. However, the formula utilized for computing the incidence rates on the previous page remains the same.

To compute incidence rates on a quarterly or other seasonal basis, be sure that the number of injuries and illnesses corresponds to the hours worked for the time frame you are using. If the time frame is quarterly, for example, use 50,000 rather than 200,000 hours to represent the standard base of 100 full-time workers for a 3-month period, or 100,000 for a semi-annual computation, and use only the cases and hours worked during the appropriate period to compute the incidence rates.

Establishment Information	
Your establishment name: California Widget Mfg, Inc. Tustin Manufacturing Facility	
Street: 17821 E. 17th Street	
City, St, Zip: Tustin Heights	CA 92705

Incidence Rates are for OSHA recordable cases only and exclude all non-recordable injuries and illnesses.

www.Osha300Online.com

OSHA's Form 301 Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with The *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Information about the employee

- 1) Full name Matthew B Jordan
- 2) Street 3127 Courtney Avenue #206
- City Anaheim Hills State CA Zip 92627
- 3) Date of birth 9/2/77
- 4) Date hired 3/1/94
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional Dr. Robert L. Johnson
- 7) If treatment was given away from the worksite, where was it given?
- Facility Northwest Medical Center
- Street 2144 Orangethorpe Avenue
- City Anaheim State CA Zip 92622
- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Completed by Mike Gustaveson

Title Vice President of Software

Phone (800) 497-9996 x209 Date 9/14/06

Information about the case

- 10) Case number from the Log 007
(Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness 7/12/06
- 12) Time employee began work 07:30 AM PM
- 13) Time of event 11:22 AM PM
 Check if time cannot be determined
- 14) What was the employee doing just before the incident occurred?
Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* 'climbing a ladder while carrying roofing materials'; 'spraying chlorine from hand sprayer'; 'daily computer key-entry.'
- Gathering merchandise from racks for shipment to customer
- 15) What happened? Tell us how the injury occurred. *Examples:* 'When ladder slipped on wet floor, worker fell 20 feet'; 'Worker was sprayed with chlorine when gasket broke during replacement'; 'Worker developed soreness in wrist over time'.
- Employee struck by forklift truck in Chest & Ribs
Other employee driving forklift turned corner and forklift struck injured employee in the chest
- 16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than 'hurt,' 'pain,' or 'sore.' *Examples:* 'strained back'; 'chemical burn, hand'; 'carpal tunnel syndrome.'
- Struck Or Injured By - Hand Tool or Machine -
Chest(Ribs/Strn/Sft Tis)
Chest, fractured ribs, and possible internal injuries
- 17) What object or substance directly harmed the employee? *Examples:* 'concrete floor'; 'chlorine'; 'radial arm saw.' *If this question does not apply to the incident, leave it blank.*
- Forklift
- 18) If the employee died, when did death occur? Date of death _____