



**Business Leaders' Forum**  
WORKPLACE HEALTH & SAFETY



**Zero Harm  
Workplaces**

# **INDUSTRY MEASUREMENT AND BENCHMARKING SYSTEM**

## **Instruction Manual**

**impac**

Risk & Safety Management Solutions

## 1 Foreword

Thank you for choosing the Impac Risk Manager Tool for your Health and Safety Measurement and Benchmarking tool. The benchmarking tool is a sophisticated business intelligence application that utilises the following tools:

- Microsoft SQL Server 2008 R2
- Microsoft Reporting Services – Report Building and Scheduling tools
- Microsoft Analysis Services - Online analytical processing and data mining tool
- Microsoft .Net 4 Framework – The latest features in web technology
- Risk Manager Information Management System – Secure, multi-client, web based Risk and HSE information management system

It is professionally hosted with Tier One support agreements and supported by Impac. The combination of the above tools enables you to:

1. Have your own secure client environment, where you can enter your measures and have the system calculate all your benchmark indicators.
2. Compare your organisation results to your Forum and ANZSIC industry sector averages, along with national averages.
3. Analyse and report on measures in numerous ways, then export results to Microsoft Word, Excel or other formats.
4. Have benchmark reports automatically sent to your email address

If you need additional functionality or reports, the structure of the tool allows for member specific reports and there is further functionality that can be configured, such as entering and calculating measures by business areas within your organisation.

This manual provides instruction on how to use the Benchmarking tool, starting with a basic introduction to navigating around the system. It then covers:

- Entering and editing data
- Searching data
- Viewing and filtering data
- Data export
- Reporting

If you have further questions or would like assistance, please contact:

- Email: [rmsupport@impac.co.nz](mailto:rmsupport@impac.co.nz); or
- Phone: 0800 427 664

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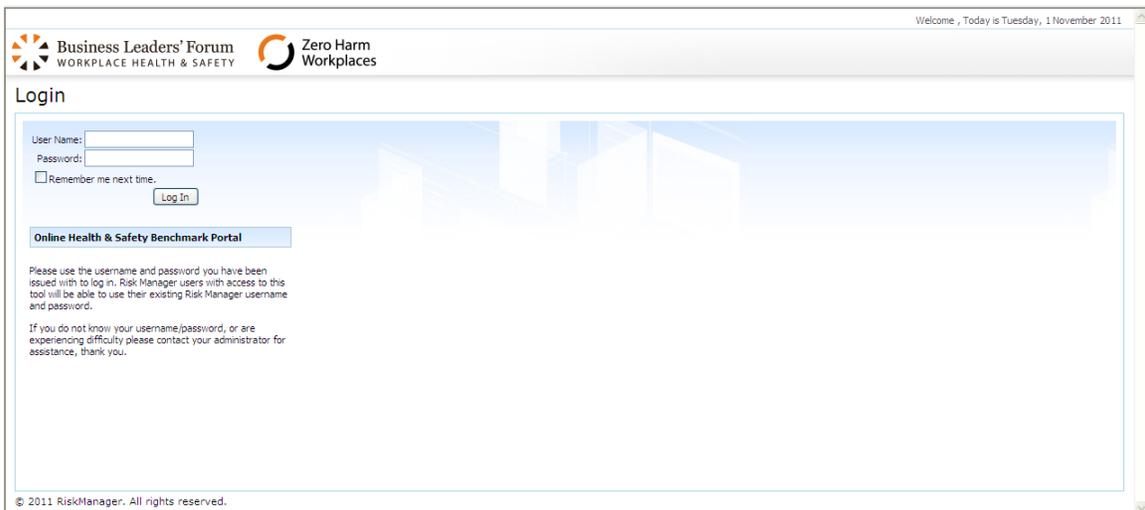
## 2 Access and Navigation

### 2.1 Logon and Home Pages

You can access the system over any Internet Browser. For Testing, the Benchmark Portal URL is: <https://www.riskmanager.co.nz/test/benchmarking>

For LIVE, the URL is: <https://www.riskmanager.co.nz/benchmarking>

A screen similar to the one below will appear.



The screenshot shows a web browser window displaying the login page for the Risk Manager system. The page header includes logos for the Business Leaders' Forum (Workplace Health & Safety) and Zero Harm Workplaces. The main content area is titled "Login" and contains a form with fields for "User Name:" and "Password:". Below these fields is a checkbox labeled "Remember me next time." and a "Log In" button. A blue box below the form is titled "Online Health & Safety Benchmark Portal" and contains the following text: "Please use the username and password you have been issued with to log in. Risk Manager users with access to this tool will be able to use their existing Risk Manager username and password." and "If you do not know your username/password, or are experiencing difficulty please contact your administrator for assistance, thank you." The footer of the page reads "© 2011 RiskManager. All rights reserved."

Only authorised users will have access to the system and passwords must not be shared. Every Forum member will have their own unique view of data, as the system will recognise the User that is logged on and display their member organisation and industry specific information. Please use the username and password you have been issued with to log in.

Additional users can be added by the System Administrator (refer to Impac).

*Note: If you are an existing Impac Risk Manager client, Impac can configure the tool so your current Risk Manager Username enables access.*

**If you do not know your username/password, or are experiencing difficulty, please contact [rmsupport@impac.co.nz](mailto:rmsupport@impac.co.nz) for assistance. Your request will be processed and you will be auto assigned a case number if you have further queries.**

## 3 Benchmark Measures

### 3.1 Changes from last Benchmark Survey

There are a number of changes from the earlier Benchmark survey that was completed by spreadsheet. Key changes are:

1. Entry of information is for each month – The advantage of monthly data is that it:
  - a. provides more timely and current information
  - b. enables changes in trends to be identified early
  - c. data is normally collated monthly within organisations
  - d. allows the tool to be used by members to generate their own reports for monthly management meetings
  - e. improves the calculation of key indicators such as rolling 12 month frequency rates
2. Each month now represents a row in the datasheet
3. The entry page includes new recommended measures. These include:
  - a. Restricted Work Injuries
  - b. Days Lost due to LTI's
  - c. Days Lost due to RWI's
4. The entry page does not include Serious harm as it has been recommended that this measure is removed. This measure is available in the database and can be displayed if required moving forward.

The definitions for the measures are contained in the Appendix.

### 3.2 Database Structure

The data is stored in the Risk Manager application and the Analysis Cube. The application structure includes tables for: Incidents, People and Injuries/Illness.

The Employee / Contractor division for all injury / illness indicators refers to the Injured person table, and whether they were an Employee or a Contractor. For Near Miss data, the data will be stored against the Key Person Involved.

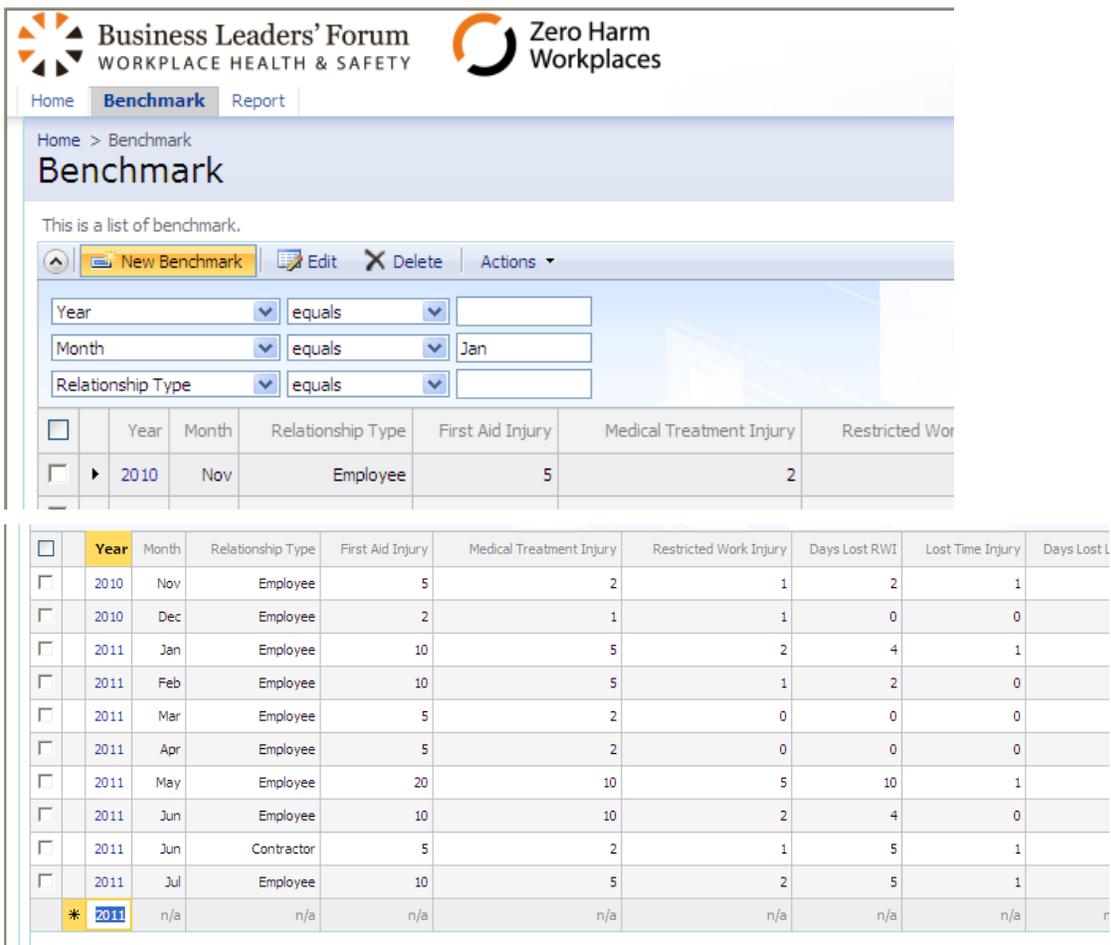
The Risk Manager analysis cube has many more measures and dimensions, allowing expansion of the benchmark programme over time. For example, analysis by Business Areas and Sites, or specific injury and incident variables.

Please refer to Appendix B for snapshot of the incident analysis cube data structure.

## 4 Entry Screen

### 4.1 Adding new Records

To add new records to the system, just click on the New Benchmark button. A new record row will appear at the bottom of the table by default. New record rows can be added between existing rows by clicking there prior to pressing the “New Benchmark” button.



This is a list of benchmark.

Actions ▾

Year    
 Month    
 Relationship Type

<input type="checkbox"/>	Year	Month	Relationship Type	First Aid Injury	Medical Treatment Injury	Restricted Work Injury
<input type="checkbox"/>	2010	Nov	Employee	5	2	

<input type="checkbox"/>	Year	Month	Relationship Type	First Aid Injury	Medical Treatment Injury	Restricted Work Injury	Days Lost RWI	Lost Time Injury	Days Lost L
<input type="checkbox"/>	2010	Nov	Employee	5	2	1	2	1	
<input type="checkbox"/>	2010	Dec	Employee	2	1	1	0	0	
<input type="checkbox"/>	2011	Jan	Employee	10	5	2	4	1	
<input type="checkbox"/>	2011	Feb	Employee	10	5	1	2	0	
<input type="checkbox"/>	2011	Mar	Employee	5	2	0	0	0	
<input type="checkbox"/>	2011	Apr	Employee	5	2	0	0	0	
<input type="checkbox"/>	2011	May	Employee	20	10	5	10	1	
<input type="checkbox"/>	2011	Jun	Employee	10	10	2	4	0	
<input type="checkbox"/>	2011	Jun	Contractor	5	2	1	5	1	
<input type="checkbox"/>	2011	Jul	Employee	10	5	2	5	1	
<input checked="" type="checkbox"/>	* 2011	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n

To enter a record, you must:

- Enter in the year (4 digits – yyyy), select a month, and then select relationship type (Employee or Contractor).
- Enter figures for each relevant measure – you can tab across to do this.

The rows will sort in “date” order by default after adding a record. If your record disappears after entry, it has just gone over to the next screen. You can page through to that screen, or chose to increase the number of records displayed on each screen.

**NOTE 1: Data quality is important. Please take care when entering your measures. If you are going to record injury measures for a month, please ensure that you also include the “hours worked” for that month.**

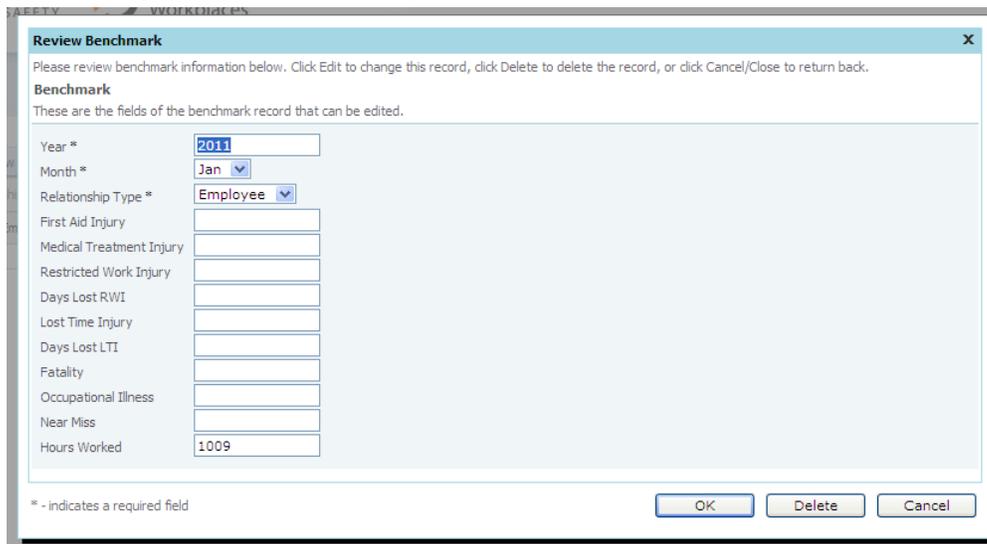
**If you are unable to enter “hours worked”, do not enter the injury measures (e.g. contractor injuries) until you have the hours worked. Failing to follow this instruction will distort industry benchmark measures.**

**NOTE 2: Currently the OLAP Analysis Cube updates each evening, so if you enter new benchmark measures, they will not be reflected in the benchmark indicators (e.g. frequency rate tables or reports) until the next day.**

## 4.2 Editing Records

There are two ways to edit an existing record:

- Click in the relevant box to edit the data directly in the grid; or
- Select the relevant record. Click on the ‘Edit’ button. The record will open for editing in a new window. Click OK to save changes, Delete to delete the record, or Cancel to close and return back.



**Review Benchmark**

Please review benchmark information below. Click Edit to change this record, click Delete to delete the record, or click Cancel/Close to return back.

**Benchmark**

These are the fields of the benchmark record that can be edited.

Year *	2011
Month *	Jan
Relationship Type *	Employee
First Aid Injury	
Medical Treatment Injury	
Restricted Work Injury	
Days Lost RWI	
Lost Time Injury	
Days Lost LTI	
Fatality	
Occupational Illness	
Near Miss	
Hours Worked	1009

\* - indicates a required field

OK Delete Cancel

## 4.3 Quick Find

To perform a quick search for records enter in the search text into the ‘Quick Find’ box and click enter.



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Home **Benchmark**

Home > Benchmark

## Benchmark

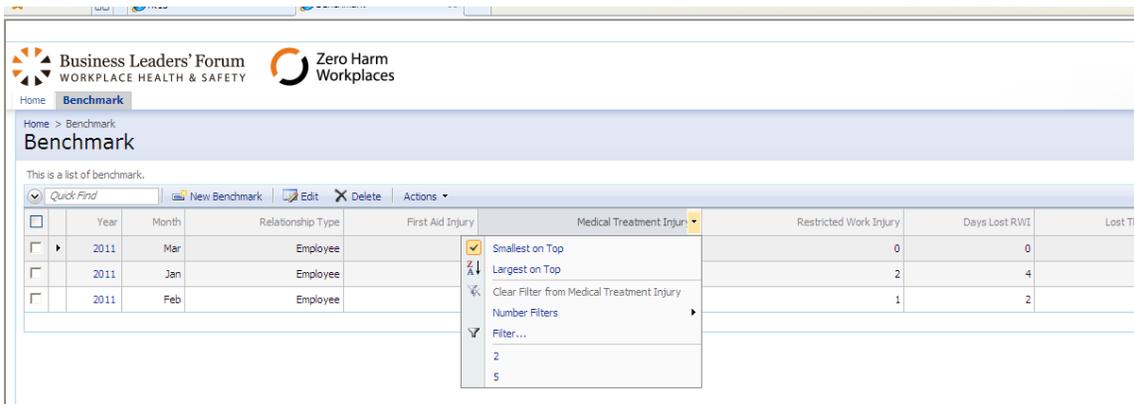
This is a list of benchmark.

Quick Find  New Benchmark Actions

<input type="checkbox"/>	Year	Month	Relationship Type	First Aid Injury	Medical Treatment
<input type="checkbox"/>	2011	Jan	Employee	n/a	

### 4.4 Sorting and Filtering

You can sort on any measure by just clicking on the header. If you click on the little icon, you can then apply filter to the data set.



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Home **Benchmark**

Home > Benchmark

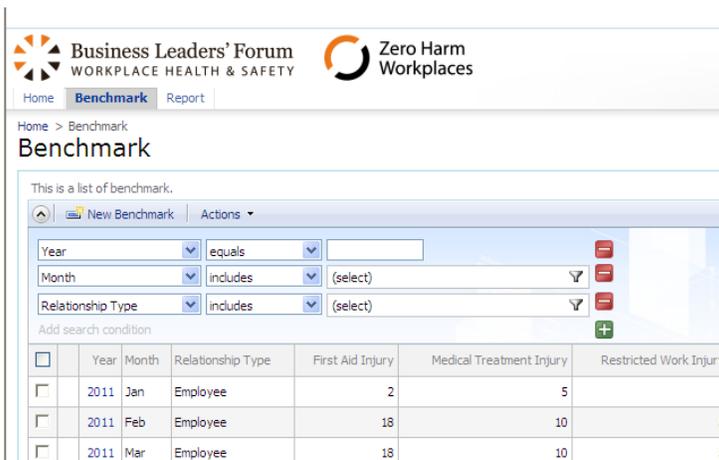
## Benchmark

This is a list of benchmark.

Quick Find  New Benchmark Edit Delete Actions

<input type="checkbox"/>	Year	Month	Relationship Type	First Aid Injury	Medical Treatment Injury	Restricted Work Injury	Days Lost RWI	Lost Tr
<input type="checkbox"/>	2011	Mar	Employee			0	0	
<input type="checkbox"/>	2011	Jan	Employee			2	4	
<input type="checkbox"/>	2011	Feb	Employee			1	2	

There is also advanced filtering and searching if you click on the little icon beside the “Quick Find”.



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Home **Benchmark** Report

Home > Benchmark

## Benchmark

This is a list of benchmark.

New Benchmark Actions

Year  equals

Month  includes  (select)

Relationship Type  includes  (select)

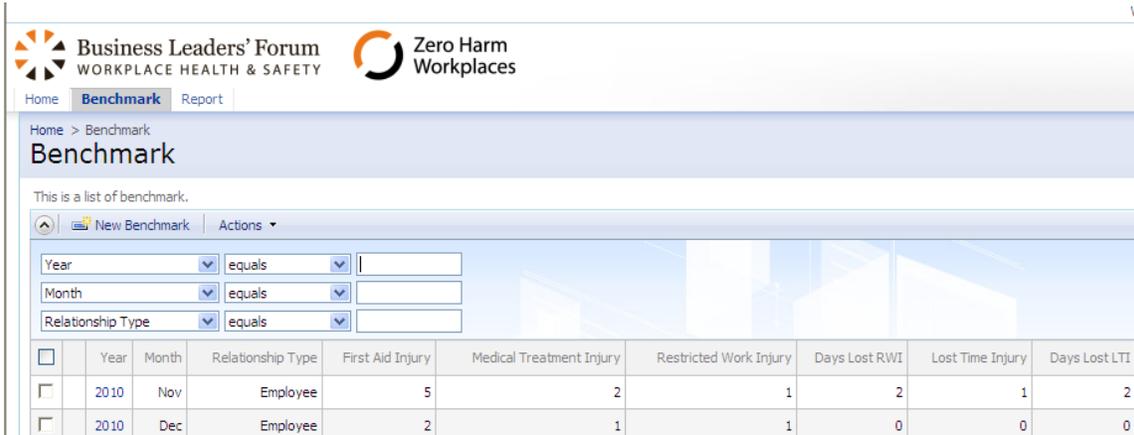
Add search condition

<input type="checkbox"/>	Year	Month	Relationship Type	First Aid Injury	Medical Treatment Injury	Restricted Work Injury
<input type="checkbox"/>	2011	Jan	Employee	2	5	1
<input type="checkbox"/>	2011	Feb	Employee	18	10	5
<input type="checkbox"/>	2011	Mar	Employee	18	10	5

*Note: The “less than” and “greater than” is actually “less than or equal to” and “greater than or equal to”!*

## 4.5 Advanced Search

To perform an 'Advanced Search' click on the search arrow   to expand further search options. Select your criteria from the drop down boxes and click on the search button.



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Home **Benchmark** Report

Home > Benchmark

### Benchmark

This is a list of benchmark.

New Benchmark Actions

Year equals

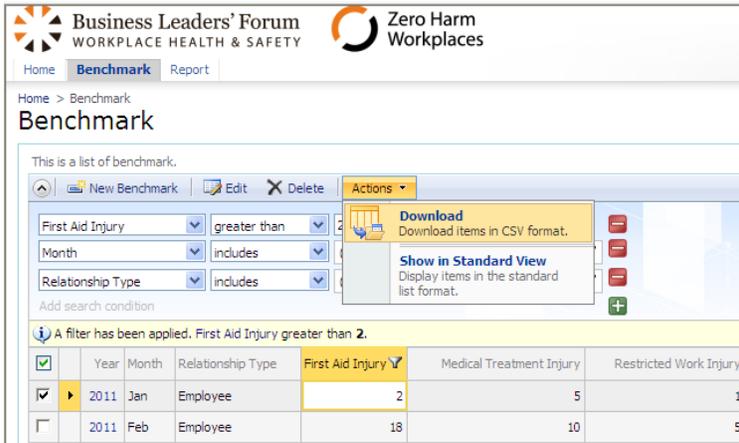
Month equals

Relationship Type equals

<input type="checkbox"/>	Year	Month	Relationship Type	First Aid Injury	Medical Treatment Injury	Restricted Work Injury	Days Lost RWI	Lost Time Injury	Days Lost LTI
<input type="checkbox"/>	2010	Nov	Employee	5	2	1	2	1	2
<input type="checkbox"/>	2010	Dec	Employee	2	1	1	0	0	0

## 4.6 Exporting Data

The data can be exported in CSV format direct to Excel. Click on the 'Actions' drop down list and select the relevant option



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Home **Benchmark** Report

Home > Benchmark

### Benchmark

This is a list of benchmark.

New Benchmark Edit Delete Actions

First Aid Injury greater than

Month includes

Relationship Type includes

Add search condition

A filter has been applied. First Aid Injury greater than 2.

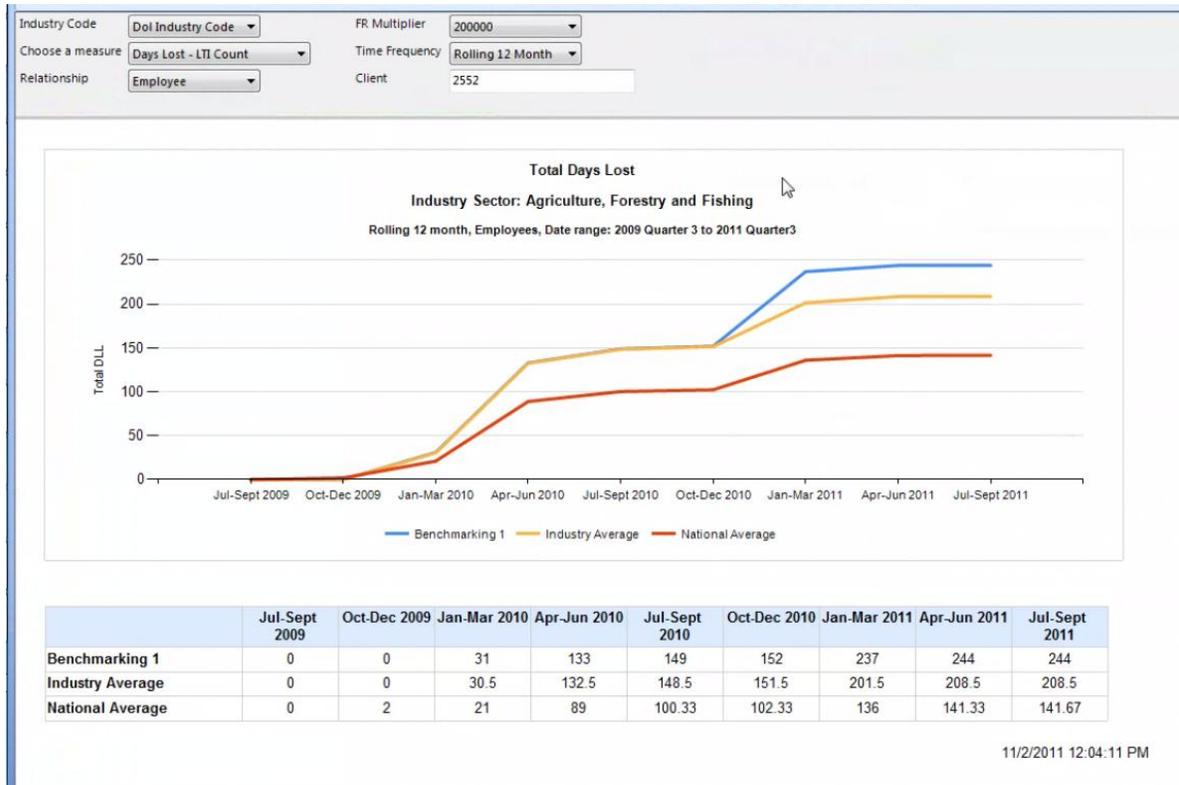
<input checked="" type="checkbox"/>	Year	Month	Relationship Type	First Aid Injury	Medical Treatment Injury	Restricted Work Injury
<input checked="" type="checkbox"/>	2011	Jan	Employee	2	5	1
<input type="checkbox"/>	2011	Feb	Employee	18	10	5

Download  
Download items in CSV format.

Show in Standard View  
Display items in the standard list format.

## 5 Dashboard and Graphs

### 5.1 Benchmarking System – Client (Member) Graph



This single report covers a wide range of possible reporting options, including:

- Industry Average calculation based upon: Forum industries, ACC PCU or ANZSIC industry codes
- Frequency Rate Multiplier – You can choose 200,000 or 1,000,000 hours
- Measure – You can chose from all the benchmark measures / indicators
- Time frequency – You can have current (monthly) data or a Rolling 12 Month option (other options could also be made available).
- Relationship – You can chose from Employees, Contractors or Both

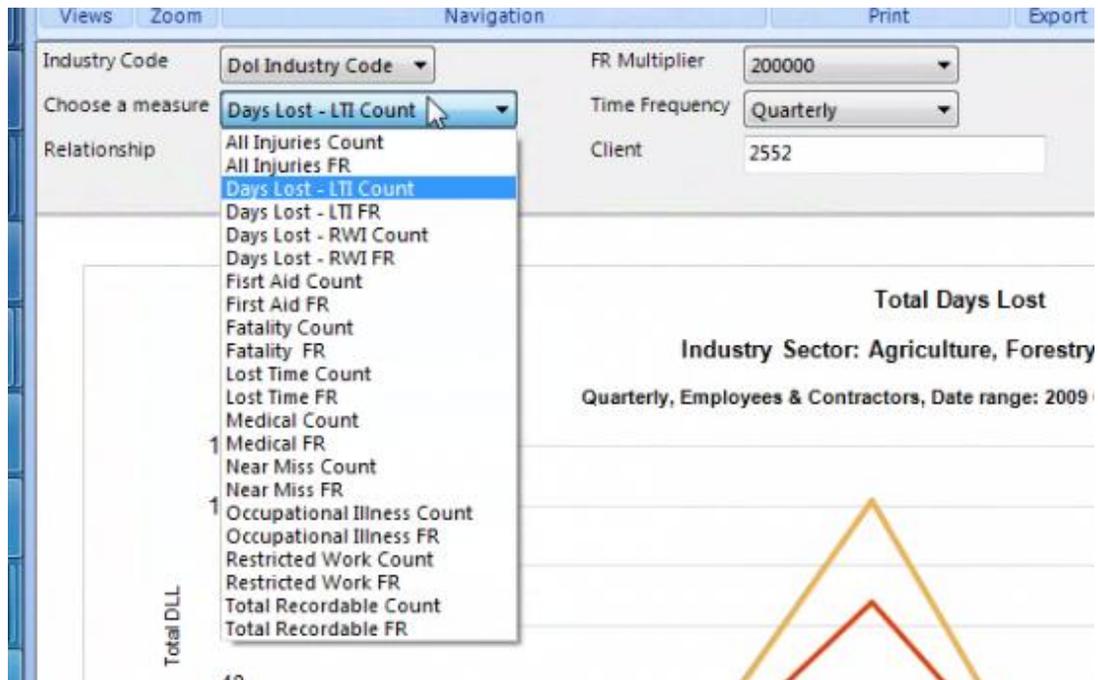
The report or graph title will include the parameters you selected.

*Note = "Benchmarking 1" in the above graph is the name of the Demo client.*

## 5.2 Benchmark Measures Available

All the benchmark measures are available within this graph.

Please refer to Appendix A for the definitions and calculations of these rates.



## 5.3 Member Dashboard

When you first log into the system, you will arrive at your dashboard. It displays two tables.

1. A total count for each of the benchmark measures, for the selected date and time period calculation. The industry average is based upon the Forum industry code.
2. A frequency rate for each benchmark measure, using the selected base frequency rate.

The report parameters allow year / month filtering and calculations based on current month or rolling 12 month. The frequency rate will default to 200,000 hours, but you can enter frequency rate for your calculation. For example, you may enter 1 million hours to compare with some Australian companies, then enter 200,000 to compare with OSHA.

Year:  Month:  View Report

FR Multiplier:  Time Period:

100%  

Counts	Hours Worked 000's	Near Miss	FAI	MTI	RWI	Occ Illness	LTI	Fatal	TRI	AI	Days Lost LTI	Days Lost RWI
Your Contractors		23	1	1	0	0	2	0	3	3	3	0
Your Employees		23	2	0	0	0	0	0	0	0	1	0
Industry Contractors	0	199										
Industry Employees	40,000	199	30	14	3	1	1	0	18	18	0	0
All Contractors	0	204										
All Employees	40,000	204	30	14	3	1	1	0	18	18	0	0

Frequency Rates	Hours Worked 000's	Near Miss FR	FAI FR	MTI FR	RWI FR	Occ Illness FR	LTI FR	Fatal FR	TRI FR	AI FR	Days Lost LTI FR	Days Lost RWI FR
Your Contractors												
Your Employees												
Industry Contractors	0											
Industry Employees	40,000	995.00	150.00	70.00	15.00	5.00	5.00	0.00	90.00	90.00	0.00	0.00
All Contractors	0											
All Employees	40,000	1,020.00	150.00	70.00	15.00	5.00	5.00	0.00	90.00	90.00	0.00	0.00

If you change the parameters, press “View Report” to refresh.

This data can be exported to Excel, Word or other format, by clicking on the “save disk ” symbol below.

Year:  Month:  View Report

FR Multiplier:  Time Period:

100%  

Counts	Hours Worked 000's	Near Miss	FAI	MTI	RWI	Occ Illness	LTI	Fatal	TRI	AI	Days Lost LTI	Days Lost RWI
Your Contractors		23	1	1	0	0	2	0	3	3	3	0
Your Employees		23	2	0	0	0	0	0	0	0	1	0
Industry Contractors	0	199										
Industry Employees	40,000	199	30	14	3	1	1	0	18	18	0	0
All Contractors	0	204										
All Employees	40,000	204	30	14	3	1	1	0	18	18	0	0

Frequency Rates	Hours Worked 000's	Near Miss FR	FAI FR	MTI FR	RWI FR	Occ Illness FR	LTI FR	Fatal FR	TRI FR	AI FR	Days Lost LTI FR	Days Lost RWI FR
Your Contractors												
Your Employees												
Industry Contractors	0											
Industry Employees	40,000	995.00	150.00	70.00	15.00	5.00	5.00	0.00	90.00	90.00	0.00	0.00
All Contractors	0											
All Employees	40,000	1,020.00	150.00	70.00	15.00	5.00	5.00	0.00	90.00	90.00	0.00	0.00

Counts	Hours Worked 000's	Near Miss	FAI	MTI	RWI	Occ Illness	LTI	Fatal	TRI	AI	Days Lost LTI	Days Lost RWI
Your Contractors		44	19	8	1	2	0	29	73	0	0	0
Your Employees		109	57	26	3	7	1	91	200	0	0	0
Industry Contractors												
Industry Employees												
All Contractors	220,000	44	19	8	1	2	0	29	73	0	0	0
All Employees	470,000	109	57	26	3	7	1	91	200	0	0	0

The system administrator can also produce industry wide and member comparison reports.

## Appendix A: Definitions

Measures	Definitions
<b>General Recording Criteria.</b>	<p>Employers must record new work-related injuries and illnesses that meet one or more of the general recording criteria or meet the recording criteria for specific types of conditions. Recordable work-related injuries and illnesses are those that result in one or more of the following:</p> <ol style="list-style-type: none"> <li>1. Death,</li> <li>2. Days away from work,</li> <li>3. Restricted work or Transfer to another job,</li> <li>4. Other Recordable - Medical treatment beyond first aid, Loss of consciousness, or Diagnosis of a significant injury or illness or meets the other additional criteria.</li> </ol> <p>For cases resulting in days away or in a work restriction or transfer of the employee, the employer must count the number of calendar days involved and enter that total on the form. The employer may stop counting when the total number of days away, restricted or transferred reaches 180.</p>
<b>Injuries and Illnesses:</b>	<p>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, a skin disease, respiratory disorder, or poisoning. (Note: Injuries and illnesses are recordable only if they are new, work-related cases that meet one or more of the recording criteria.)</p> <p>Note: The distinction between <b>injury</b> and <b>illness</b> is no longer a factor for determining which cases are recordable.</p>
<b>New Case.</b>	<p>Only new cases are recordable. Work-related injuries and illnesses are considered to be new cases when the employee has never reported similar signs or symptoms before, or when the employee has recovered completely from a previous injury or illness and workplace events or exposures have caused the signs or symptoms to reappear.</p>
<b>Work related</b>	<p>An injury or illness must be considered work-related if an event or exposure in the work environment caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. An injury or illness resulting from events or exposures occurring in the work environment is considered work-related unless one of the following exceptions applies in its entirety:</p> <ul style="list-style-type: none"> <li>• 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 vaccination, exercise class, squash, soccer etc. Where the activity is company-sponsored the participation must be perceived by the employee as voluntary for this exception to apply</li> <li>• The illness or injury involves signs or symptoms that surface at work but result solely from a non work-related event or exposure</li> <li>• The illness or injury is solely the result of 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. <i>Note: If the employee or contractor 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</i></li> <li>• The illness or injury is solely the result of doing personal tasks in the work environment outside of the employee's assigned working hours</li> <li>• The illness or injury is solely the result of personal grooming, self medication for a non-work-related condition or is intentionally self-inflicted</li> <li>• The illness or injury is the common cold or flu. <i>Note: contagious diseases such as tuberculosis or hepatitis A are considered work-related if the employee or contractor is</i></li> </ul>

	<p><i>infected at work</i></p> <ul style="list-style-type: none"> <li>The illness or injury occurs while commuting from the home to the normal place of work or first stop unless it is company-mandated transport</li> </ul>
<b>Fatality</b>	<p>Fatal injuries include all cases of death where the predominant exposure occurred in the workplace (meets the above criteria for Work Related).</p> <p>Fatal injuries do not include motor vehicle accidents where the person was travelling to or from work on a public road.</p>
<b>Lost Time Injury or Illness (LTI)</b>	<p>All work related recordable injury or illness where the injured person was away from work as a result of the recordable (work related) injury or illness. Do <b>not</b> count the day on which the injury or illness occurred in this number (i.e. Only if they could not return to work on the next or any subsequent calendar day, due to that injury).</p>
<b>OSHA = "Days Away from Work"</b>	<ul style="list-style-type: none"> <li>Includes inability to work the next "calendar day", whether the injured person was scheduled to work or not.</li> <li>If it is unclear as to whether it is an LTI or whether a person should have returned to work (or not), OSHA relies on recommendation of medical professionals for determining "days away from work".</li> <li>Does <b>not</b> include restricted work or fatalities</li> </ul>
<b>Days Lost – LTI (OSHA Actual Days lost)</b>	<p>Requirement to record days lost due to Lost time Injuries and Illnesses (and Death), starting from the day after the injury occurs. Enter total number of days away from work due to LTI's for that period.</p> <ul style="list-style-type: none"> <li>Note: If a medical practitioner recommends days off, and this is not taken, the days recommended must be recorded. Also, if the health professional recommends they return to work, and the employee doesn't return, then you should record the days lost based on the health professional's recommendation.</li> <li>Note 2: If unknown at the time, a reasonable estimate should be made and this should be updated once actual days are known.</li> <li>Note 3: You must count the CALENDER days the employee was unable to work, whether or not the employee was scheduled to work or not.</li> <li>If a single injury or illness involved both days away from work (lost time) and days of restricted work activity (RWI), enter the total number of days for each under the relevant category. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches <b>180</b> days.</li> </ul>
<b>Restricted Work Injury or Illness (RWI)</b>	<p>An employee's work is considered restricted when, as a result of a work-related injury or illness, when:</p> <ul style="list-style-type: none"> <li>the employer keeps the employee from performing one or more of the routine functions of his or her job (job functions that the employee regularly performs at least once per week), or from working the full workday that he or she would otherwise have been scheduled to work, or</li> <li>a physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of his or her job, or not work the full workday that he or she would otherwise have been scheduled to worked.</li> </ul> <p>NOTE 1: A case is not recordable as a restricted work case if the employee experiences minor musculoskeletal discomfort, a health care professional determines that the employee is fully able to perform all of his or her routine job functions, and the employer assigns a work restriction to that employee for the purpose of preventing a more serious condition from developing</p> <p>NOTE 2: Restricted work activity limited to the day of injury does <u>not</u> make case recordable.</p> <p>NOTE 3: Includes job transfers if due to medical restrictions.</p>
<b>Days Lost – Restricted Work</b>	<p>Requirement to record days lost due to Restricted Work Injuries and Illnesses, starting from the day after the injury occurs. Enter total number of days away from work due to RWI's for that period.</p> <ul style="list-style-type: none"> <li>Note 1: If unknown at the time, a reasonable estimate should be made and this should be</li> </ul>

	<p>updated once actual days are known.</p> <ul style="list-style-type: none"> <li>Note 2: You must count the CALENDER days the employee was unable to work, whether or not the employee was scheduled to work or not.</li> </ul> <p>If a single injury or illness involved both days away from work (lost time) and days of restricted work activity (RWI), enter the total number of days for each under the relevant category. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches <b>180</b> days.</p>
<p><b>Medical treatment injury or Illness (MTI)</b></p> <p><b>OSHA = Other Recordable Cases</b></p>	<p>Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. You must record any significant work related injury or illness that is diagnosed by a physician or other licensed health care professional.</p> <p>You must record any work- related case involving: cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum.</p> <p>You must record the following conditions when they are work-related:</p> <ul style="list-style-type: none"> <li>any needle stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;</li> <li>any case requiring an employee to be medically removed under the requirements of an OSHA health standard;</li> <li>tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.</li> <li>Tuberculosis.</li> <li>an employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift</li> <li>(STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero ( also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.</li> </ul> <p>The following are <b>not</b> considered medical treatments and are NOT recordable:</p> <ul style="list-style-type: none"> <li>visits to a doctor or health care professional solely for observation or counselling;</li> <li>diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and</li> <li>any procedure that can be labelled first aid.</li> </ul>
<p><b>First aid treatment injury (FTI)</b></p>	<p>Means only the following treatments (any treatment not included in this list is not considered <b>first aid</b> for recordkeeping purposes):</p> <ul style="list-style-type: none"> <li>using non-prescription medications at non-prescription strength;</li> <li>administering tetanus immunizations;</li> <li>cleaning, flushing, or soaking wounds on the skin surface;</li> <li>using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages.</li> <li>using hot or cold therapy;</li> <li>using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;</li> <li>using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).</li> <li>drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;</li> <li>using eye patches;</li> <li>using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;</li> <li>using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign</li> </ul>

	<p>material from areas other than the eye;</p> <ul style="list-style-type: none"> <li>• using finger guards;</li> <li>• sing massages;</li> <li>• drinking fluids to relieve heat stress</li> </ul>
<b>Occupational Illness</b>	<p>Record all diagnosed occupational illnesses - Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to factors associated with employment." Classifications used:</p> <ol style="list-style-type: none"> <li>1. Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.</li> <li>2. Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.</li> <li>3. Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.</li> <li>4. Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000, and 4000 hertz and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).</li> <li>5. All other occupational illnesses. Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of non-ionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; blood borne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis</li> </ol>
<b>Total Recordable Injuries (TRI)</b> <b>OSHA - Total Recordable Cases (TRC)</b>	<p>Count of Deaths, LTI's, RWI's, MTI's (including other "recordable" cases) for the period and relationship that data is being entered.</p>
<b>Near Miss</b>	<p>A single event where no harm is caused but could have resulted in harm</p>
<b>Hours Worked:</b>	<p>Hours worked should include work by salaried, hourly, part time and seasonal workers, plus any other workers subject to day to day supervision by your organization (e.g. temps). Do not include hours associated with leave or non work time. If you do not records hours worked, provide an estimate of actual hours worked based on number of employees.</p>
<b>Lost Time Injury and Illness Frequency Rate (LTI FR)</b>	<p>The number of recordable <b>cases</b> (injuries and illnesses) involving days away due to lost time injuries, multiplied by 200,000, then divided by the total number of hours worked by all employees during the calendar year.</p>
<b>Total Recordable Injury and Illness Rate (TRI FR):</b>	<p>This includes all recordable injuries/illnesses (MTI, RWI and LTI) plus fatalities. The calculation is the number of recordable cases (injuries and illnesses) multiplied by 200,000, then divided by the total number of hours worked by all employees during the calendar year.</p>
<b>All Injury and Illness Frequency Rate (AI FR):</b>	<p>This includes all injuries and illnesses as in the TRIFR, plus First Aid. The calculation is the number of recordable cases (injuries and illnesses) multiplied by 200,000, then divided by the total number of hours worked by all employees during the calendar year.</p>

