



**The Bureau of Labor Statistic's
Annual Survey of Occupational
Injuries & Illnesses (SOII):
Wisconsin**

Respondent Guide Part 3 of 4



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Part 3: Summary Totals Guide

Summary Totals

The summary totals, found in columns G through M6, are entered here:

IDCF

Section 2. Summary of Work-Related Injuries and Illnesses, 2011

Establishment ID: 17-043387651-3 [Add comments](#)

Refer to the OSHA Forms for Recording Work-Related Injuries and Illnesses (Forms 300 and 300A) for this location.

Instructions

1. Complete this survey only for the location(s) listed under 'Report for' on the front of your survey instruction sheet.
2. If more than one establishment is listed under 'Report for' add up the numbers across all establishments and enter the total in the spaces below.
3. Enter numbers only, omitting letters, symbols, decimals, and commas.
4. If any total is zero on your OSHA Form 300A, enter "0" in that total's space below.
5. 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 (G) Total number of cases with days away from work (H) Total number of cases with job transfer or restriction (I) Total number of other recordable cases (J)

Number of Days

Total number of days away from work (K) Total number of days of job transfer or restriction (L)

Injury and Illness Types

Total number of...
(M)

1. Injuries	<input type="text" value="0"/>	4. Poisonings	<input type="text" value="0"/>
2. Skin disorders	<input type="text" value="0"/>	5. Hearing loss	<input type="text" value="0"/>
3. Respiratory conditions	<input type="text" value="0"/>	6. All other illnesses	<input type="text" value="0"/>

G – Deaths
H – Days Away From Work Cases
I – Days w/ Transfer or Restriction Cases
J – Other Recordable Cases
K – Total Days Away From Work
L – Total Days Transferred/Restricted

M1 – Injuries
M2 – Skin Disorders
M3 – Respiratory Conditions
M4 – Poisonings
M5 – Hearing Loss
M6 – All Other Illnesses

Summary Totals

Or here:

OSHA 300A

Summary totals are the basis for how we calculate injury/illness rates for industries in Wisconsin.

Columns G through J indicate the number of cases and their degrees of severity, while K and L show the total lost and restricted days. M1 through M6 serve to categorize the type of incident that occurred.

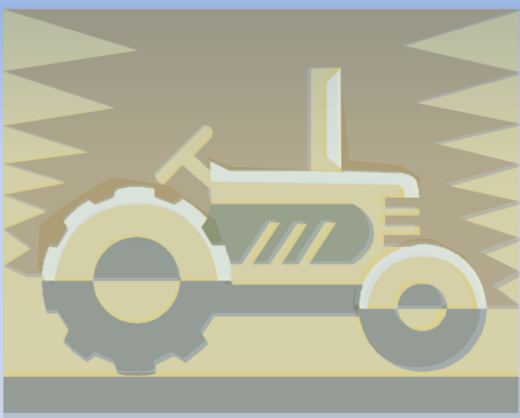
Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

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	_____

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

Public reporting burden for this collection of information is estimated to average 58 minutes per response, 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 currently valid OMB control 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 Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.



Summary Totals

Recordkeeping

The BLS collects data by way of OSHA recordkeeping standards. This Summary Totals section details how each field on your survey relates to how you record your injury/illness cases.

“Number of Cases” Fields:

- **Column G:** Cases resulting in death.
- **Column H:** Cases with doctor-ordered time off.
- **Column I:** Cases with doctor-ordered restrictions only (affecting job duties performed at least once per week).
- **Column J:** Cases which had no doctor-ordered days, but which required medical treatment.

Keep In Mind: The total of columns G through J (Number of cases) *should always equal* the total of columns M1 through M6 (Case Types).

Summary Totals:

Days Away From Work

Recording Days Away From Work (DAFW) Cases

- In order for a case with missed work to be recordable in column H, days away must be doctor-ordered.
- Start counting the day after the injury occurred. Record the final number in column K.
- Count by calendar days, not days in which the employee would have been scheduled.
- Do not count days which an employee was given leave or requested off that were not approved by a medical professional (e.g., MD, nurse practitioners, physician assistants, etc.).

Keep In Mind: Cases with days away *and* days of restriction/transfer should always be counted in **column H**, not column I.



Summary Totals:

Days of Job Transfer/Restriction

Recording Days of Job Transfer or Restriction (DJTR) Cases

- These cases are recorded in column I. Count days the same as DAFW cases. If restricted/transfer days were approved by an employer but not a licensed medical professional, do not count them.
- Record total restricted/transferred days in column L.
- Restricted/transfer case days are counted if the employee is prevented from completing duties performed ***at least once per week***.
 - *If an employee is given 7 restricted days by a physician in which he/she cannot lift more than 10 pounds, and the employee is required to lift 20 pounds at least twice a week, count all 7 days of restriction.*
- Restrictions are not counted if they do not pertain to the employee's work duties.
 - *If an employee is restricted to lifting no more than 10 pounds but is not required to perform that task for the position, do not count days of restriction.*

Summary Totals: Other Recordable Cases

Column J: Other Recordable Cases (ORC)

- If an employee does not have doctor-ordered days away or of restriction/transfer but the incident or exposure is still recordable, it falls under column J.
- An “other recordable” case must meet each of the following criteria:
 - The employee was seen by a medical professional.
 - The employer received medical documentation related to the injury/illness.
 - The injury/illness is deemed work-related.
 - The employee received medical treatment beyond first aid.

(See Table 2)

Summary Totals:

Other Recordable Cases (Cont'd)

RECORDABLE	NOT RECORDABLE
<ul style="list-style-type: none">• Using prescription medications or over-the-counter meds at prescription strength.• Using wound closing devices (e.g., surgical glue, stitches, staples).• Using immobilization devices (e.g., casts, splints).• Visits to treatment specialists such as physical therapists or chiropractors.• Needlesticks/sharps exposures.• Removal of foreign object from eyes with tweezers.• Significant diagnosed injury/illness:<ul style="list-style-type: none">• Cancer• Chronic, irreversible disease• Fractures• Punctured eardrum	<ul style="list-style-type: none">• Using over the counter medications (e.g., OTC acetaminophen, ibuprofen, aspirin).• Wound coverings (e.g., bandages, gauze pads, Steri-Strips).• Temporary immobilization devices while transporting (e.g., backboards)• Non-therapeutic massage.• Needlesticks/sharps injuries with no exposure or resulting infection.• Irrigation of eyes with water.• Removal of foreign object with tweezers (other than eyes).• Diagnostic testing (e.g., x-rays, MRIs)• General office or ER visits that do not result in medical treatment.• Immunizations.

Summary Totals:

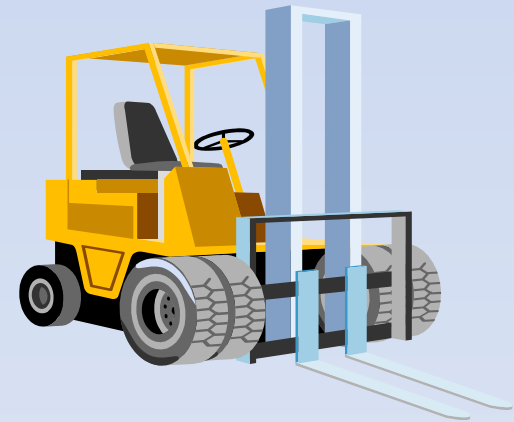
Days Away & Days Transfer/Restricted

Column K: Total Days Away From Work

- Refer to your OSHA 300 log or safety records to determine the total days away, using the guidelines in slide 6. Add those numbers and enter the total into column K.

Column L: Total Days Transferred or Restricted

- Using slide 7, complete the same task for column L.




Keep In Mind: Old OSHA logs have columns K and L switched. Make sure the DAFW correspond to column K and DJTR correspond to column L.

Summary Totals:

Types of Injuries/Illnesses

Columns M1 through M6: Injury/Illness Types

- M1: Injuries
 - If the injury happened due to a traumatic incident, it will likely fall under M1. Most cases are classified here.
- M2: Skin Disorders
- M3: Respiratory Conditions
- M4: Poisonings
- M5: Hearing Loss
- M6: All Other Illnesses
 - E.g., carpal tunnel, HIV, hepatitis



Typically due to exposure in work environment

Needlestick and Bloodborne Illness Exposure Incidents

*Many establishments, particularly in health care industries, are required to keep SHARPS logs. These logs differ from OSHA recordkeeping, and some incidents recorded in SHARPS logs are **not** OSHA recordable.*

*You must report **only** work-related needlestick and sharps injuries which:*

- Involved a needle or sharp object contaminated with blood or potentially infectious material (such as fluids, tissue).*
- Resulted in infection or disease that required treatment beyond first aid and/or required doctor-ordered DAFW/DJTR.*

A needlestick with exposure but no resulting disease or illness is recorded in the M1 column under injuries. If the needlestick results in an illness or disease as the result of exposure, list the injury under the appropriate M column.

*Exposures **not** involving needlesticks or sharp objects (e.g., getting blood or bodily fluids in one's eyes or mouth) are only recorded if they result in bloodborne illness or disease.*

Links and Resources

To request a fillable PDF form for submitting your survey:

<http://www.bls.gov/respondents/iif/adobeforms.htm> and click on Wisconsin.

For an 8 page sample survey with detailed instructions:

<http://www.bls.gov/respondents/iif/forms/soii2012.pdf>

For OSHA recordkeeping forms:

<https://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf>

For the Bureau of Labor Statistics Injury, Illness, & Fatality homepage:

<http://www.bls.gov/iif>

Need Help?

If you still have questions on any component of the survey, or even if you need help with OSHA recordkeeping, give us a call. We enjoy talking with our respondents!

Toll free:

1-800-884-1273



We are available Monday through Friday, 8 AM to 5 PM. If we miss your call, please leave us a message, and we will respond within one business day.

For more detailed information about the Bureau of Labor Statistics and the Survey of Occupational Injuries & Illnesses, please visit:

<http://www.bls.gov/respondents/iif/>.