

THE UNIVERSITY OF MICHIGAN-FLINT  
Environment, Health and Safety Department  
204 University Pavilion 810-766-6763 & fax # 810-424-5572

To: UM-Flint Faculty and Staff  
From: Michael Lane, Environment, Health and Safety Department (EHS)  
Date: January 2011  
Subject: MIOSHA 300 Log & Recordkeeping Regulations & Compliance Information

**Purpose of this communication**

1. Notify you of the requirement to post the Annual MIOSHA 300A Log - Summary of Work-Related Injuries and Illnesses. Please print the attached report and post for your area. This information will also be available on the EHS web page in the near future ~ <http://www.umflint.edu/ehs/>
2. Advise individuals of the Flint Campus' work-related illness/injury reporting requirements.

**Annual Posting of Summary of Occupational Injuries and Illnesses (MIOSHA 300 Log)**

MIOSHA mandates the reporting and recording of work-related incidents. The rules were designed to help employers recognize where workplace hazards were occurring, and, through effectively tracking injuries and illnesses, enables employers to take corrective action to eliminate the hazards.

MIOSHA requires employers to post from Feb 1-Apr 30 the MIOSHA Summary of Occupational Injuries and Illnesses for recordable injuries/illnesses that occurred during the prior calendar year. A complete copy of the summary log has been provided by the UM Risk Management Services/Work Connections to the Flint campus and attached to this e-mail as well as posted on the Work Connections website <http://www.umich.edu/~connect/miosha.htm> and will be accessible through the end of April 2011. Additionally, a paper copy will be posted and available for employees to review in the Environment, Health and Safety Department in 204 UPAV.

The Summary Log reports aggregate data in the following categories:

Number of Cases, Number of Days, Injury and Illness Types and Employment Information (average number of employees and total hours worked).

**MIOSHA reporting requirement:**

1. Employers are required to record work-related injuries or illnesses if they result in, for example, days away from work, restricted work, or medical treatment beyond first aid.
2. Employers are required to record cases as restricted work cases when the injured or ill employee only works partial days or is restricted from performing his/her routine job functions.
3. Employers are required to record all needlestick and sharps injuries involving contamination by another person's blood or other potentially infectious material.

4. If a contracted worker receives day-to-day supervision by a U of M employee, a work-related illness/injury that is sustained by the contract worker may need to be recorded on the University's MIOSHA Log. Contract worker incidents must be reported to EHS immediately.

#### **Reporting an Injury or Illness at UM-Flint**

Report all injuries immediately to the Department of Public Safety (DPS) by calling 911 from any University telephone or calling (810) 762-3333 from any non University telephone (payphone or cellular phone).

DPS will arrange for transportation to a UM-Flint's designated medical provider's treatment facility. DPS will notify Environment, Health and Safety (EHS) who will work with you and your department to process the appropriate reporting forms. EHS, UM-Flint's Human Resources and UM Risk Management Services/Work Connections work closely to provide illness and injury support services for all faculty and staff. Illness/Injury Report Forms are available on-line: <http://www.umich.edu/~connect>

In past years there has been some confusion as to what type of work-related incidents should be reported, to whom should they be reported and when. Some incidents may not appear to be an obvious accident/illness or may not be reported by the employee to the supervisor immediately such as a rash or allergic reaction resulting from working with or in close proximity to a chemical product. Please be sure to report these types of work-related incidents to DPS and EHS for follow up. If you are not sure if an incident is or is not reportable - call DPS or EHS.

#### **Timely Reporting of Injuries & Illnesses**

The timely reporting of injuries and illnesses to EHS supports the University's ability to meet the MIOSHA regulations, but also enables us to better respond to the medical treatment and return-to-work needs of our injured/ill employees. Injuries and illnesses must be reported **within 24 hours of the incident**.

#### **Centrally Managed Records**

Once the appropriate injury and illness report forms have been completed by the employee and their supervisor and forwarded to EHS, all illness/injury information is collected and managed centrally by the University's Work~Connections Program. Work~Connections, a program of Risk Management Services, provides injury and illness support services for faculty and staff on all UM campuses for work- and nonwork-related incidents. Work~Connections is also responsible for the University's compliance with the Michigan Occupational Safety and Health Administration's (MIOSHA) Recordkeeping Rule relating to the reporting of all work-related injuries and illnesses.

#### **Questions?**

For additional information, comments, questions or assistance, please feel free to contact EHS at (810) 766-6763.

Thank you.

Mike Lane