

6—Accident Records and Injury Rates

INJURY AND ILLNESS RECORD OF EMPLOYEE							
S. D. Smith				845			
(Name)				(Employee Number)			
Occupation <u>Packer</u>		Department <u>Shipping</u>		Date Employed <u>1-23-69</u>			
Case Number	Injury or Illness	Date of Occurrence	Z16 Type (Fatal, Permanent, Temporary, Non-disabling)	Z16 Days Charged	Comp. and Other Costs	OSHA Type (Fatal, Lost Workday, Non-Lost Workday)	OSHA Lost Workdays
164	Inj.	2-12-70	Non-disab.	0	0		
192	Ill.	8-3-71	Temporary	8	0	Lost Workday	6
349	Inj.	3-16-73	Temporary	3	0	Lost Workday	1

(Reverse side may be used for remarks)

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FIG 6-4 —The "Injury and Illness Record of Employee," a 4 × 6 in. card for recording injuries

ability. Therefore, one temporary total disability and 42 days of lost time would be entered in the March summary.

The employee returned to work on April 27 as estimated, and treatment for stiffness of the arm was begun. On September 10, the physician decided that the injury had caused 20 percent permanent disability of the arm. The entry for March would be changed, and the cumulative through September would be computed to reflect the change in the March estimate. That is, the injury was changed in the ANSI Z16.1 records to a permanent partial disability, and the 42 days charge was changed to 900 days (20 percent of 4500 days).

Annual report. Whereas monthly summaries of injuries are prepared primarily to show the trend of safety performance during the year, annual reports are prepared so that comparisons for the longer period may be made with the experience of previous years, and with the experience of similar companies and of the industry as a whole.

Especially in smaller companies, monthly injury rates often show wide variations which make it difficult to evaluate the safety performance correctly. If a small company has only two or three injuries in a year, in the months in which these injuries occur the rates will jump to extreme highs, but in the other months, the rates will be zero. These variations will be smoothed out in annual totals, however, and the rate for the longer period will have increased significance.

Annual reports should be prepared as soon after the close of the year as information becomes available, but again not later than the twentieth of the month following. If any injury report is still incomplete twenty days after the close of the year because the employee has not returned to work, or if the classification of any injury is in doubt at that time, an estimate of the outcome should be made by the company physician and the report included with the completed cases.

When annual records are closed, the estimated charges or OSHA lost workdays on