

recovered completely (all signs and symptoms had disappeared) from the previous injury or illness and an event or exposure in the work environment caused the signs or symptoms to reappear.

Step 7: Determine if the injury/illness is a privacy case

OSHA has identified certain types of workplace injuries or illnesses to be "privacy cases" where the employer must conceal the employee's identity. If you have a privacy concern case, you cannot enter the employee's name on the 300 Log. Instead, enter "privacy case" in the space normally used for the employee's name.

Step 8: Record specific types of cases

These types of cases must be recorded, regardless of whether the cases meet the other recordkeeping requirements:

- Work-related needle stick injuries and cuts from sharp objects that are contaminated.
- Situations where employees are removed from hazardous situations because of over-exposure to hazards – called medical removal.
- Work-related hearing losses of 10 decibel shifts that result in a total 25 decibel shift above audiometric zero.
- Occupational exposure to Tuberculosis.

Step 9: Report severe injuries

You must report each fatality, hospitalization, amputation, or loss of an eye to OSHA.

Verbally report to OSHA the death of an employee within 8 hours or the inpatient hospitalization of one or more employees, or an amputation or loss of an eye, as a result of a work-related incident within 24 hours.

(source J. J. Keller & Associates Inc.)

BWC NEWS

Private employer program application deadline for the drug free safety, industry-specific safety and transitional work bonus programs. Must apply by May 31 for the program year beginning July 1, 2019.

Deadline for completing policy activity rebate (PAR) program activities must be completed by May 31.

MANAGER TIPS

Take a positive approach

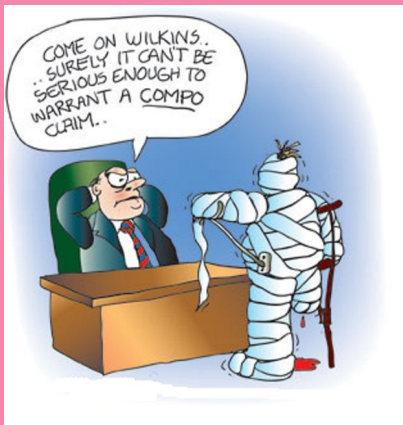
You should always try to maintain a positive outlook on things, even in tough situations.

Listen and empower

Coaching requires both encouragement and empowerment. Managers must work with employees to build one-on-one relationships that result in improved performance.

Coach in the moment

Learning is best when things are occurring in the moment. If an employee comes to you with a question about a process or protocol, use this opportunity to teach them something new.



Follow us on Facebook

BWC Classroom Training at the North Canton Office:

May 1: Electrical Safety in the Workplace through Insight and Implementation of NFPA

May 14: Emergency Preparedness Planning

[Location and contact information:](#)

339 E. Maple St., North Canton, OH 44720

Phone: 800-644-6292

Register at www.bwclearningcenter.com