RECORDKEEPING DECISION TREE

Did the employee experience an injury or illness?

YES

• Is the injury or illness work-related? (27-01103)
• Was the employee in the work environment? (Presumed to be work-related.)
• Was the employee in travel status, or working from home? (Needs to be engaged in work activities “in the interest of the employer.”)

YES

Is the injury or illness a “Significant Aggravation” of a (non work-related) Pre-existing Condition? (The pre-existing injury or illness would likely not have met the general recording criteria but for the occupational event or exposure.) 27-01103(2)(d)

YES

Update the previously recorded injury or illness entry if necessary.

NO

Does the injury or illness meet the general recording criteria or the application to specific cases?

General Recording Criteria (27-01107):
• Death
• Days away from work
• Restricted work or job transfer
• Medical treatment beyond first aid
• Loss of consciousness
• Significant injury or illness; i.e.,
  – Cancer
  – Chronic irreversible disease
  – Fractured or cracked bone
  – Punctured eardrum

Specific recording criteria:
• Needle sticks and sharps injuries (27-01109)
• Medical removal (27-01111)
• Hearing loss (27-01113)
• Tuberculosis (27-01115)

Medical treatment does not include the following 27-01107(2)(e)(i)
A. Observation or counseling
B. Diagnostic procedures
C. First aid (all inclusive) 27-01107(2)(e)(ii):
  • Non-prescription medication at non-prescription strength
  • Tetanus immunization
  • Cleaning, flushing or soaking wounds on skin surface
  • Wound coverings such as bandages, gauze pads, butterfly, steri-strip
  • Hot or cold therapy
  • Non-rigid support
  • Temporary immobilization devices for transport to medical facility
  • Drilling of fingernail or toenail
  • Eye patches
  • Removing foreign bodies from eye by simple means
  • Removing splinters or foreign material from other than the eye by simple means
  • Finger guards
  • Massages
  • Drinking fluids for heat stress

NO

RECORD THE INJURY OR ILLNESS

NO

DO NOT RECORD THE INJURY OR ILLNESS