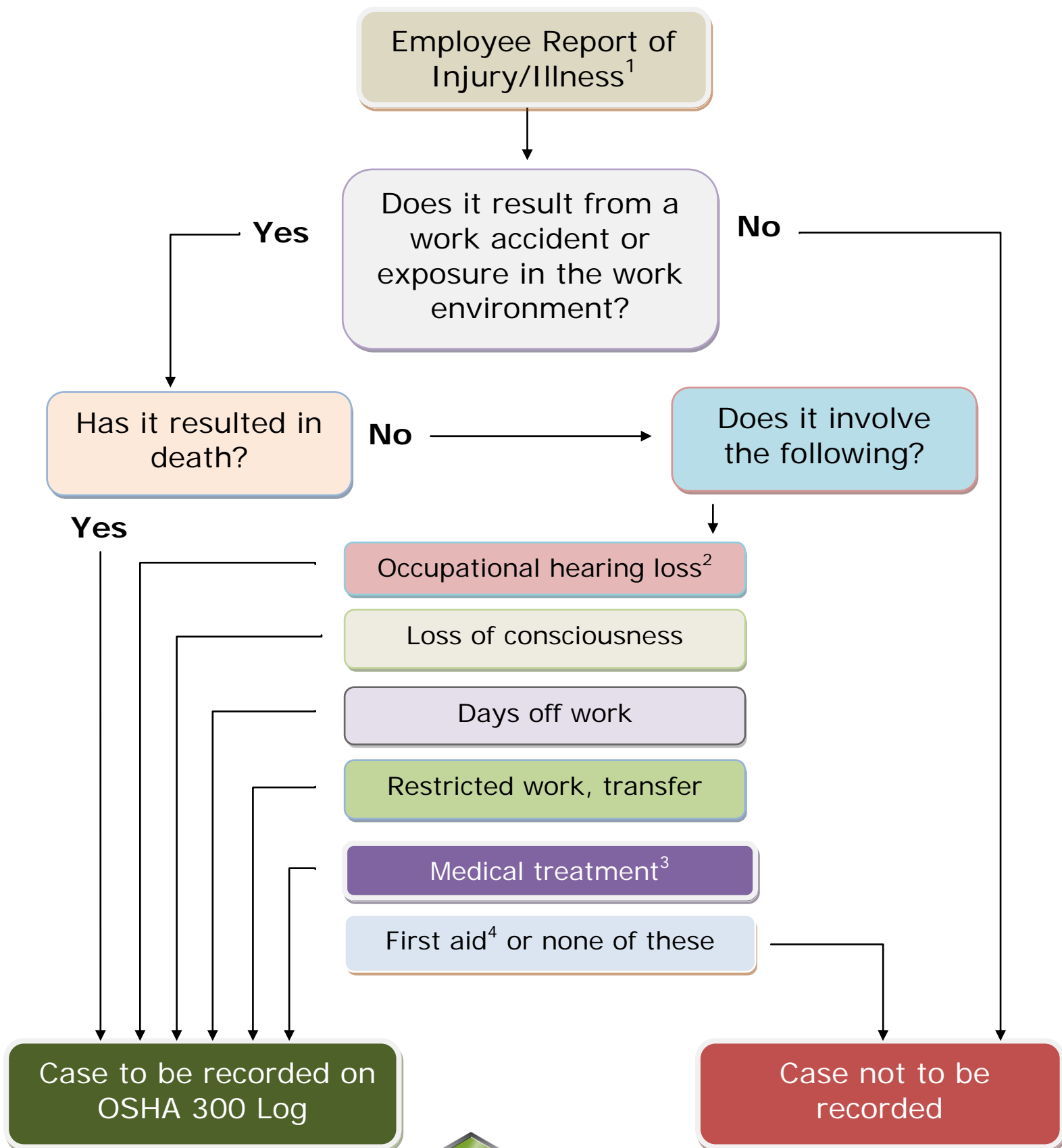


300 OSHA RECORDABILITY FLOWCHART



Definitions

1. **Employee Report of Injury/Illness:** Injury or illness reported assumes the individual reporting the injury or illness is an employee of your organization. If the employee is a temporary employee from a temporary staffing agency, incidents are to be recorded in the 300 log; however, the temporary staffing agency would be responsible for reporting workers' compensation claims to the carrier.
2. **Occupational Hearing Loss:** Defined as:
 - A change in hearing threshold relative to the baseline audiogram as an average of 10dB or more in either ear at 2,000, 3,000 and 4,000 hertz.
 - Employee's total hearing level of 25 dB or more above audiometric zero in both ears at the same hertz levels.
3. **Medical Treatment:** The management and care of a patient to combat disease or disorder. It does *not* include:
 - Visits to practitioners for observation and/or evaluation *only*
 - Diagnostic procedures
 - First aid
4. **First Aid:** Defined by OSHA in section 1904.7 (b)(5). Treatments that *are* considered first aid include:
 - The use of nonprescription medication at nonprescription strength
 - Tetanus immunizations
 - Cleaning, flushing or soaking surface wounds
 - Use of wound coverings, butterfly bandages, Steri-Strips
 - Hot or cold therapy
 - Use of non-rigid means of support
 - Temporary immobilization devices used to transport victims
 - Drilling of fingernails or toenails or draining fluid from a blister
 - Eye patches
 - Removal of foreign bodies from eye using irrigation or cotton swab
 - Removal of splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
 - Finger guards
 - Massage therapy
 - Drinking fluids for relief of heat stress

Exempt Industries Employers are not required to keep OSHA injury and illness records for those classified in the following Standard Industrial Classification (SIC) codes unless specifically requested by OSHA or its affiliated agencies. All employers, including those partially exempted by reason of company size or industry classification, must report to OSHA any workplace incident that results in a fatality or the hospitalization of three or more employees (see §1904.39).

SIC Code	Industry Description	SIC Code	Industry Description
525	Hardware Stores	725	Shoe Repair and Shoeshine Parlors
542	Meat and Fish Markets	726	Funeral Service and Crematories
544	Candy, Nut, and Confectionery Stores	729	Miscellaneous Personal Services
545	Dairy Products Stores	731	Advertising Services
546	Retail Bakeries	732	Credit Reporting and Collection Services
549	Miscellaneous Food Stores	733	Mailing, Reproduction, & Stenographic Services
551	New and Used Car Dealers	737	Computer and Data Processing Services
552	Used Car Dealers	738	Miscellaneous Business Services
554	Gasoline Service Stations	764	Reupholstery and Furniture Repair
557	Motorcycle Dealers	78	Motion Picture
56	Apparel and Accessory Stores	791	Dance Studios, Schools, and Halls
573	Radio, Television, & Computer Stores	792	Producers, Orchestras, Entertainers
58	Eating and Drinking Places	793	Bowling Centers
591	Drug Stores and Proprietary Stores	801	Offices & Clinics Of Medical Doctors
592	Liquor Stores	802	Offices and Clinics Of Dentists
594	Miscellaneous Shopping Goods Stores	803	Offices Of Osteopathic Physicians
599	Retail Stores, Not Elsewhere Classified	804	Offices Of Other Health Practitioners
60	Depository Institutions (banks & savings institutions)	807	Medical and Dental Laboratories
61	Nondepository Institutions (credit institutions)	809	Health and Allied Services, Not Elsewhere Classified
62	Security and Commodity Brokers	81	Legal Services
63	Insurance Carriers	82	Educational Services (schools, colleges, universities and libraries)
64	Insurance Agents, Brokers, & Services	832	Individual and Family Services
653	Real Estate Agents and Managers	835	Child Day Care Services
654	Title Abstract Offices	839	Social Services, Not Elsewhere Classified
67	Holding and Other Investment Offices	841	Museums and Art Galleries
722	Photographic Studios, Portrait	86	Membership Organizations
723	Beauty Shops	87	Engineering, Accounting, Research, Management, and Related Services
724	Barber Shops	899	Services, not elsewhere classified

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