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RECORDKEEPING PROCEDURES QUESTIONNAIRE

This questionnaire is included in the ORAA software system under the Recordkeeping Procedures Questionnaire Function on the Main Menu. The questionnaire is used to record responses to the interview with the manager and the recordkeeper.

OSHA Recordkeeper Questions

(Name)	Last:	First:	Middle:
Title:			
Date:			

1. In keeping the OSHA records, which of the following do you use (Check all that apply):

[]	a.	The OSHA Regulation 29 CFR Part 1904
[]	b.	Instructions on the OSH forms
[]	c.	Recordkeeping guidelines (Blue book)
[]	d.	Trade association guidelines
[]	e.	Insurers' guidelines
[]	f.	Other (list)

2. Do you have a computerized recordkeeping system?

[] Yes [] No

- 3. a. Does this company have other facilities?
 - [] Yes [] No
 - b. If yes, do you use centralized recordkeeping?
 - [] Yes [] No

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- 4. Do you have a completed Log and Summary of Occupational Injuries and Illnesses, OSHA No. 200, for the calendar year 1998?
 - [] Yes [] No
- 5. a. Do you have a completed supplementary record for each case entered on the log?
 - [] Yes [] No
 - b. If yes, which form(s) do you use as the supplementary record?
 - (1) OSHA 101
 (2) State Workers' Compensation Form
 (3) Insurer's Form
 (4) Other
- 6. How do you get information about workplace injuries and illnesses? For example, are supervisors required to report to you any injury or illness that occurs?
- 7. a. Are you the person normally responsible for determining whether or not a case is recordable?
 - [] Yes [] No
 - b. If not, who is?
- 8. How were you trained to handle the duties of completing the OSHA Log?
 - [] a. Self taught/no formal training
 - [] b. Trained by supervisor, colleague, or previous recordkeeper
 - [] c. Classroom training
 - [] d. Other (please specify)____
- 9. If you need assistance in determining if a case should be recorded, how is it obtained?

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10.	Do em	Do employees of your establishment request access to the OSHA log?							
	[]	Frequently	[]	Occasio	onally			[]	Never
11.	Record	Recording criteria for work related injuries includes:							
	С	All injuries are recordable				[] Yes		[] No	
	С	Visit to doctor for observation	only			[] Yes		[] No	
	С	First aid				[] Yes		[] No	
	С	Medical treatment				[] Yes		[] No	
	С	Loss of consciousness			[] Yes		[] No		
	С	Restricted work activity				[] Yes		[] No	
	С	Days away from work			[] Yes		[] No		
12.	2. Recording criteria for work related illnesses includes:								
	C	Illnesses are recordable only w the same criteria for recording	-	y meet	[] Yes		[] No		
	С	All illnesses are recordable	5			[] Yes		[] No	
	С	Diagnosis by doctor				[] Yes		[] No	
13.		Criteria used to distinguish between injuries and illnesses for OSHA recordkeeping purpose includes:				purposes			
	С	Length of event or exposure							
	С	(instantaneous vs non-instantar Type of condition	ieous)		[] Yes		[] No		
	0	(e.g. laceration vs infection)				[] Yes		[] No	
14.	Criteria include	a to determine if an injury or illn es:	ess is w	vork rela	ated for	OSHA	recordk	eeping	purposes
	С	It occurred on employer's prei	nises			[] Yes		[] No	
	С	Employee says it is work related				[] Yes		[] No	
	С	Only if the doctor says it is wo		ed		[] Yes		[] No	
	С	Workers' Compensation decid				[] Yes		[] No	
	C	Only if it occurred while the er on the clock		was		[] Yes		[] No	

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С	Its is caused by work	[] Yes	[] No
С	It is contributed by work	[] Yes	[] No
С	It is aggravated by work	[] Yes	[] No

15. What constitutes **restricted work activity** for OSHA recordkeeping purposes?

[] No
[] No
[] No
[

16. a. Does your company use temporary employees?

[] Yes [] No

b. If yes, does your company supervise them on a daily basis?

- [] Yes [] No
- c. If yes, do you record their injuries and illnesses on you OSHA log?
 - [] Yes [] No