

TOWN OF HOLLAND

Hampden County Massachusetts

Emergency

Action Plan

PURPOSE: An Emergency Action Plan (EAP) is a written document required by law and OSHA standards. The plan is intended to guide municipal personnel in reducing work related injury and illness and to guide building occupants to prepare for, respond to, and recover from a critical incident or other emergency at or near the building they occupy. While keeping in mind that the circumstances of each incident may vary, following the steps of an (EAP) will ensure that best practices are followed and that maximum efficiency is attained. It is necessary to collectively implement measures to mitigate against natural or human-caused occurrences to protect life and property, prior to an event actually occurring.

***NOTE:** This plan is intended for use by all departments and should be considered an overall building plan.*

The prescribed methods contained are designed to comply with current recommended standards. Designated personnel are required to periodically evaluate its content and update the plan as necessary.

It should be understood that this plan will only be effective if the building occupants review and understand its content, and formally train and practice implementing its procedures.

ISSUING AUTHORITY
Board of Selectmen

CLASSIFICATION
Unclassified

EFFECTIVE DATE
03 DEC 2019

REVISION DATE
N/A

OVERVIEW: While the basic plan provides information relevant to the (EAP) as a whole, the plan relies on Functional Annexes to provide specific information and direction to facilitate and organize employer and employee actions during a workplace emergency. The annexes emphasize responsibilities, tasks, and operational actions that pertain to the function being covered.

The plan is structured to identify actions that not only ensure effective response but also aid in preparing for emergencies and disasters. It is designed to define and describe the policies, processes, roles, and responsibilities inherent in the various functions before, during, and after any emergency period.

REFERENCES:

OSHA Standard
Regulation No. 29CFR
1910.38

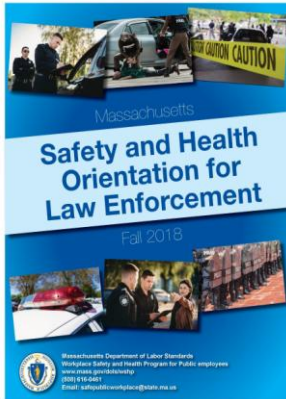
c. 44 of the Acts of 2018

G.L. c. 149 § 6 & 6 ½

Federal Occupational
Safety and Health Act of
1970

Emergency Action Plan

FOREWORD:



On March 9, 2018, Chapter 44 of the Acts of 2018, *An Act Relative to Standards of Employee Safety*, was enacted. The law amends G.L. c. 149, § 6 ½, and updates and clarifies employee safety requirements in public sector workplaces.

The law defines a public sector workplace to include *counties, municipalities, all state agencies, quasi-public independent entities, courts, bureaus, commissions, divisions or authorities of the commonwealth, political subdivisions, and public colleges and universities*. The law requires all public sector employers to implement methods of reducing work related injury and illness that meet the minimum requirements provided under the federal Occupational Safety and Health Act of 1970. The original law did not contain the phrasing for OSHA compliance because it was written before 1970, when OSHA was enacted.

ACKNOWLEDGEMENTS:

This document was created through a collaboration of Town of Holland municipal employees to include members of the Board of Selectmen, Safety Committee, Police Department, Fire Department and Emergency Management. Content contained corresponds with recommendations from the Commonwealth of Massachusetts Department of Labor Standards (DLS), specifically the manual on *Workplace Safety and Health Program for Public Employees (WSHP)*, and the U.S. Department of Labor Occupational Safety and Health Administration, specifically the manual on *How to Plan for Workplace Emergencies and Evacuations, OSHA 3088 2001 (Revised)*.

Authored By:

Bryan Haughey
Chief of Police

Jennifer Mott
Safety Committee

Additional Contributors:

Ginger Buteau
Safety Committee

Greg Dion
Safety Committee

Janine Drake
Safety Committee

James Gagne
Fire Chief



Lawrence Mandell
Board of Selectmen

CHAPTER 1

Employer Requirements:

Public sector employers are required to provide their employees with procedures, equipment and training to reduce work related injuries and illness. Employer methods must meet the minimum requirements provided under the federal OSH Act of 1970.

Employers should provide guidance to their employees and promote safe and healthful work conditions. Employers are responsible to ensure that each employee complies with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the Act which are applicable to his/her own actions and conduct.

A workplace emergency is an unforeseen situation that threatens your employees, customers, or the public; disrupts or shuts down your operations; or causes physical or environmental damage. Nobody expects an emergency or disaster, especially one that affects them, their employees, and their organization personally. Yet the simple truth is that emergencies and disasters can strike anyone, anytime, and anywhere.

You and your employees could be forced to evacuate your building when you least expect it. An Emergency Action Plan [EAP] is recommended to ensure that techniques are in place to reduce the likelihood of an injury or a fatality occurring during a life threatening emergency.

Emergencies may be natural or manmade and include the following:

- Floods,
- Hurricanes,
- Tornadoes,
- Fires,
- Toxic gas releases,
- Chemical spills,
- Radiological accidents,
- Explosions,
- Civil disturbances, and
- Workplace violence resulting in bodily harm and trauma.

Health & Safety Management Recommendations for Municipalities:

From 2009-2011, more than 8,700 work related injuries for municipal workers were reported to the Massachusetts Division of Industrial Accidents. These injuries place a cost burden on cities and towns to provide medical treatment and workers compensation costs.

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In many cases, methods to prevent the injury were readily available but not used. An active safety management system can help cities and towns reduce their work-related injuries in a cost effective manner.

The following elements are recommended as part of a comprehensive management system to reduce work-related injuries and illnesses:

Management Leadership

- Establish a department and town-wide Safety & Health Policy.
- Establish management and employee accountability.
- Authorize a joint labor-management Safety Committee.
- Set goals for safety.

Control Risk

- Establish written safety procedures for department tasks. Sample safety programs are available at www.mass.gov/dols/wshp.
- Provide safe and adequate equipment to perform job tasks:
 - Operations equipment
 - Safety equipment
- Implement an equipment inspection and maintenance schedule.
- Pre-plan job tasks to include injury prevention.
- Follow established industry standards for workplace safety.
- Conduct periodic workplace inspections and control hazards.
- Provide new hire and annual training.

Measure Performance

- Monitor department injury patterns and injury costs. A worksheet is available at www.mass.gov/dols/wshp.
- Conduct accident investigations and determine preventive strategies.
- Conduct self-audits using a joint labor-management team.
- Compare performance to annual safety goals.

Inspections:

The Department of Labor Standards [DLS] may conduct on site inspections to evaluate workplace conditions and make recommendations for the prevention of injuries and illnesses, (*Federal OSHA inspectors do not inspect public sector employers*). Employers are expected to be familiar with the updated law which clarifies the public sector employer's obligations. DLS prioritizes inspections in the following order. (*For all except "Imminent" inspections, DLS makes an appointment with the public sector employer*):

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- **Imminent Hazard:** DLS inspectors stop at active trenches, aerial lift operations, and roofing to ensure safety equipment and procedures are used.
- **Accident Investigation:** DLS inspects workplaces in response to a worker injury.
- **Voluntary:** An employer can request a voluntary safety and health audit.
- **Complaint:** DLS responds to complaints about workplace safety conditions. Examples of complaints include ladder handling, lack of respirators, and facility maintenance.
- **Planned Programmed Inspection:** DLS performs a representative number of inspections in workplaces expected to contain machinery or other hazards. Examples of inspections may include wastewater treatment plants, drinking water plants, highway departments, municipal electric power stations, school kitchens, and crossing guard locations.

CHAPTER 2

EAP Requirements: e-CFR [1910.38](#)

The EAP must be kept in the workplace and must be available for all employees to review. The plan must be in writing unless there are 10 or fewer employees, in which case the plan may be orally communicated. *1910.38(b)*

The EAP must include the following elements at minimum: *1910.38(c)*

1. Procedures for reporting a fire or other emergency *1910.38(c)(1)*;
2. Procedures for emergency evacuation, including type of evacuation and exit route assignments *1910.38(c)(2)*;
3. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate *1910.38(c)(3)*;
4. Procedures to account for all employees after evacuation *1910.38(c)(4)*;
5. Procedures to be followed by employees performing rescue or medical duties *1910.38(c)(5)*;
6. The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan *1910.38(c)(6)*; and
7. The employer must establish an employee alarm system to warn employees. For workplaces where there are 10 or fewer employees, direct voice communication (shouting) is an acceptable alternative as long as all employees can readily hear such an alert. *1910.38(d), § 1910.165*

Training Requirements:

All employees must be trained initially and whenever changes to the plan or changes to procedures are made. A sufficient number of employees must be designated and trained to assist in the safe and orderly emergency evacuation of other employees. *1910.38(e)*

An employer must review the plan with each employee covered by the plan when the following circumstances apply: *1910.38(f)*

- When the plan is developed or the employee is assigned initially to a job *1910.38(f)(1)*;

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- When the employee's responsibilities under the plan change *1910.38(f)(2)*; and
- When the plan is changed *1910.38(f)(3)*.

Training Recommendations:

It is recommended that you educate your employees about the types of emergencies that may occur and train them in proper response. The size of your workplace and workforce, processes used, materials handled, and the availability of onsite or outside resources will determine your training requirements. It is also recommended that employers conduct an additional review of the plan with each employee if you introduce new equipment, materials, or processes into the workplace that affect evacuation routes and when you change the layout or design of the facility.

Be sure all your employees understand the function and elements of your overall plan, including types of potential emergencies, reporting procedures, alarm systems, evacuation plans, and shutdown procedures. Discuss any special hazards you may have onsite such as flammable materials, toxic chemicals, radioactive sources, or water-reactive substances. Clearly communicate to your employees who will be in charge during an emergency to minimize confusion.

General training for your employees should address the following and it is recommended that training is conducted at least annually:

- Individual roles and responsibilities;
- Threats, hazards, and protective actions;
- Notification, warning, and communications procedures;
- Means for locating family members in an emergency;
- Emergency response procedures;
- Evacuation, shelter, and accountability procedures;
- Location and use of common emergency equipment; and
- Emergency shutdown procedures.

It is recommended that you provide training for your employees in the areas of hazardous materials and in utilizing special emergency equipment. You also may wish to train your employees in first-aid procedures, including protection against blood borne pathogens and respiratory protection, as well as methods for preventing unauthorized access to the site.

Once you have reviewed your action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. It is recommended that you include outside resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill to identify the strengths and weaknesses of your plan and work to improve upon it.

CHAPTER 3

Recommendations for Department Heads:

When drafting the plan, the department head may wish to select a responsible individual to lead and coordinate the overall emergency plan and the evacuation procedure. It is critical that employees know who the coordinator is and understand that person has the authority to make decisions during emergencies.

The coordinator [or department head] should:

- Assesses the situation to determine whether an emergency exists requiring activation of emergency procedures;
- Supervise all efforts in the area, including evacuating personnel;
- Coordinate with outside emergency services, such as medical, fire and police agencies, and ensure that they are available and notified when necessary; and
- Direct the shutdown of plant operations when required.

You also may find it beneficial to coordinate the plan with other employers when several employers share the worksite, although OSHA standards do not specifically require this. In addition to a coordinator, you may want to designate evacuation wardens to help move employees from danger to safe areas during an emergency. Generally, one warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours.

Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and various alternative escape routes. All employees and those designated to assist in emergencies should be made aware of employees with special needs who may require extra assistance, how to use the buddy system, and hazardous areas to avoid during an emergency evacuation.

Please note that pre schools, elementary schools, secondary schools and public colleges and universities may have an EAP which is distributed by their particular district or administration. It is recommended that these institutions consult with their district office before implementing recommendations from the municipality in which they reside.

Developing your Plan:

The best plan includes employees in the planning process and specifies what employees should do during an emergency. When you include your employees in your planning, encourage them to offer suggestions about potential hazards, worst case scenarios, and proper emergency responses. After you develop the plan, review it with your employees to make sure everyone knows what to do before, during and after an emergency.

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The best way to protect yourself and your workers is to expect the unexpected and develop a well-thought-out plan to guide you when immediate action is necessary. When creating your plan you should brainstorm the worst-case scenarios and ask yourself what you would do if the worst happened. Once you have identified potential emergencies, consider how they would affect you and your workers and how you would respond. You should complete a hazard assessment to determine what, if any, physical or chemical hazards in your workplaces could cause an emergency. If you have more than one worksite, each site should have an emergency action plan.

When developing your plan it's a good idea to look at a wide variety of potential emergencies that could occur in your workplace. It should be personalized to your worksite and include information about all potential sources of emergencies. Because each municipal site and occupation differs this document is designed to allow each department head the ability to modify the Functional Annex and Appendix sections. It is recommended that the department head review these sections periodically to ensure their plan is in compliance with the most recent recommended safety standards of their industry.

The annex sections are intended to provide specific information and directions for employee actions during an emergency. It is important for department heads to ensure their employees are properly trained and practiced in implementing the operational tasks contained. Each department head is responsible for determining what type of content is implemented into their plan. Although all the elements outlined in Chapter 2 are required, not all of the appendix may be relevant to your particular department. For example, a plan for a Library would not need to include a DPW Garage Self-Audit Checklist, but they may wish to include an injury reporting form.

The department head also has the ability to add additional information and elements to their plan to suit their needs. For those departments who enact their plan in writing it is recommended that you edit the following sections of this document:

- TITLE and INDEX page;
- FUNCTIONAL ANNEXES;
- APPENDIX

Recommendations for Severe Weather and Natural Disaster Events:

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no

windows.

- Stay away from outside walls and windows.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, shelving, windows, filing cabinets.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

When a hurricane watch or warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

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- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!

If there is no heat:

- Close off unneeded rooms or areas.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If stranded in a car or truck:

- Stay in the vehicle.
- Run the motor about ten minutes each hour.

Open the windows a little for fresh air to avoid carbon monoxide poisoning.

Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

Frequently Asked Questions:

1. Does the amended law replace OSHA?

No. OSHA continues to have jurisdiction over private sector employers.

2. Are Massachusetts requirements as strict as OSHA?

The new requirements are the same as OSHA's requirements, no stricter or more lenient.

3. When is the effective date?

February 1, 2019. In the interim, however, the current law remains in effect, and DLS will continue to conduct safety and health inspections. Before the new law's effective date, DLS will conduct outreach to familiarize employers with their responsibilities.

4. Can public sector employers get fined?

Although DLS has the authority to issue fines, its enforcement approach is to issue an order for corrective action to employers for a first offense. When corrective actions are completed within the timeframe specified, no fine is issued.

5. When should we notify DLS about an injury?

Contact DLS at 508-616-0461 or safepublicworkplace@state.ma.us within 24 hours if an accident causes a death, amputation, loss of an eye, loss of consciousness, or inpatient hospitalization. For these and all other injuries, continue to follow your current workers' compensation procedures and file First Reports with the Department of Industrial Accidents.

6. When should we keep an OSHA 300 Log?

Complete an OSHA 300 Log if you receive a letter from the Bureau of Labor Statistics requesting a copy of your log. Complete an OSHA 300 Log if requested by a DLS inspector. Do not enter your logs on the osha.gov website. More details to follow in 2019.

7. What training requirements are there?

Training requirements are job specific. Safety training depends on the tasks and equipment handled by employees, such as aerial lifts, trenches, ladders, or chainsaws. For a summary, see the DLS website at <https://www.mass.gov/dols/wshp> and <https://www.osha.gov/Publications/osha2254.pdf>.

8. Is OSHA 10 training required?

Under updated MGL c149 §6 ½, OSHA 10 training is not required of all employees. There is, however, a public bidding law that requires OSHA 10 training on publicly bid construction projects over \$10,000. Provide this training if that law applies to your workers.

9. What resources are there to help with the cost of training?

The Department of Industrial Accidents, Office of Safety awards up to \$25,000 to organizations to fund workplace safety training. For more information about this grant email: safety@dia.state.ma.us

10. What are the requirements for a private contractor performing work on public property?

Private sector employers are required to comply with OSHA standards. An enforcement inspection can be conducted by federal OSHA inspectors.

11. What tools are available to help prepare for compliance?

Self-audit checklists, template programs, and sample trainings are available for public workplaces. We expect to make more educational and compliance materials available to employers as we conduct outreach prior to the effective date. See www.mass.gov/dols/wshp

Authors Note:

This document has been designed to allow each individual department the capability to modify the functional annex and appendix sections to meet the requirements of their specific needs.

The department head should only modify the information on the following pages and should not edit, delete or add to the content contained on the Cover Page, the Foreword / Acknowledgements section or Chapters 1 - 3 contained herein.

Emergency Action Plan

TITLE AND INDEX PAGE

EMERGENCY ACTION PLAN	
<u>FACILITY NAME:</u>	Town Hall
<u>FACILITY ADDRESS:</u>	27 Sturbridge Rd
<u>ISSUING AUTHORITY:</u>	Board of Selectmen
<u>EFFECTIVE DATE:</u>	03 DEC 2019
<u>REVISION DATE:</u>	N/A
<u>RECORD OF REVISIONS:</u>	N/A

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Remember, the plan must be in writing unless there are 10 or fewer employees, in which case the plan may be orally communicated.

REPORTING A FIRE OR OTHER EMERGENCY



To report an emergency dial **911** from any cell phone or Town Hall landline office phone. When calling **911** from a Town Hall office phone you are not required to dial “9” to obtain an outside line as you would for a normal call.

If you are reporting an emergency such as fire, smoke or other fumes in the building we recommend that you activate the nearest fire alarm [pull station] and evacuate the building, then call **911** from your cell phone. If for some reason the fire alarm does not sound you should use any safe means possible to alert the other building occupants about the emergency.

We do not recommend that employees engage in attempting to extinguish a fire unless the fire is smaller than the size of a small wastebasket and not spreading to other areas, escaping the area is possible through an alternate exit if needed, and the fire extinguisher is in good working condition and the employee is trained to use it.

The **911** system should be utilized for emergencies ONLY. If you require non emergency assistance from Police or Fire you may call the New Braintree Regional Dispatch Center business line at [\(413\) 245-7222](tel:4132457222).

[Holland Fire Station \[Non Emergency\]](#)
Voicemail: (413) 245-9733

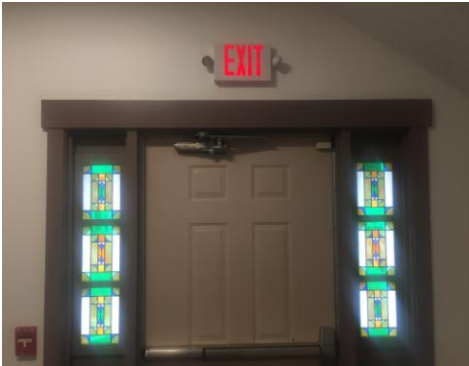
[Holland Police Station \[Non Emergency\]](#)
Voicemail: (413) 245-0117

CRITICAL PLANT OPERATIONS

Since the Town Hall contains no systems which are essential to emergency or town wide services it is recommended that during an evacuation order all those present evacuate the building.

Unless otherwise instructed by public safety personnel it is not recommended that untrained individuals engage in deactivating any mechanisms such as electrical and gas systems. However, it is important for employees to be aware of where critical systems are located inside the building so they can pass along a location description to first responders. The Town Hall is a wood frame construction building heated by propane and contains a well and septic system.

EMERGENCY EVACUATION AND EXIT ROUTE ASSIGNMENTS



In the event of an emergency, local emergency officials may order you to evacuate the premises. In other cases, a designated person within the organization will be responsible for making the decision to evacuate or shut down operations. Protecting the health and safety of everyone in the Town Hall is the first priority.

In the event of a fire, an immediate evacuation to the predetermined area away from the Town Hall is the best way to protect employees, [see figure 1 on page 16](#). On the other hand, evacuating employees may not be the best response to an emergency such as a toxic gas release at a facility other than the Town Hall.

The type of building may be a factor in the decision to evacuate or not. Most buildings are vulnerable to the effects of disasters such as tornadoes, earthquakes, floods, or explosions. The extent of the damage depends on the type of emergency and the building's construction. Modern factories and office buildings, for example, are framed in steel and are more structurally sound. In a disaster such as a major earthquake or explosion, however, nearly every type of structure will be affected. Some buildings will collapse and others will be left with weakened floors and walls.

Specific evacuation procedures, including routes and exits, are posted throughout the building and are easily accessible to all employees. Employees should be aware of both primary and secondary evacuation routes and exits. To the extent possible under the conditions, evacuation routes and emergency exits meet the following conditions:

- Clearly marked and well lit;
- Wide enough to accommodate the number of evacuating personnel;
- Unobstructed and clear of debris at all times; and
- Unlikely to expose evacuating personnel to additional hazards.

A disorganized evacuation can result in confusion, injury, and property damage. That is why it is important to determine the conditions under which an evacuation would be necessary and to designate a person authorized to order an evacuation or shutdown. Please remember to assist those people with disabilities or those may not speak or understand English.

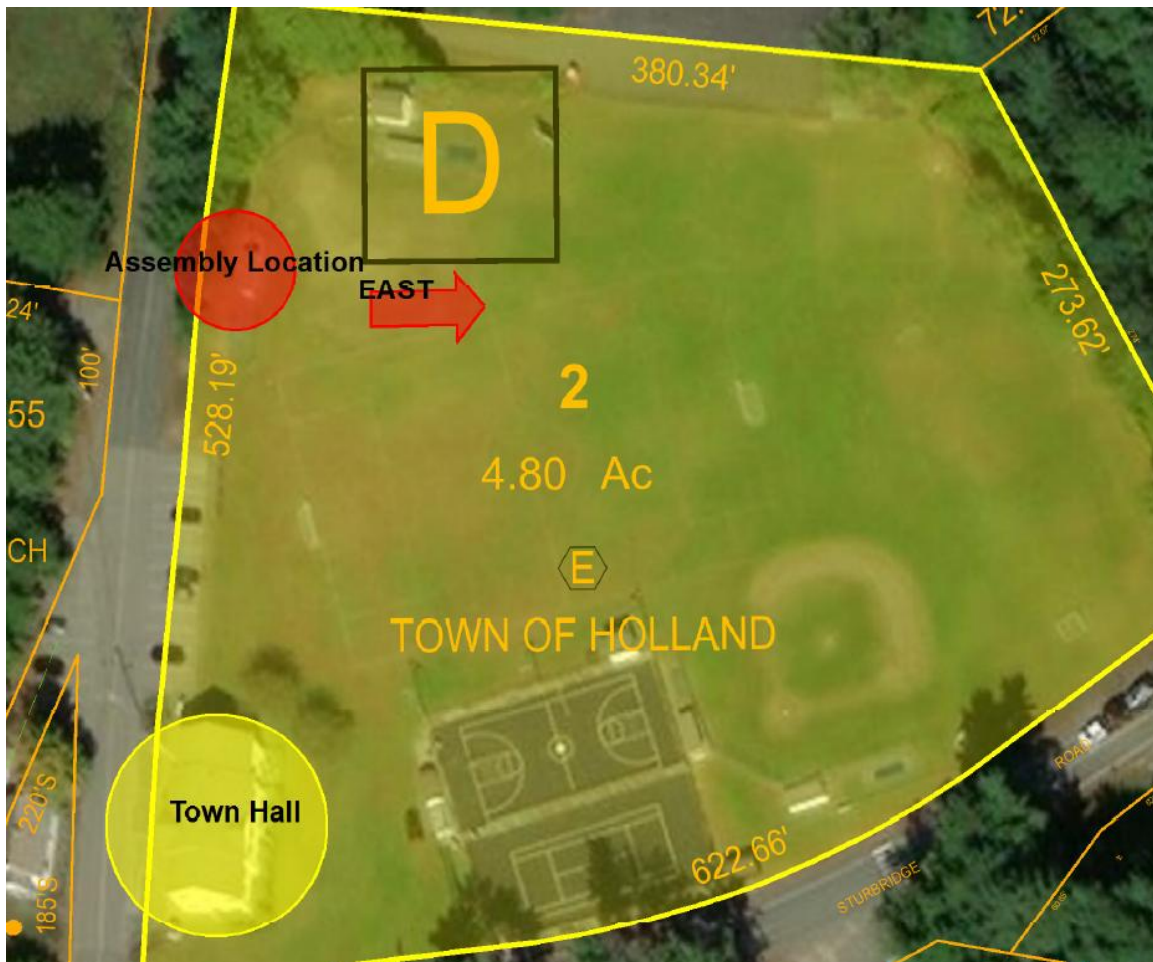
ACCOUNTING FOR ALL EMPLOYEES AFTER EVACUATION

Accounting for employees and other building occupants immediately following an evacuation is a critical step of the evacuation process. Confusion in the assembly area can lead to delays in rescuing anyone trapped inside the building, or can lead to unnecessary and dangerous search-and-rescue operations.

To ensure the fastest, most accurate accountability of employees, we have designated the area of the east facing dugout at Hitchcock Field 1, [see figure 1 below], as an assembly area where employees should gather after evacuating the building. This will ensure that all those evacuated are a safe distance from the Town Hall and not in an area where first responders will be impeded.

It is important for one individual to be tasked with the responsibility of taking a head count after evacuating and to identify the names and last known locations of anyone not accounted for in order to pass the information along to the public safety official in charge. In the event the assembly location is inaccessible or the incident expands, employees may need to be relocated to another location or dismissed for the day.

Figure 1



RESCUE OR MEDICAL DUTIES



It takes more than just willing hands to save lives. Untrained individuals may endanger themselves and those they are trying to rescue. For this reason, it is generally wise to leave rescue work to those who are trained, equipped, and certified to conduct rescues.

It is important to ensure the appropriate individuals are contacted for all emergencies. Employees should dial **911** for all medical emergencies and be prepared to provide the dispatcher with as much information as possible about the situation, to include:

- The nature of the medical emergency
- The building address
- The exact location of the emergency *[office number – floor number]*
- Your name, and the number you are calling from

Callers should be prepared to follow the instructions given by the dispatcher at all times. You should also call for assistance from any nearby personnel who are trained in CPR and First Aid so they can provide help prior to the arrival of professional medical responders. You should NOT move the victim unless absolutely necessary.

If personnel trained in First Aid are not available you should attempt to stop any bleeding by applying firm pressure to the victims wounds while avoiding contact with blood or other bodily fluids, *[clothing or towels can be utilized to apply firm pressure]*.

You should also ensure the victim's air passages are clear of obstruction and designate an individual to meet and escort the arriving first responders.

CONTACTS FOR INFORMATION ABOUT THE PLAN OR EXPLANATION DUTIES

For employees who require further information about this plan in general or for a more specific explanation of personal responsibilities you should contact your individual department head or your designated safety coordinator.



Employees may also contact a member of the Safety Committee. To facilitate this, you should contact the Town Administrator who will provide you with the information you require, or provide you with the appropriate contact information for a member of the Safety Committee.

SAFETY OR HEALTH HAZARD NOTIFICATION SYSTEM



All employees should have the ability to raise concerns if they perceive a potential situation which could cause imminent danger to the health and safety of themselves or fellow employees.

It is recommended that all employees are given the ability to raise this concern with their department head and the department head should do everything within his or her power to rectify the situation.

Employees and department heads shall also be given the ability to raise these concerns with the Safety Committee or the Town Administrator, who shall in turn attempt to rectify the situation to the best of their ability.

EMPLOYEE ALARM WARNING SYSTEM

Warning alarms must be able to be heard, seen, or otherwise perceived by everyone in the workplace. For workplaces where there are 10 or fewer employees, direct voice communication, [shouting], is an acceptable form of an alarm warning system as long as all employees can readily hear such an alert.

When sounding an alarm you must keep in mind employees who are disabled and take appropriate action to ensure they are aware of the warning. It is recommended that you utilize plain language when alerting others to potential danger. For example, if there is a fire or smoke in the building you should consider yelling “fire, evacuate the building” in your oral communication.



In addition, it is important for employees to be familiar with building alarm systems and locations. It is recommended that all employees be aware of where fire alarm pull stations are located in the building and where the panic alarm button is if your office is equipped with one.

Each department located in the building should also maintain an updated list of key personnel to notify in the event of an emergency or other situation, such as but not limited to a water leak that they come across while in the building during off hours.



Massachusetts Workplace Safety and Health Protection for Public Employees

Massachusetts General Law Chapter 149, §§ 6 and 6-1/2 provide job safety and health protection for state, municipal and county workers through the promotion of safe and healthful work conditions.

- Employers:** Employers are required to provide procedures, equipment and training to prevent work-related injuries and illnesses.
- Employees:** Employees are required to comply with the policies and procedures established in their workplace to reduce work-related injuries and illnesses.
- Inspection:** The Department of Labor Standards (“DLS”) may conduct an on-site inspection to evaluate workplace conditions and make recommendations for the prevention of work-related injuries and illnesses. See “Inspection Summary” at www.mass.gov/dols/wshp.
- Enforcement:** DLS may issue a Written Warning which contains an Order to Correct when an inspection reveals a condition which could cause a work-related injury or illness. DLS may issue a Civil Citation with Civil Penalty in circumstances when the employer repeatedly allows an unsafe condition to occur, the condition has already caused a serious work-related injury, or if the employer has ignored a previous Written Warning.
- Voluntary Assistance:** Public sector workplaces may request technical assistance by contacting DLS at 508-616-0461 or safepublicworkplace@state.ma.us. There are no written warnings or penalties issued for voluntary assistance.
- Complaints:** Public employees or their representatives may file a complaint about safety and health conditions at their workplace by contacting DLS at 508-616-0461 or safepublicworkplace@state.ma.us.
- Safety and Health Management:** Sample safety programs and technical bulletins are available at www.mass.gov/dols/wshp.

www.mass.gov/dols/wshp

508-616-0461



Focus on Accident Prevention Public Works

The following list summarizes common causes of injuries in public works departments. Accident investigations conducted by the Department of Labor Standards frequently identify corrective actions in these areas.



Highway

Equipment – operator training and equipment maintenance

Ladder training and inspection

Workzone Set-up



Water & Sewer

Equipment – operator training and equipment maintenance

Ladder training and inspection

Railings in treatment plant

Machine guarding on pumps in treatment plant

Trench Safety

Workzone Set-up



Parks and Recreation

Aerial Lift

Chainsaw

Equipment – operator training and equipment maintenance



Sanitation

Equipment – operator training and equipment maintenance

YOU MUST REPORT A FATALITY OR CATASTROPHE

**Notify the Department of Labor Standards
at 508-616-0461 ext. 9488
or email safepublicworkplace@state.ma.us**

Notify the Department of Labor Standards within eight hours of any work-related injury to a Public Sector employee involving:

- Fatality
- Loss of an Eye
- Amputation
- Inpatient Hospitalization

Please include:

- Name of agency
- Location of incident
- Time and date of incident
- Number of injured or deceased employee(s)
- Name of contact person, including phone number and email address
- Brief description of incident

**Learn how to prevent work-related injuries or fatalities at
www.mass.gov/dols/wshp**



THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT DEPARTMENT OF LABOR STANDARDS

Workplace Safety and Health Program Inspection Summary

Massachusetts General Laws Chapter 149 §6 authorizes the Department of Labor Standards to conduct inspections and provide recommendations to prevent work-related injuries and illnesses at public employee workplaces.

What to Expect during a Safety and Health Inspection

- The DLS representative will conduct an opening conference to explain the purpose of the visit, and the scope of the inspection. The opening conference will include a request to speak with the workplace union representative, if applicable. The DLS representative may request to review injury records.
- After the opening conference, the DLS representative will conduct a site walkthrough to evaluate tasks, equipment or conditions which could cause a work related injury or illness.
- At the conclusion of the inspection, the DLS representative will conduct a closing conference to discuss observations. The representative will also indicate conditions where corrective action may be required. The representative may also request documentation such as safety policies and training records. Due to the nature of work activities or equipment, additional research by DLS may be required before a report is provided.

Inspection Report

- A written report which identifies hazards and provides recommendations for the prevention of work-related injury or illness will be sent to the department management. The report may take the following formats:
 - a. A **Technical Assistance Report** will be issued when a municipality voluntarily requests on-site assistance. A correction due date is provided for conditions which could cause employee injury or illness.
 - b. **Written Warning** may be issued when a workplace inspection reveals conditions which could cause employee injury or illness. A correction due date is provided.
 - c. A **Civil Citation with Civil Penalty** may be issued which contains a fine of up to \$1,000 per violation, and a correction due date. DLS may consider issuing a Civil Citation with Civil Penalty in circumstances when the employer repeatedly allowed an unsafe condition to occur, the condition has already caused a serious work-related injury, or if the employer has ignored a previous Written Warning.

Massachusetts Department of Labor Standards • Workplace Safety and Health Program

Notice of Alleged Safety and/or Health Hazard

Reporting of Alleged Safety and/or Health Hazard

Complaints regarding occupational safety and health conditions at a public sector workplace (municipality, county, state agency) in Massachusetts can be submitted to the Department of Labor Standards (DLS) using this form. If you prefer to phone in your complaint, the form will be started for you and your signature will be requested.

Complaints regarding occupational safety and health conditions at a private sector employer, including private sector employers working on public property, should be made by contacting the local OSHA area office. See www.osha.gov for a list of OSHA offices.

Who may submit a complaint? Any employee or a representative of employees who believes that a violation of a safety or health standard exists that threatens physical harm, or that an imminent danger exists, may submit a complaint to DLS. Signed complaints are given priority over unsigned complaints. DLS also accepts referrals about potential safety and health conditions from other state agencies, federal agencies and public safety departments.

Can an employer retaliate against the complainant? MGL c. 149 § 185 provides explicit protection for employees exercising their rights, including making safety and health complaints. Complainants are not protected against discipline by their employer for work performance issues. Filing a complaint with DLS regarding safety conditions does not preclude the employer from continuing with disciplinary proceedings or personnel assignments that may be underway.

What happens after a complaint is submitted? DLS evaluates information in the complaint. DLS may respond to the complaint by contacting the employer by phone or letter, by conducting a site inspection, or by referring the complaint to the appropriate government agency that has authority if DLS does not have jurisdiction. If DLS determines that there are no reasonable grounds to believe that a violation exists, the complainant will be notified in writing of such determination when contact information has been provided. The employer is permitted to request a copy of the written complaint. If the complainant has requested, the employee information is redacted before it is submitted to the employer.

Instructions

1. Complete page 2 as accurately and completely as possible.
2. Describe each hazard you think exists in as much detail as you can.
3. If the hazards described in your complaint are not all in the same area, please identify where each hazard can be found at the worksite.
4. If there is any particular evidence that supports your suspicion that a hazard exists (for instance, a recent accident or physical symptoms of employees) include the information in your description.
5. If you need more space than is provided on the form, continue on another sheet of paper.

After you have completed the form, return it by mail, fax or e-mail to:

Department of Labor Standards
 167 Lyman Street
 Westboro, MA 01581
 E-mail: safepublicworkplace@state.ma.us.
 Fax: 508-616-0467, Phone: 508-616-0461



Massachusetts Department of Labor Standards • Workplace Safety and Health Program

Notice of Alleged Safety and/or Health Hazard

Complaint Number (for office use) _____

Agency Name (Please provide full name) _____

Site Address _____ Site Phone _____

Mailing Address _____ Mail Phone _____

Management Official for your department _____ Telephone _____

Management Official for the Agency _____

Hazard Description/Location Describe briefly the hazard(s) which you believe exist. Include the approximate number of employees exposed to or threatened by each hazard. Specify the particular building or worksite where the alleged violation exists. Include drawings, sketches or photographs if applicable and possible.

Please describe employees affected by the hazard:

- Municipal or County employees
- State employees
- Employees of a private company

Has this condition been brought to the attention of:

- Employer
- Other Government Agency (specify)

Please Indicate Your Desire:

- Do NOT reveal my name to my Employer
- My name may be revealed to the Employer

The Undersigned believes that a violation of an Occupational Safety or Health standard exists at the agency named on this form.

(Mark "X" in ONE box)

- Employee
- Safety and Health Committee
- Representative of Employees
- Other (specify): _____

Complainant Name _____ Telephone _____

Address (Street, City, State, Zip) _____

Complainant email _____

Signature _____ Date _____

If you are an authorized representative of employees affected by this complaint, please state the name of the organization that you represent and your title:

Organization Name _____ Your Title _____





Self-Audit Safety Checklist for Emergency Exits

This Emergency Exit checklist contains minimum OSHA requirements for an office setting. There may be additional requirements established by state building code, local Fire Departments. For details about items contained in this checklist, review the state building code and NFPA 101 Lifesafety Code.

Building Name: _____ Date _____
Address: _____
Conducted by: _____

Facility Inspection – Exit Routes in Office Settings	Standard	Y	N	Correction Required
Emergency Action Plan				
The workplace has a written Emergency Action and Fire Prevention Plan when building has more than 10 employees.	1910.38 and 1910.39			
Evacuation maps are current and clearly posted.	1910.38(c)(2)			
Emergency Alarm				
An audible employee alarm system must be operable and employees trained on the system.	1910.37(e) and 1910.38(d)			
Exit Doors				
Employees must be able to open an exit route door from inside at all times without keys, tools, or special knowledge.	1910.36(d)(1)			
Exit doors are free of any device or alarm that could restrict emergency use of the exit route if the device or alarm fails.	1910.36(d)(2)			
Exit route doors are operable using one hand.	NFPA 101 Lifesafety Code: 7.2.1.5.10; 2015			
Force required to open doors is not excessive. See NFPA 101 Lifesafety codes for maximum forces: 7.2.1.4.5	1910.36(d)(1) NFPA 101 chptr 7.2.1.4.5			
No snow or ice buildup outside of exit doors.	1910.36(d)(1)			
Exit Signs				
When direction of travel to the exit is not immediately apparent, signs must be posted indicating the direction of travel to the nearest exit.	1910.37 (b)(4)			
Line of sight to exit signs must be clearly visible at all times.	1910.37 (b)(4)			
Exit sign is lighted to at least 5 foot candles.	1910.37(b)(6)			
Exit Route Access				
There are two or more exit routes from each floor. The two exits must be located far away from each other. More than two routes are required if size of building or occupancy reduces employee egress.	1910.36(b)(1)-(2)			
A door that connects to an exit route must swing out in the direction of exit travel if the room is designed to be occupied by more than 50 people.	1910.36 (e)(2)			
A side-hinged door must be used to connect any room to an exit route.	1910.36(e)(1)			
Exit routes shall not go through bathrooms, offices, closets or other rooms subject to locking.	1910.37(a)(3)			
Each exit route is adequately lighted so that an employee with normal vision can see along the exit route.	1910.37 (b)(1)			

Facility Inspection – Exit Routes in Office Settings	Standard	Y	N	Correction Required
<i>Exit Route Dimensions</i>				
Width of exit route must be at least 28 inches wide at all points. NOTE: NFPA 101 requires 36" for existing stairs; and 44" minimum width of new construction.	1910.37(g)(2)			
Objects that protrude into exit route must not reduce the width of exit route to less than minimum requirements.	1910.37(g)(2)			
Ceiling of exit route must be at least 7'6" feet tall. Any projection from ceiling must not reach a point less than 6'8". Mark projections.	1910.37(g)(1)			
Walkways should be smooth and substantially level.	1910.37(h)(3)			
<i>Fire Doors</i>				
Fire doors in stairwells are self-closing and not propped open.	1910.36(a)(3)			
Fire doors in exit route are not propped open. Doors remain closed or automatically close in an emergency upon sounding of a fire alarm or employee alarm system.	1910.36(a)(3)			
Fire doors open in direction of travel to the emergency exit.	1910.36 (e)(2)			
<i>Fire Prevention</i>				
Fire extinguishers—monthly visual check conducted.	1910.157(e)(2)			
Fire extinguishers—annual maintenance check	1910.157(e)(3)			
Flammables stored away from ignition sources.	1910.106(d)(5)(iii)			
Extension cords are not used as permanent wiring, and not strung together.	1910.303(b)(2)			
Toaster, microwave, refrigerator, heaters and other appliances are not connected to power strips.	1910.303(b)(2)			
Items are not hung from sprinkler heads, and storage of items is kept at least 18" below sprinkler.	1910.159(c)(10)			
<i>Fire Safeguards for Exit Routes</i>				
Exit routes must be kept free of flammable furnishings or other decorations.	1910.37(a)(1)			
No storage of flammable materials stored under exit stairs or along exit route.	1910.37(a)(1)			
Exit routes must be maintained during building renovation and maintenance.	1910.37(d)			
<i>Stairs</i>				
Handrail and railing on stairs and exposed landings.	1910.25(b)(1)			
Stairs kept clear. Storage not allowed on stairs or egress.	1910.176(c)			
Platform provided when a door opens directly onto a stairway.	1910.25(b)(5)			

Other Comments:



Self-Audit Safety Checklist for Office Buildings

Purpose:

This checklist is a guide to assist public employers provide a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Scope: This checklist is designed for Office Employees in public buildings, such as town hall, libraries, and state offices. A separate checklist is available for Custodial and Facilities areas.

Building Name: _____ Date _____
Address: _____
Conducted by: _____

Facility Inspection for Office Buildings – Areas Occupied Mainly by Office Employees	Standard	Y	N	Correction Required
Electrical				
Electrical outlets and switches– cover plates installed.	1910.305(b)			
GFCI receptacles in kitchens and wet locations.	1910.304(b)			
Extension cords are not used as permanent wiring.	1910.305(a)(2)(ii)			
Power cords – electrical grounding pins (3-prong) are intact.	1910.334(a)			
Power strips are not piggybacked.	1910.303(b)(2)			
Exits				
All exits are unlocked and useable when building occupied.	1910.36(d)(1)			
Exit doors are operable with one-hand.	1910.36(d)(1)			
Exit egress is unobstructed and at least 28 inches wide	1910.37(a)(3)			
There is no storage on stairs, or blocking egress.	191037(a)(3)			
Exits signs are in place and proper size.	1910.37(b)(2)			
Doors that could be mistaken for an exit, are marked as “Not an Exit,” or with name of identity of room.	1910.37 (b)(5)			
Emergency lights, alarms, fire doors operational.	1910.37(a), (e)			
Exit discharges are clear of snow and ice	1910.36(h)(2)			
Fire Prevention				
Fire extinguishers mounted off floor, signage.	1910.157(c)(1)			
Items not hung on, or obstructing sprinklers.	1910.159(c)(10)			
First Aid Kit				
First Aid kit available, accessible to office employees.	1910.151(b)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Kitchen Area				
Appliances have 3-prong plug or double insulated cords.	1910.335(a)(3)(i)			
Appliances do not have live parts exposed.	1910.305(j)(3)(i)			
Extension cords are not used for appliances.	1910.305(g)(1)(i)			
GFCI on all electric receptacles in damp location.	1910.304(b)			

Facility Inspection for Office Buildings – Areas Occupied Mainly by Office Employees	Standard	Y	N	Correction Required
Ladders				
Step stools or ladders available so workers do not step on chairs or desktops.	1910.23(b)(8)			
Material Storage				
Shelves are secured to prevent tipping.	1910.176(b)			
Item height is at least 18 in below sprinkler heads.	1910.159(c)(10)			
Heavy items are stored in manner to reduce lifting injury.	(5)(a)(1)			
Sidewalks and Entrance				
Sidewalks and entry kept free of tripping hazards.	1910.22(a)			
Entrance mats capture moisture when entering building.	1910.22(a)(2)			
Snow cleared frequently.	1910.22(a)(2)			
Slip, Trip Prevention				
Floors maintained as dry as feasible.	1910.22(a)(2)			
“Wet Floor” signs used.	1910.22(a)(2)			
Floors kept free of tripping hazards, computer cords, and clutter.	1910.22(a)(1)			
Carpet is smooth and not creased.	1910.22(a)(2)			
Stairs				
Stairs, treads and railings in good condition.	1910.25(b)(31)			
Stairs with >4 risers have railing and handrail.	1910.28(b)(11)ii			
Space Heaters				
If permitted, space heaters have auto-shutoff if tipped over.	1910.39(c)(3)			
Combustible materials not stored near space heaters.	1910.39(c)(1)			
Written Programs – Office Staff				
Emergency action plan	1910.38(b)			
Hazard communication for chemical products, if used.	1910.1200(e)			
Required Training – Office Staff				
Emergency action plan for all employees in facility	1910.38(f)			
Hazard communication if employees use chemical products	1910.1200(h)			
Records Maintained				
Safety Data Sheets for chemical products.	1910.1200			
Fire extinguisher inspections (monthly and annual)	1910.157(e)			
Injury reports	1904.4			



Employee Injury Reporting Requirements for Public Sector Workplaces in Massachusetts

1. Fatal or Catastrophic Incidents

Notify the Department of Labor Standards within 8 hours of any work related injury to a public sector employee involving:

- Fatality
- Loss of an Eye
- * Amputation
- * Inpatient Hospitalization

Department of Labor Standards

Phone: 508-616-0461 x 9488

Email: safepublicworkplace@state.ma.us

2. Workers Compensation Incidents

Notify the Department of Industrial Accidents when an employee is disabled for 5 full or partial calendar days. Submit Form 101- Employers First Report of Injury/Fatality on-line at <https://www.mass.gov/dia-online-services>.

3. Near Miss and First Aid Incidents

Employers are encouraged to maintain records of “Near Miss” and “First Aid Only” incidents to evaluate patterns. Do not submit to Department of Labor Standards or Department of Industrial Accidents.

4. OSHA 300 Log

Effective February 1, 2019, public sector employers must complete an OSHA 300 Log if the Bureau of Labor Statistics requests a copy of your log. In addition, complete an OSHA 300 Log if requested by a DLS inspector during a site inspection. Do not enter your logs on the osha.gov website.

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year _____
U.S. Department of Labor
 Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment name _____
 City _____

State _____

(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	Classify the case			Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:										
						Death	Days away from work	Job transfer or restriction	Away from Work (days)	On job transfer or restriction (days)	(M) Injury	(N) Skin Disorder	(O) Respiratory Condition	(P) Poisoning	(Q) Hearing Loss	(R) All other illnesses					

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact US Department of Labor, OSHA, Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page totals

Page 1 of 1

Injury	(1)	0	0	0	0	0	0	0	0
Skin Disorder	(2)	0	0	0	0	0	0	0	0
Respiratory Condition	(3)	0	0	0	0	0	0	0	0
Poisoning	(4)	0	0	0	0	0	0	0	0
Hearing Loss	(5)	0	0	0	0	0	0	0	0
All other illnesses	(6)	0	0	0	0	0	0	0	0

U.S. Department of Labor, Bureau of Labor Statistics
Survey of Occupational Injuries and Illnesses, 2017



Massachusetts Fax Response Form
Send to (617) 626-6944

Employers selected for the BLS Survey of Occupational Injuries and Illnesses are required by Federal Law to respond. If you have questions please contact us at the phone number listed on the front of your survey instructions.

Section 1: Establishment Information

- - **Establishment ID Number** (from front of survey instructions)

Company Name and Report For (from front of survey instructions)

Today's Date

_____ / _____ / _____

Contact Name and Title (please print)

Telephone Number (ext)

Fax Number

_____ () - _____ () - _____

- 1 Enter the annual average number of employees for 2017. →
- 2 Enter the total hours worked by all employees for 2017. →
- 3 Did you have ANY work-related injuries or illnesses during 2017?
 Yes → **Complete Section 2 below.**
 No → **Please fax this form to (617) 626-6944.**

Section 2: Summary of Work-Related Injuries and Illnesses

1. Refer to the OSHA *Forms for Recording Work-Related Injuries and Illnesses* for the location referenced on the front of the survey instructions under Report For.
2. If you prefer, you may fax your *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A) with this form. If more than one establishment is noted on the front of the survey instructions, be sure to fax the OSHA Form 300A for each of the specified establishments.
3. If any total is zero on your OSHA Form 300A, write "0" in that space below.
4. The **total** number of cases recorded in G + H + I + J must equal the **total** injury and illness types recorded in M (1 + 2 + 3 + 4 + 5 + 6).

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of ...	
(M)	
(1) Injuries _____	(4) Poisonings _____
(2) Skin disorders _____	(5) Hearing loss _____
(3) Respiratory conditions _____	(6) All other illnesses _____

Injury and Illness Case Form

Tell us about each 2017 work-related injury or illness case if it resulted in days away from work (Column H in Section 2 on Page 1). If you are reporting for a private industry establishment whose six-digit NAICS code begins with: **111, 336, 445, 484, 713, or 722**, also tell us about each case with days of job transfer or restriction (Column I in Section 2 on Page 1). Your NAICS code can be found on the front of your survey instruction sheet. One *Injury and Illness Case Form* should be completed for each injury or illness case.

Tell us about the Case

Go to your completed OSHA Form 300. Copy the case information from that form into the spaces below.

Employee's name (Column B)	Job title (Column C)	Date of injury or onset of illness (Column D)	Number of days away from work (Column K)	Number of days of job transfer or restriction (Column L)
_____	_____	____/____/17 <small>month day year</small>	_____	_____

Tell us about the Employee

1. Check the category which *best* describes the employee's regular type of job or work: (optional)

- | | |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Office, professional, business, or management staff | <input type="checkbox"/> Healthcare |
| <input type="checkbox"/> Sales | <input type="checkbox"/> Delivery or driving |
| <input type="checkbox"/> Product assembly, product manufacture | <input type="checkbox"/> Food service |
| <input type="checkbox"/> Repair, installation or service of machines, equipment | <input type="checkbox"/> Cleaning, maintenance of building, grounds |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Material handling (e.g. stocking, loading/unloading, moving, etc.) |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Farming |

2. Employee's race or ethnic background: (optional-check one or more)

- American Indian or Alaska Native
 Asian
 Black or African American
 Hispanic or Latino
 Native Hawaiian or Other Pacific Islander
 White
 Not available

NOTE: You may either answer questions (3) to (13) or attach a copy of a supplementary document that answers them.

3. Employee's age: _____ OR date of birth: ____/____/____
month day year

4. Employee's date hired: ____/____/____
month day year

OR check length of service at establishment when incident occurred:

- Less than 3 months
 From 3 to 11 months
 From 1 to 5 years
 More than 5 years

5. Employee's gender:

- Male
 Female

Tell us about the Incident

Answer the questions below or attach a copy of a supplementary document that answers them.

6. Was employee treated in an emergency room? yes no
7. Was employee hospitalized overnight as an in-patient? yes no
8. Time employee began work: _____ am pm
9. Time of event: _____ am pm OR Check if time cannot be determined
- Event occurred: (optional) before during after work shift
10. What was the employee doing just before the incident occurred? Describe the activity as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
11. What happened? Tell us how the injury or illness occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
12. What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
13. What object or substance directly harmed the employee? *Examples:* "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

Thank you for your participation. Please fax your completed forms to (617) 626-6944.

For office use

N	P	S	E	SS	OCC
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