



Notification of Requirement to Participate in the Survey of Occupational Injuries and Illnesses – Calendar Year 2009

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————— **IMPORTANT** —————

- Maintain the information required for all recordable work-related injuries and illnesses that occur during calendar year 2009 for the establishment(s) identified above under **Keep Records for this Location**.
- Keep these records and use them to complete the Survey of Occupational Injuries and Illnesses that we will send to you early in 2010.
- Visit the SOII Respondent Page at www.bls.gov/respondents/iif for more information about the survey.

Dear Employer:

The U.S. Bureau of Labor Statistics is working with State agencies to survey employers about work-related injuries and illnesses. You have been selected to participate in the mandatory *Survey of Occupational Injuries and Illnesses* for calendar year 2009 (OMB No. 1220-0045, approval expires 09-30-2010). In order to obtain complete and accurate information about the safety record of America's work places, our survey must include a sample of all establishments, regardless of size and industry. Thus, some establishments who are normally exempt from keeping the enclosed Occupational Safety and Health Administration (OSHA) records are included in the survey and must keep records for the survey year. This year, we are notifying all survey participants in advance, including those who normally keep OSHA records.

Beginning January 2009, record any work-related injuries and illnesses that occur in your workplace during 2009 according to the OSHA recordkeeping regulations. We have enclosed copies of the *Log of Work-Related Injuries and Illnesses* (OSHA Form 300), the *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A), and the *Injury and Illness Incident Report* (OSHA Form 301). You may obtain a complete copy of the current OSHA recording forms and instructions by visiting OSHA's website at www.osha.gov/recordkeeping/RKforms.html. You can also send an e-mail to OSHPrenote2009@idcf.bls.gov. By return e-mail, you will receive a set of the current OSHA *Forms for Recording Work-Related Injuries and Illnesses*.

You will be mailed the *Survey of Occupational Injuries and Illnesses* early in 2010. You will then be asked to provide the 2009 year-end summary information from the OSHA 300A form and the details about individual cases of injury or illness.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

Your participation in the recordkeeping activity and the Survey is mandatory under Public Law 91-596. If you have questions regarding your responsibilities for this survey, go to "***If You Need Help ...***" on page 4 of this form and **call the phone number listed for your State**.

Thank you for helping us collect accurate information and for helping in the effort to make America's work places safer and healthier.

Bureau of Labor Statistics
U.S. Department of Labor

Overview of Your Recordkeeping Responsibilities

- Maintain the information required for all recordable work-related injuries and illnesses that occur during calendar year 2009 for the establishment(s) identified on the cover under “***Keep Records for this Location.***”
- Keep these records and use them to complete the ***Survey of Occupational Injuries and Illnesses*** that we will send to you early in 2010.
- The OSHA ***Forms for Recording Work-Related Injuries and Illnesses*** provides instructions for filling out the *Log of Work-Related Injuries and Illnesses* (OSHA Form 300), as well as information about which injuries and illnesses should be recorded. During 2009, you are required to maintain the *Log of Work-Related Injuries and Illnesses* (OSHA Form 300).
- Please **do not** send the *Log* to us. Keep it at your establishment and enter the information required whenever a work-related incident occurs throughout 2009.
- At the end of 2009, complete the *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A) according to the OSHA directions, even if you had **NO** work-related injuries or illnesses.
- Early in 2010, you will be mailed the ***Survey of Occupational Injuries and Illnesses*** and asked to submit the data you recorded on the OSHA Form 300A. We also will ask you to provide some additional information for selected cases as described below.

What will the ***Survey of Occupational Injuries and Illnesses*** require you to do?

- When you receive your ***Survey***, we will ask you to submit the summary data you have recorded on the OSHA Form 300A. You will have the option of entering your data via the Internet or via an Adobe PDF fillable form. You also will be asked to provide:
 - information about some of your injured workers, such as approximate length of service, occupation, age, and race or ethnic background, and
 - details about the incident, such as time of day it occurred, the time the employee started work, what the injury or illness was, what happened, and what object or substance directly harmed the employee.
- Most of the additional information we will request in the ***Survey*** is recorded on the *Injury and Illness Incident Report* (OSHA Form 301) or on Workers’ Compensation forms that you already maintain.
- If you have any questions about your responsibilities for this mandatory survey, go to “***If You Need Help...***” on page 4 of this form and **call the phone number listed for your State**. You can also visit the SOII Respondent Page at www.bls.gov/respondents/iif for more information about the survey and your participation in it.

If You Need Help. . .

If you have any questions or if you need help, call the phone number that is listed below for your State. The phone number may be for an office outside of your State, but they will be able to help you.

Alabama

(334) 242-3461
(334) 240-3417 fax

Alaska

(907) 465-4539
(907) 465-4506 fax

Arizona

(602) 542-3739
(602) 542-6360 fax

Arkansas

(501) 682-4872
(501) 682-4754 fax

California

(415) 703-3020
(415) 703-3029 fax

Colorado

(816) 285-7144, 7146
(816) 285-7153 fax

Connecticut

(860) 263-6941
(860) 263-6950 fax

Delaware

(302) 761-8221
(302) 762-3590 fax

District of Columbia

(202) 442-5926, 5927
(202) 442-4833 fax

Florida

(850) 413-1611
(850) 922-0024 fax

Georgia

(404) 679-1746
(404) 679-0520 fax

Guam

(671) 475-7056
(671) 475-7063 fax

Hawaii

(808) 586-9001
(808) 586-9022 fax

Idaho

(415) 625-2275
(415) 625-2356 fax

Illinois

(217) 524-2098
(217) 558-4122 fax

Indiana

(317) 232-2668
(317) 233-3790 fax

Iowa

(515) 281-3618
(515) 242-5076 fax

Kansas

(785) 296-1640
(785) 296-2151 fax

Kentucky

(502) 564-4258, 4259
(502) 564-1682 fax

Louisiana

(225) 342-3126
(225) 342-3269 fax

Maine

(207) 623-7903
(207) 623-7937 fax

Maryland

(410) 767-2373, 2382,
2384
(410) 333-7909 fax

Massachusetts

(617) 626-6945, 6948
(617) 626-6944 fax

Michigan

(517) 322-1848
(517) 322-5117 fax

Minnesota

(888) 589-6322
(651) 284-5726 fax

Mississippi

(404) 893-8344
(404) 893-8343 fax

Missouri

(573) 751-2719, 2663,
3802
(573) 751-2319 fax

Montana

(800) 541-3904
(406) 444-2638 fax

Nebraska

(402) 471-3547, 1545
(800) 599-5155
(402) 742-2352 fax

Nevada

(866) 931-1215
(775) 684-7083
(775) 687-3826 fax

New Hampshire

(617) 565-2302
(617) 565-3847 fax

New Jersey

(609) 633-0755
(609) 633-0618 fax

New Mexico

(505) 476-8740
(505) 476-8735 fax

New York

(212) 775-3339, 3340,
3343
(518) 457-1351
(212) 775-3399 fax

North Carolina

(919) 733-2758
(919) 733-2186 fax

North Dakota

(312) 353-7253
(312) 353-7230 fax

Ohio

(312) 353-7253
(312) 353-7230 fax

Oklahoma

(405) 528-1500 ext.
257
(405) 528-3412 fax

Oregon

(503) 947-7030
(503) 378-3134 fax

Pennsylvania

(215) 861-5637, 5638
(215) 861-5736 fax

Puerto Rico

(787) 754-5300, ext.
3055, 3056, 3057,
3058, 3059
(787) 756-1116 fax

Rhode Island

(617) 565-2302
(617) 565-3847 fax

South Carolina

(803) 896-7659, 7683
(803) 896-4676 fax

South Dakota

(312) 353-7253
(312) 353-7230 fax

Tennessee

(615) 741-1748
(800) 778-3966
(615) 253-5501 fax

Texas

(866) 237-6405
(512) 804-4652 fax

Utah

(801) 530-6926, 6823
(801) 536-7906 fax

Vermont

(802) 828-5076
(802) 828-2195 fax

Virgin Islands

(340) 776-3700 ext.
2135
(340) 777-4803 fax

Virginia

(804) 786-8011, 1035
(804) 786-8418 fax

Washington

(360) 902-5640
(360) 902-4249 fax

West Virginia

(800) 652-9033
(304) 558-2658

Wisconsin

(800) 884-1273
(608) 221-6297 fax

Wyoming

(866) 518-6680
(307) 473-3863 fax