

# Appendix E: Survey Report Form and Instructions



U.S. Department of Labor  
Bureau of Labor Statistics

**YOUR RESPONSE IS REQUIRED IN 30 DAYS.**

A large, empty rectangular box with a black border, intended for the survey response. It is positioned on the left side of the page, with a light gray vertical bar to its right.

Please correct your company address as needed.

**For your convenience, you can submit your survey response  
on our website at <https://idcf.bls.gov>.  
See the brochure inside this booklet for more information!**

We estimate it will take you an average of 24 minutes to complete this survey (ranging from 10 minutes to 5 hours per package), including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding the estimates or any other aspect of this survey, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Occupational Safety and Health Statistics (1220-0045), 2 Massachusetts Avenue, N.E., Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. **DO NOT SEND THE COMPLETED FORM TO THIS ADDRESS.**

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.

OMB No. 1220-0045  
Approval expires 08-31-07  
BLS-9300 N06

# Steps to Complete this Survey

This survey requires employers to provide information about work-related injuries and illnesses based upon the information you have maintained for Calendar Year 2006 on your Occupational Safety and Health Administration (OSHA) *Forms for Recording Work-Related Injuries and Illnesses*. Copies of these forms were mailed to you in late 2005. Under Public Law 91-596, all establishments that receive this **mandatory** survey must complete and return it within 30 days, even if they had **no** work-related injuries and illnesses during 2006. The instructions below outline the steps to complete the survey regardless of whether your establishment did or did not have injuries or illnesses in 2006.

**Step 1:** Complete this survey only for the establishment(s) noted on the front cover under **“Report for this Location.”** If you are unsure, please call the number listed on the front of this form as **“For Help Call:”**

**Step 2:** Check **“Your Company Address”** printed on the front cover. Make any necessary corrections directly on the front cover.

**Step 3:** Refer to your establishment’s OSHA *Forms for Recording Work-Related Injuries and Illnesses*. Copies of these forms were mailed to you in late 2005.

The image shows the OSHA Form 300A, 'Summary of Work-Related Injuries and Illnesses', for Year 20\_\_ (U.S. Department of Labor, Occupational Safety and Health Administration). The form is divided into several sections:
 

- Number of Cases:** A table with columns for 'Total number of deaths', 'Total number of cases with days away from work', 'Total number of cases with job transfer or restriction', and 'Total number of other recordable cases'. Below the table are input fields labeled (C), (D), (E), and (F).
- Number of Days:** A section for 'Total number of days away from work' (input field G) and 'Total number of days of job transfer or restriction' (input field H).
- Injury and Illness Types:** A list of categories with checkboxes: (1) Injuries, (2) Skin disorders, (3) Respiratory conditions, (4) Poisonings, (5) Hearing loss, (6) All other illnesses.
- Establishment Information:** Fields for 'Your establishment name', 'Street', 'City', 'State', 'Zip', and 'Industry description'. It also includes checkboxes for 'Standard Industrial Classification (SIC)' and 'North American Industrial Classification (NAICS)'.
- Employment Information:** Fields for 'Annual average number of employees' and 'Total hours worked by all employees last year'.
- Sign here:** A section with a statement: 'I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.' It includes fields for 'Company Name', 'Title', 'Name', and 'Date'.

Copy this information to Section 2 of this survey.

Copy this information to Section 1 of this survey.

- If you had no work-related injuries and illnesses in 2006, answer all questions in Section 1 of the survey.
- If you had at least one work-related injury or illness in 2006, answer all questions in Sections 1 and 2 of the survey.
- For any work-related injuries or illnesses with days away from work which occurred in 2006, also complete Section 3.

Copy your permanent user ID from the label to Section 1.

STATE DEPT OF LABOR  
1234 MY STREET  
MY CITY, ST 12345-6789

*Address for Return Envelope:*  
11111111111111111111111111111111111111

STATE DEPT OF LABOR  
1234 MY STREET  
MY CITY, ST 12345-6789

*Report for this Location:*  
SAME AS YOUR COMPANY ADDRESS

*For Help Call:* (555) 111-1234

**Permanent User ID:**  
302123456789

**Temporary Password:**  
ansU9876

99-123456789-4  
2006 238162 123 P 50 00

*Your Establishment ID:*  
99-123456789-4

*Your Company Address:*  
YOUR COMPANY  
9876 YOUR STREET  
YOUR CITY, ST 12345-6789

11111111111111111111111111111111111111

**Step 4:** Write the name of the person who completed this survey in case we have questions in Section 4: Contact Information on the back cover of this survey.

**Step 5:** Return this survey and any attachments in the enclosed envelope within 30 days of the date your establishment received it. Alternative methods of reporting, such as e-mail or the Internet, are explained in a brochure in the middle of this booklet.

# Section 1: Establishment Information

**Instructions:** Using your completed Calendar Year 2006 *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A), copy the establishment information into the boxes. If these numbers are not available on your OSHA Form 300A, or if your establishment does not keep records needed to answer (2) and (3) below, you can estimate using the steps that follow on the next page.

1. Enter your permanent user ID from the front cover. →
2. Enter the annual average number of employees for 2006. →
3. Enter the total hours worked by all employees for 2006. →
4. Check any conditions that might have affected your answers to questions 2 and 3 above during 2006:
 

<input type="checkbox"/> Strike or lockout	<input type="checkbox"/> Shorter work schedules or fewer pay periods than usual
<input type="checkbox"/> Shutdown or layoff	<input type="checkbox"/> Longer work schedules or more pay periods than usual
<input type="checkbox"/> Seasonal work	<input type="checkbox"/> Other reason: _____
<input type="checkbox"/> Natural disaster or adverse weather conditions	<input type="checkbox"/> Nothing unusual happened to affect our employment or hours figures
5. Did you have ANY work-related injuries or illnesses during 2006?
  - Yes. Go to Section 2: Summary of Work-Related Injuries and Illnesses, 2006, directly below.
  - No. Go to Section 4: Contact Information, on the back cover.

# Section 2: Summary of Work-Related Injuries and Illnesses, 2006

**Instructions:**

1. Refer to the OSHA *Forms for Recording Work-Related Injuries and Illnesses* for the location referenced on the front cover of the survey under “**Report for this Location.**” If you prefer, you may enclose a photocopy of your *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A).
2. If more than one establishment is noted on the front cover of this survey, be sure to include the OSHA Form 300A for all of the specified establishments.
3. If any total is zero on your OSHA Form 300A, write “0” in that total’s 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	_____

If you had any work-related deaths in 2006, please tell us on the line below where you assigned/classified each death within the list of items (M1) through (M6) provided under *Injury and Illness Types* above (e.g., “fatal case was due to injury resulting from fall” or “death resulted from respiratory conditions”) \_\_\_\_\_

## Steps to estimate annual average number of employees for 2006:

### Step 1:

To calculate the annual average number of employees your establishment paid during 2006, you must calculate the total number of employees your establishment paid for all periods. Add the number of employees your establishment paid in every pay period during calendar year 2006. Count all employees that you paid at any time during the year and include full-time, part-time, temporary, seasonal, salaried, and hourly workers. Note that pay periods could be monthly, weekly, bi-weekly, etc.

### Example:

Acme Construction paid its employees in 12 pay periods during 2006:

<u>Pay Period</u>	<u>Number of Employees Paid</u> <u>Per Pay Period</u>
1	30
2	0
3	35
4	37
5	37
6	40
7	43
8	42
9	37
10	35
11	30
12	<u>+26</u>
	392 (total number of employees paid over all pay periods)

### Step 2:

Divide the total number of employees (from step 1) by the number of pay periods your establishment had in 2006. Be sure to count any pay periods when you had no (zero) employees.

### Example:

Acme Construction had 12 pay periods and paid a total of 392 employees during these pay periods.

392 divided by 12 = 32.67

### Step 3:

Round the answer you computed in step 2 to the next highest whole number. Write that number in the box for Section 1, question 2 on the previous page.

### Example:

Acme would round 32.67 to 33.

## Steps to estimate total hours worked by all employees for 2006:

### Step 1:

Determine the number of full-time employees at your establishment.

### Example:

Of Acme's 33 employees in 2006, 28 were full-time.

### Step 2:

Determine the number of hours generally worked by a full-time employee for a year. Multiply the number of full-time employees you calculated in step 1 by this number. This total number of full-time hours worked should exclude vacation, sick leave, holidays, and any other non-work time.

### Example:

Each of Acme's 28 full-time employees worked an average of 2,000 hours per year after excluding vacation, sick leave, holidays, and other non-work time. This works out to 40 hours per week for 50 weeks of the year.

28	full-time employees
<u>X 2,000</u>	hours per year
56,000	total full-time hours

### Step 3:

Determine the number of hours of overtime worked by your full-time employees.

Determine the number of regular hours worked by your non-full-time employees. (Non-full-time employees include part-time, seasonal, and temporary employees.)

Add these numbers to the number you calculated in step 2 above. This is the estimated number of hours worked by all of your employees – full-time and non-full-time – during 2006. Write this number in Section 1, question 3 on the previous page.

### Example:

Acme's 28 full-time employees worked a total of 2,800 hours of overtime during 2006 and 56,000 regular hours. Acme's 5 part-time employees worked a total of 2,715 hours during 2006.

56,000	full-time hours from step 2
2,800	over time hours
<u>+ 2,715</u>	part-time hours
61,515	total hours worked

# Section 3: Reporting Cases with Days Away from Work

## Instructions:

1. If you had **NO** cases with days away from work in Column H, you are finished with the survey.  
Go to Section 4: Contact Information on the back cover of this booklet and provide information for the person who completed this survey.
2. If you had cases with days away from work in Column H, please complete this Section 3.
3. You should only report cases with days away from work. To identify the individual cases to report, follow these steps:

**Step 1:** Go to your completed OSHA Form 300.  
Note each case that has a check in column (H).  
These are the only cases you should report.  
See the sample in Step 3.

**Step 2:** Fill out one Case with Days Away from Work form for each case that you identified in Step 1. You can find most of the information on a supplementary document such as the *Injury and Illness Incident Report* (OSHA Form 301), a workers' compensation report, an accident report, or an insurance form.

**Step 3:** If more than one establishment is noted on the front cover under "**Report for this Location,**" be sure to look at all your OSHA Form 300's to find which cases to report.

The image shows a sample of OSHA Form 300, 'Log of Work-Related Injuries and Illnesses'. The form is divided into several sections: 'Identify the general area', 'Describe the case', 'Classify the case', and 'Check for "days away" or other loss of productivity'. A grey callout box points to the 'Classify the case' section, specifically to column H, which is labeled 'Days away from work, job transfer, or restriction on the ability to perform the essential functions of the job'. The form contains a table with multiple rows for recording cases and columns for recording the number of cases in each category.

**Section 3 asks about injuries or illnesses with a check in Column H, days away from work, of your Log.**

**Step 4:** We have designed this survey to ensure that you do not have to report more than approximately 30 cases. If you have significantly more than 30 cases, please go to Section 5: If You Need Help . . . at the back of this booklet and call the phone number listed for your State for assistance. If you need more Case with Days Away from Work forms, you may either photocopy a blank form or go to Section 5: If You Need Help . . . at the back of this booklet and call the phone number listed for your State.

**Step 5:** When you are finished, proceed to Section 4: Contact Information on the back cover of this booklet and provide information for the person who completed this survey.

# Case with Days Away from Work

Tell us about a 2006 work-related injury or illness **only** if it resulted in days away from work. To find out which case(s) you should report, read the instructions at the beginning of **Section 3: Reporting Cases with Days Away from Work**.

## Tell us about the Case

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

<b>Employee's name</b> (column B)	<b>Job title</b> (column C)	<b>Date of injury or onset of illness</b> (column D)	<b>Number of days away from work</b> (column K)	<b>Number of days of job transfer or restriction</b> (column L)
		____ / ____ / <b>06</b> <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 (11) 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 sex:**

- Male
- Female

## Tell us about the Incident

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

6. **Time employee began work:** \_\_\_\_\_  am  pm

7. **Time of event:** \_\_\_\_\_  am  pm **OR**  Check if time cannot be determined

**Event occurred:**  before  during  after work shift

8. **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."

9. **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."

10. **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."

11. **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.

N	P	S	E	SS	OCC
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# Case with Days Away from Work

Tell us about a 2006 work-related injury or illness **only** if it resulted in days away from work. To find out which case(s) you should report, read the instructions at the beginning of **Section 3: Reporting Cases with Days Away from Work**.

## Tell us about the Case

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

<b>Employee's name</b> (column B)	<b>Job title</b> (column C)	<b>Date of injury or onset of illness</b> (column D)	<b>Number of days away from work</b> (column K)	<b>Number of days of job transfer or restriction</b> (column L)
_____	_____	_____/_____/_____/06 <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 (11) 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 sex:**

- Male
- Female

## Tell us about the Incident

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

6. **Time employee began work:** \_\_\_\_\_  am  pm

7. **Time of event:** \_\_\_\_\_  am  pm **OR**  Check if time cannot be determined

**Event occurred:**  before  during  after work shift

8. **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."

9. **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."

10. **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."

11. **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.

N	P	S	E	SS	OCC
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# Case with Days Away from Work

Tell us about a 2006 work-related injury or illness **only** if it resulted in days away from work. To find out which case(s) you should report, read the instructions at the beginning of **Section 3: Reporting Cases with Days Away from Work**.

## Tell us about the Case

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

<b>Employee's name</b> (column B)	<b>Job title</b> (column C)	<b>Date of injury or onset of illness</b> (column D)	<b>Number of days away from work</b> (column K)	<b>Number of days of job transfer or restriction</b> (column L)
_____	_____	____/____/____ <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 (11) 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 sex:**

- Male
- Female

## Tell us about the Incident

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

6. **Time employee began work:** \_\_\_\_\_  am  pm

7. **Time of event:** \_\_\_\_\_  am  pm **OR**  Check if time cannot be determined

**Event occurred:**  before  during  after work shift

8. **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."

9. **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."

10. **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."

11. **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.

N	P	S	E	SS	OCC
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# Case with Days Away from Work

Tell us about a 2006 work-related injury or illness **only** if it resulted in days away from work. To find out which case(s) you should report, read the instructions at the beginning of **Section 3: Reporting Cases with Days Away from Work**.

## Tell us about the Case

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

<b>Employee's name</b> (column B)	<b>Job title</b> (column C)	<b>Date of injury or onset of illness</b> (column D)	<b>Number of days away from work</b> (column K)	<b>Number of days of job transfer or restriction</b> (column L)
_____	_____	____/____/____ <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 (11) 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 sex:

- Male
- Female

## Tell us about the Incident

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

6. Time employee began work: \_\_\_\_\_  am  pm

7. Time of event: \_\_\_\_\_  am  pm OR  Check if time cannot be determined

Event occurred:  before  during  after work shift

8. 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."

9. 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."

10. 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."

11. 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.

N	P	S	E	SS	OCC
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# Case with Days Away from Work

Tell us about a 2006 work-related injury or illness **only** if it resulted in days away from work. To find out which case(s) you should report, read the instructions at the beginning of **Section 3: Reporting Cases with Days Away from Work**.

## Tell us about the Case

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

<b>Employee's name</b> (column B)	<b>Job title</b> (column C)	<b>Date of injury or onset of illness</b> (column D)	<b>Number of days away from work</b> (column K)	<b>Number of days of job transfer or restriction</b> (column L)
_____	_____	____/____/____ <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 (11) 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 sex:

- Male
- Female

## Tell us about the Incident

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

6. Time employee began work: \_\_\_\_\_  am  pm

7. Time of event: \_\_\_\_\_  am  pm OR  Check if time cannot be determined

Event occurred:  before  during  after work shift

8. 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."

9. 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."

10. 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."

11. 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.

N	P	S	E	SS	OCC
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# Case with Days Away from Work

Tell us about a 2006 work-related injury or illness **only** if it resulted in days away from work. To find out which case(s) you should report, read the instructions at the beginning of **Section 3: Reporting Cases with Days Away from Work**.

## Tell us about the Case

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

<b>Employee's name</b> (column B)	<b>Job title</b> (column C)	<b>Date of injury or onset of illness</b> (column D)	<b>Number of days away from work</b> (column K)	<b>Number of days of job transfer or restriction</b> (column L)
_____	_____	____/____/____ <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 (11) 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 sex:

- Male
- Female

## Tell us about the Incident

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

6. Time employee began work: \_\_\_\_\_  am  pm

7. Time of event: \_\_\_\_\_  am  pm OR  Check if time cannot be determined

Event occurred:  before  during  after work shift

8. 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."

9. 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."

10. 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."

11. 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.

N	P	S	E	SS	OCC
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## Section 4: Contact Information

Fill in the name, title, and phone number of the person who completed this survey in case we have questions.

\_\_\_\_\_  
*Printed name*

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
*Telephone number*                      *Ext.*                      *Fax number*

\_\_\_\_\_  
*Title*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Today's date*

Use the return envelope to send us the **entire package** -- everything that we sent you -- within 30 days of the date your establishment received it. If the return envelope is missing, send the **entire package** to the return address on the front cover (look for *Address for Return Envelope*).

## Section 5: If You Need Help . . .

If you have any questions or if you need help completing this survey, call the phone number that is listed below for your State. The phone number may be for an office outside your State, but they will be able to help you. If you prefer to write, send your letter to the return address on the front of this package.

### Alabama

(334) 242-3462  
(334) 240-3417 fax

### Alaska

(907) 465-4539  
(800) 325-9872 fax

### Arizona

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

### Arkansas

(501) 682-4542

### California

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

### Colorado

(816) 426-2483

### Connecticut

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

### Delaware

(302) 761-8221  
(302) 761-6605 fax

### District of Columbia

(202) 442-5923, 5920  
(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

### Idaho

(415) 975-4473

### 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) 564-3070  
ext. 276, 277, 278  
(502) 564-1682 fax

### Louisiana

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

### Maine

(207) 624-6447  
(207) 624-6450 fax

### Maryland

(410) 767-2371, 2373  
(410) 333-7909 fax

### Massachusetts

(617) 727-3593  
(617) 727-5726 fax

### Michigan

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

### Minnesota

(651) 284-5428  
(888) 589-6322  
(651) 284-5726 fax

### Mississippi

(404) 562-2518

### 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

(775) 684-7083, 7081  
(775) 687-3826 fax

### New Hampshire

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

### New Jersey

(609) 292-8999  
(609) 633-0618 fax

### New Mexico

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

### New York

(212) 621-9382  
(212) 621-9328 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, 236  
(405) 528-3412 fax

### Oregon

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

### Pennsylvania

(215) 861-5638, 5625  
(215) 861-5736 fax

### Puerto Rico

(787) 754-5343, 5737, 2467  
(787) 756-1172  
(787) 756-1116 fax

### Rhode Island

(401) 462-8820  
(401) 462-8766 fax

### South Carolina

(803) 896-7659, 7683  
(803) 896-7670 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  
(804) 786-8418 fax

### Washington

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

### West Virginia

(304) 558-3322  
(800) 652-9033  
(304) 558-0301 fax

### Wisconsin

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

### Wyoming

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