



Responsible: Office of Human Resources, Risk Management Department

PURPOSE

This administrative procedure establishes the protocols for posting of OSHA 300 requirements by the Risk Management Department of the Washoe County School District ("District").

PROCEDURE

1. The Occupational, Safety and Health Act (OSHA) requires that a current and updated OSHA 300 log must be displayed in all locations between February 1st and April 30 of every calendar year.
2. An OSHA recordable incident is a work related injury or illness that resulted in one or more of the following:
 - a. medical treatment beyond first aid;
 - b. a significant injury or illness diagnosed by a physician or other licensed health care professional;
 - c. days away from work;
 - d. restricted work or transfer to another job; or
 - e. loss of consciousness or death.
3. The Risk Management Office maintains the OSHA 300 log for every location.
 - a. This log lists all workers' compensation recordable and accepted claims filed for each site for the calendar year.
 - b. The data on the log consists of but is not limited to the following: date of injury, type of injury, number of restricted days if any, number of lost time days if any, and if injury or occupational disease.
4. At the end of the year, a computer printout is sent to each location for posting.
 - a. This form must be posted in a site visible to all employees. The OSHA posting requirement is for the Summary only, (300-A) not the log (300), by February 1 of the year following the year covered by the form and kept posted until April 30 of that year. All information is maintained in the Risk Master database.

5. The federal requirement after OSHA posting is to complete the "Survey of Occupational Injuries and Illness from the U.S. Department of Labor, Bureau of Labor Statistics" on OSHA filing(s) for the year.
 - a. The Program Services Technician completes the survey, which is standard from year to year except in Part 2 where the U.S. Department of Labor makes specific data requests.
 - b. The survey is to be completed and returned within thirty (30) days of the date received at the District.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 7300, Risk Management
 - b. Administrative Regulation 7350, Industrial Worker's Compensation for Employees (Pending)
 1. Processing Worker's Compensation Claims (WCK-P030)
 - ii. Wage Verification Procedure (WCK-P031)
 1. Wage Verification Form - EXTERNAL DOCUMENT (State Form D-8 revised 07/99)
 - iii. Waiver of Premium (WCK-P032)
 - iv. Appeals of Workers' Compensation (WCK-P036)
 - v. Light Duty / Modified Return to Work (WCK-P037)
 - vi. Workers' Compensation Audit (WCK-P039)
 - vii. WCSD Accident/Exposure Investigation Report (WCK-F001)

REVIEW AND REPORTING

1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents.

REVISION HISTORY

Date	Revision	Modification
12/27/2005	A	Adopted as CSI Procedure

8/18/2006	B	Revised
11/15/2016	1.0	Revised: converted to administrative procedure;