Department of Administrative Services

Empowering People
Collaboration
Customer Service

OSHA Record-Keeping Decision Tree

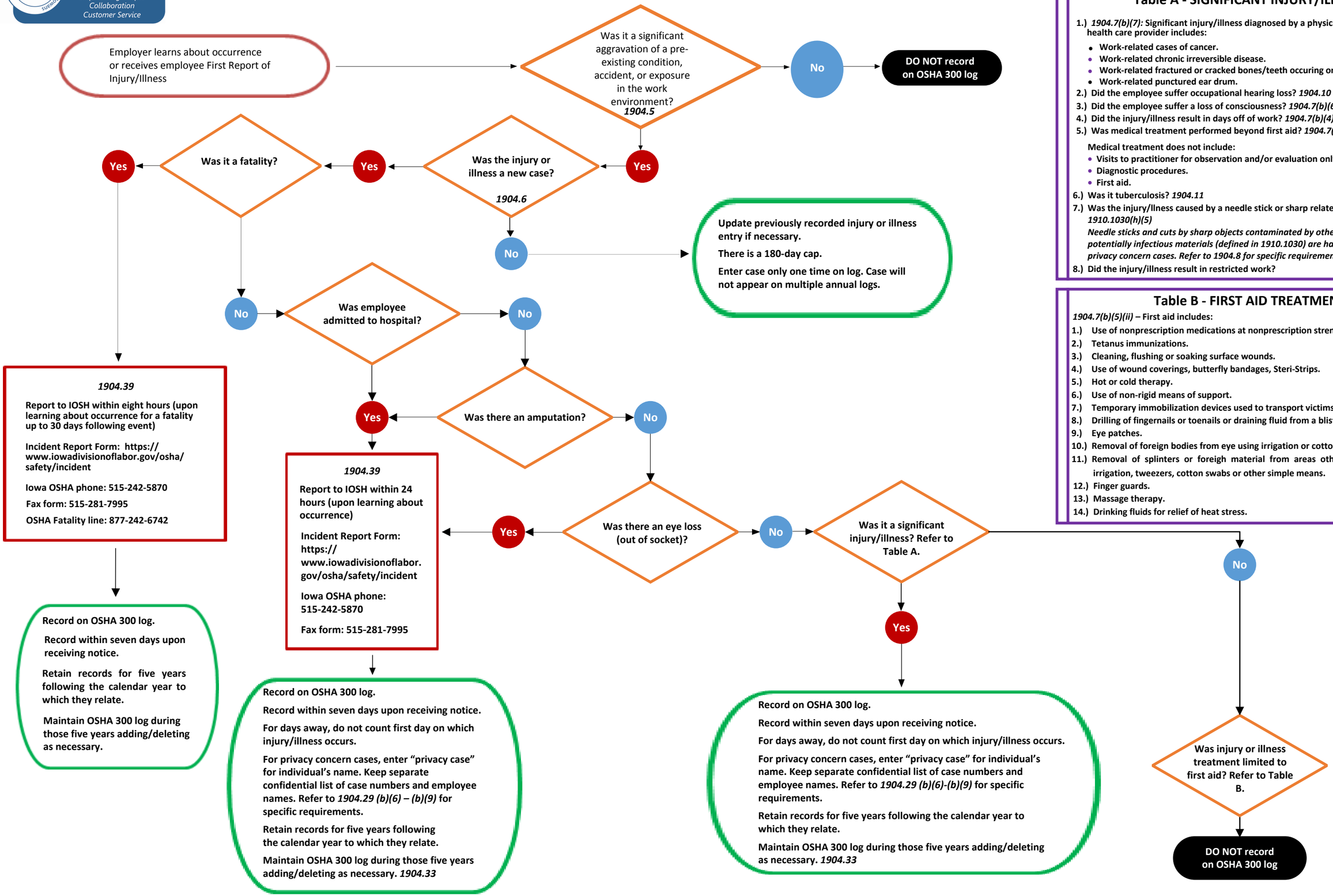

Table A - SIGNIFICANT INJURY/ILLNESS

1.) *1904.7(b)(7):* Significant injury/illness diagnosed by a physician or other licensed health care provider includes:
- Work-related cases of cancer.
- Work-related chronic irreversible disease.
- Work-related fractured or cracked bones/teeth occuring on the job.
- Work-related punctured ear drum.

2.) Did the employee suffer occupational hearing loss? *1904.10*
3.) Did the employee suffer a loss of consciousness? *1904.7(b)(6)*)
4.) Did the injury/illness result in days off of work? *1904.7(b)(4)*
5.) Was medical treatment performed beyond first aid? *1904.7(b)(5)(i)*

Medical treatment does not include:
- Visits to practitioner for observation and/or evaluation only.
- Diagnostic procedures.
- First aid.

6.) Was it tuberculosis? *1904.11*
7.) Was the injury/llness caused by a needle stick or sharp related? *1904.8* and *1910.1030(h)(5)*
Needle sticks and cuts by sharp objects contaminated by other person's blood or potentially infectious materials (defined in 1910.1030) are handled similar to privacy concern cases. Refer to 1904.8 for specific requirements.
8.) Did the injury/illness result in restricted work?

Table B - FIRST AID TREATMENT

1904.7(b)(5)(ii) – First aid includes:
1.) Use of nonprescription medications at nonprescription strength.
2.) Tetanus immunizations.
3.) Cleaning, flushing or soaking surface wounds.
4.) Use of wound coverings, butterfly bandages, Steri-Strips.
5.) Hot or cold therapy.
6.) Use of non-rigid means of support.
7.) Temporary immobilization devices used to transport victims.
8.) Drilling of fingernails or toenails or draining fluid from a blister.
9.) Eye patches.
10.) Removal of foreign bodies from eye using irrigation or cotton swab.
11.) Removal of splinters or foreigh material from areas other than eye by irrigation, tweezers, cotton swabs or other simple means.
12.) Finger guards.
13.) Massage therapy.
14.) Drinking fluids for relief of heat stress.

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