



**The Bureau of Labor Statistic's
Annual Survey of Occupational
Injuries & Illnesses (SOII):
Wisconsin**

Respondent Guide Part 2 of 4



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Part 2: Average Employment and Total Hours Worked Guide

Overview

When you receive your notification to report, you should gather everything you may need to reference in order to submit your information, including payroll and employment information as well as your injury/illness log for the prior year.

Summary Information Requested:

- Average Number of Employees
- Total Hours Worked
- Injury/Illness Totals (*Guide Part 3*)



What You'll Be Looking At



The Internet Data Collection Facility (IDCF)

Section 1. Establishment Information

Establishment ID: 17-043387651-3 [Add comments](#)

Please click on the "Update" button to revise establishment location information, if necessary.

Update Establishment Location Information

<input type="button" value="Update"/>	SUNNYSIDE CORPORATION ATTN: OFFICE MANAGER	225 Carpenter Ave Wheeling, IL 60090 - 6009
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- Use your completed Calendar Year 2011 *Summary of Work-Related Injuries and Illnesses (OSHA Form 300A)* and copy the information into the spaces below.
- Use the *worksheets* for Items (1) and (2) if annual average number of employees and total hours worked is not available from your OSHA 300A.

1. Enter the annual average number of employees for 2011.

[Optional worksheet to estimate average number of employees](#)

← Average Employment

2. Enter the total hours worked by all employees for 2011.

[Optional worksheet to estimate total hours worked by all employees](#)

← Total Hours Worked

Average Hours Worked per Employee

3. Check any conditions that might have affected your annual average number of employees or total hours worked during 2011:

- | | |
|---|---|
| <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="text"/> |
| <input type="checkbox"/> Natural disaster or adverse weather conditions | <input type="checkbox"/> Nothing unusual happened to affect our employment or hours figures |

← Unusual Circumstances

4. Did you have ANY work-related injuries or illnesses during 2011?

- Yes
 No

← Did you have injuries?



What You'll Be Looking At (cont'd):

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

Summary of Work-Related Injuries and Illnesses

Year 20__
U.S. Department of Labor
 Occupational Safety and Health Administration
 Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

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 _____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, 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 other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N 3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (e.g., *Manufacture of motor truck trailers*) _____

Standard Industrial Classification (SIC), if known (e.g., 3715) _____

OR _____

North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment Information *(If you don't have these figures, see the Worksheet on the back of this page to estimate.)*

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____

() - / / _____ / / _____

Phone _____ Date _____

Avg Emp & Hours Worked

Average Employment & Total Hours Worked

All establishments surveyed, regardless of whether any injuries occurred, are required to report the average number of employees and total hours worked.

Why do we collect this information?

- Your reporting affects how the size of your industry in Wisconsin is represented in the data collection.
- The size and hours worked reported by your establishment help determine injury/illness rates.
- The relationship between your employment and hours can help identify potential changes in your industry and reported data that need additional clarification.

Average Employment

The average number of employees can be confusing to calculate. *It is not a total*, or the total number of W-2s filed during the year. The typical or average employee number is what we're looking for, and this section provides several easy ways to determine what you need to report.

Keep In Mind:

- Always include any productive workers, such as temps and contractors.
- We accept an exact number (rounded to the nearest whole number) or a reasonable estimate.

Four Methods to Calculate:

1. List typical/consistent staff size
2. Consult Payroll
3. Use Census/Multi-Worksite Report
4. Estimate staff size by season and average

Start here

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1. Enter the annual average number of employees for 2011.
 [Optional worksheet to estimate average number of employees](#)

OSHA 300A

Or here

Employment Information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Average Employment: Headcounts & Payroll



Method 1: Headcounts

- How many people are typically on staff?
 - *If you own a small business or work in a small office and consistently have 7 or 8 employees, choose the number closest to your normal staff size.*
 - *If your establishment had around 25 employees to start the year and hired gradually, ending the year with 35, **30 employees** would be an acceptable average.*

Method 2: Payroll

- Can you consult your payroll department or payroll records?
 - Payroll and Human Resources departments can usually calculate the average, or try it yourself. Take the total number of paychecks distributed for the year and divide by the number of pay periods.
 - *If a total of 1530 paychecks were given out in a year, and there were 26 pay periods (meaning employees are paid every two weeks), your company should have **59 employees**.*

Average Employment: Census Data or Multiple Worksite Report

Table 1.

January	143	July	129
February	139	August	154
March	121	September	169
April	119	October	182
May	125	November	202
June	126	December	171
Average Emp:		149	

Method 3: Census Data or Multiple Worksite Report

- Do you file census numbers quarterly or complete the Multiple Worksite Report?
 - Take the employee numbers you reported for each month, add them, and divide the total by 12.
 - See Table 1: If these are the month-to-month figures for your establishment as reported to the Quarterly Census of Employment & Wages, or through the Multiple Worksite Report, here is the equation you need to use:

$$[143 + 139 + 121 + 119 + 125 + 126 + 129 + 154 + 169 + 182 + 202 + 171] / 12 = 1780 / 12 = \mathbf{149 \text{ employees}}$$

Keep In Mind: Unemployment insurance filings do not typically include temps or contract workers, but any workers putting in productive time and supervised by your establishment should be included in the survey.

Average Employment: Seasonal Business Estimation

Method 4: Seasonal Business Estimation

- Does your establishment's employment vary by season?
 - We understand some establishments are seasonal and can have widely varied employment throughout the year. If an exact average isn't possible, try to estimate; the average will be a middle number between your peak and slow seasons staffing.
 - *If you have around **3** employees from December through February, around **10** employees in the spring (March through May), **50** employees during the summer (June through September), and **20** employees in the fall (October through November), here's what your calculation looks like:*

$$\begin{aligned} & [(3 \times 3) + (10 \times 3) + (50 \times 4) + (20 \times 2)] / 12 \text{ months} = \\ & \quad [9 + 30 + 200 + 40] / 12 = \\ & \quad 279 / 12 = \mathbf{23 \text{ employees}} \end{aligned}$$

Keep In Mind: Including seasonal employees, student workers, contractors, and volunteers is essential to accurately representing employment data for a seasonal business.



Total Hours Worked

What Does “Total Hours Worked” Mean?

- Total hours worked is NOT an average per employee.
- Total hours worked refers to all productive hours worked by every employee at your establishment during the sampled year.
- You should include ONLY productive hours: no vacation, sick leave, or sabbatical.
- Overtime or holidays worked should be counted as regular hours worked.
 - *An employee who worked 40 hours per week plus 10 hours of overtime per week worked 50 hours per week, regardless of a change in hourly pay rates for hours worked over 40 per week.*
- We take exact numbers (e.g., from payroll) or reasonable estimates.

Example: *If all employees work full-time (40 hours/week) and you have 20 employees, your establishment’s total hours worked should equal 40,000 hours (when multiplied by 50 weeks in the year, excluding 2 weeks leave/vacation per employee for estimation purposes).*

IDCF

2. Enter the total hours worked by all employees for 2011.

[Optional worksheet to estimate total hours worked by all employees](#)

Look here

OSHA 300A

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Or here

Total Hours Worked

Three Methods to Calculate:

1. Payroll

- Payroll records should reveal an exact figure; round to the nearest whole number.

2. Employee Schedules

- For establishments with regular schedules, estimate by adding up the typical work weeks for employees.
 - *Example: An owner works 60 hours/week, with 15 salaried employees at 45 hours/week and 10 hourly employees at 20 hours/week. Multiply each group by 50 weeks of productive work, and you get **46,750 hours** total.*

3. Weekly Scheduling

- An establishment may have employees that work varied schedules week to week. However, especially in restaurant and retail industries, management often has a similar total hours schedule week to week. Multiply that by the number of weeks in a year.
 - *Example: A manager (including him-/herself) schedules 235 hours per week typically, 52 weeks per year. The total is **12,220 hours** worked.*

Links and Resources

To request a fillable PDF form for submitting your survey:

<http://www.bls.gov/respondents/iif/adobeforms.htm> and click on Wisconsin.

For an 8 page sample survey with detailed instructions:

<http://www.bls.gov/respondents/iif/forms/soii2012.pdf>

For OSHA recordkeeping forms:

<https://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf>

For the Bureau of Labor Statistics Injury, Illness, & Fatality homepage:

<http://www.bls.gov/iif>

Need Help?

If you still have questions on any component of the survey, or even if you need help with OSHA recordkeeping, give us a call. We enjoy talking with our respondents!

Toll free:

1-800-884-1273



We are available Monday through Friday, 8 AM to 5 PM. If we miss your call, please leave us a message, and we will respond within one business day.

For more detailed information about the Bureau of Labor Statistics and the Survey of Occupational Injuries & Illnesses, please visit

<http://www.bls.gov/respondents/iif/>.