Part 3: Summary Totals Guide
Summary Totals

The summary totals, found in columns G through M6, are entered here:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Deaths</td>
</tr>
<tr>
<td>H</td>
<td>Days Away From Work Cases</td>
</tr>
<tr>
<td>I</td>
<td>Days w/ Transfer or Restriction Cases</td>
</tr>
<tr>
<td>J</td>
<td>Other Recordable Cases</td>
</tr>
<tr>
<td>K</td>
<td>Total Days Away From Work</td>
</tr>
<tr>
<td>L</td>
<td>Total Days Transferred/Restricted</td>
</tr>
<tr>
<td>M1</td>
<td>Injuries</td>
</tr>
<tr>
<td>M2</td>
<td>Skin Disorders</td>
</tr>
<tr>
<td>M3</td>
<td>Respiratory Conditions</td>
</tr>
<tr>
<td>M4</td>
<td>Poisonings</td>
</tr>
<tr>
<td>M5</td>
<td>Hearing Loss</td>
</tr>
<tr>
<td>M6</td>
<td>All Other Illnesses</td>
</tr>
</tbody>
</table>
Summary totals are the basis for how we calculate injury/illness rates for industries in Wisconsin.

Columns G through J indicate the number of cases and their degrees of severity, while K and L show the total lost and restricted days. M1 through M6 serve to categorize the type of incident that occurred.
Summary Totals

Recordkeeping

The BLS collects data by way of OSHA recordkeeping standards. This Summary Totals section details how each field on your survey relates to how you record your injury/illness cases.

“Number of Cases” Fields:

- **Column G**: Cases resulting in death.
- **Column H**: Cases with doctor-ordered time off.
- **Column I**: Cases with doctor-ordered restrictions only (affecting job duties performed at least once per week).
- **Column J**: Cases which had no doctor-ordered days, but which required medical treatment.

**Keep In Mind**: The total of columns G through J (Number of cases) *should always equal* the total of columns M1 through M6 (Case Types).
Summary Totals:
Days Away From Work

Recording Days Away From Work (DAFW) Cases

- In order for a case with missed work to be recordable in column H, days away must be doctor-ordered.
- Start counting the day after the injury occurred. Record the final number in column K.
- Count by calendar days, not days in which the employee would have been scheduled.
- Do not count days which an employee was given leave or requested off that were not approved by a medical professional (e.g., MD, nurse practitioners, physician assistants, etc.).

Keep In Mind: Cases with days away and days of restriction/transfer should always be counted in column H, not column I.
Summary Totals:
Days of Job Transfer/Restriction

Recording Days of Job Transfer or Restriction (DJTR) Cases

• These cases are recorded in column I. Count days the same as DAFW cases. If restricted/transfer days were approved by an employer but not a licensed medical professional, do not count them.
• Record total restricted/transferred days in column L.
• Restricted/transfer case days are counted if the employee is prevented from completing duties performed at least once per week.
  – If an employee is given 7 restricted days by a physician in which he/she cannot lift more than 10 pounds, and the employee is required to lift 20 pounds at least twice a week, count all 7 days of restriction.
• Restrictions are not counted if they do not pertain to the employee’s work duties.
  – If an employee is restricted to lifting no more than 10 pounds but is not required to perform that task for the position, do not count days of restriction.
Summary Totals: Other Recordable Cases

Column J: Other Recordable Cases (ORC)

• If an employee does not have doctor-ordered days away or of restriction/transfer but the incident or exposure is still recordable, it falls under column J.

• An “other recordable” case must meet each of the following criteria:
  – The employee was seen by a medical professional.
  – The employer received medical documentation related to the injury/illness.
  – The injury/illness is deemed work-related.
  – The employee received medical treatment beyond first aid.

(See Table 2)
### Summary Totals:
#### Other Recordable Cases (Cont’d)

<table>
<thead>
<tr>
<th>RECORDABLE</th>
<th>NOT RECORDABLE</th>
</tr>
</thead>
</table>
| • Using *prescription medications* or over-the-counter meds at prescription strength.  
• Using *wound closing devices* (e.g., surgical glue, stitches, staples).  
• Using *immobilization devices* (e.g., casts, splints).  
• Using *wound closing devices* (e.g., surgical glue, stitches, staples).  
• *Visits to treatment specialists* such as physical therapists or chiropractors.  
• *Needlesticks/sharps exposures*.  
• *Removal of foreign object from eyes* with tweezers.  
• *Significant diagnosed injury/illness*:  
  • Cancer  
  • Fractures  
  • Punctured eardrum  
| • Using over the counter medications (e.g., OTC acetaminophen, ibuprofen, aspirin).  
• Wound coverings (e.g., bandages, gauze pads, Steri-Strips).  
• Temporary immobilization devices while transporting (e.g., backboards).  
• Non-therapeutic massage.  
• Needlesticks/sharps injuries with no exposure or resulting infection.  
• Irrigation of eyes with water.  
• Removal of foreign object with tweezers (other than eyes).  
• Diagnostic testing (e.g., x-rays, MRIs).  
• General office or ER visits that do not result in medical treatment.  
• Immunizations. |
Summary Totals: Days Away & Days Transfer/Restricted

Column K: Total Days Away From Work
- Refer to your OSHA 300 log or safety records to determine the total days away, using the guidelines in slide 6. Add those numbers and enter the total into column K.

Column L: Total Days Transferred or Restricted
- Using slide 7, complete the same task for column L.

Keep In Mind: Old OSHA logs have columns K and L switched. Make sure the DAFW correspond to column K and DJTR correspond to column L.
Summary Totals: Types of Injuries/Illnesses

Columns M1 through M6: Injury/Illness Types

- **M1: Injuries**
  - If the injury happened due to a traumatic incident, it will likely fall under M1. Most cases are classified here.

- **M2: Skin Disorders**

- **M3: Respiratory Conditions**

- **M4: Poisonings**

- **M5: Hearing Loss**

- **M6: All Other Illnesses**
  - E.g., carpal tunnel, HIV, hepatitis

Typically due to exposure in work environment
Needlestick and Bloodborne Illness Exposure Incidents

Many establishments, particularly in health care industries, are required to keep SHARPS logs. These logs differ from OSHA recordkeeping, and some incidents recorded in SHARPS logs are not OSHA recordable.

You must report only work-related needlestick and sharps injuries which:
- Involved a needle or sharp object contaminated with blood or potentially infectious material (such as fluids, tissue).
- Resulted in infection or disease that required treatment beyond first aid and/or required doctor-ordered DAFW/DJTR.

A needlestick with exposure but no resulting disease or illness is recorded in the M1 column under injuries. If the needlestick results in an illness or disease as the result of exposure, list the injury under the appropriate M column.

Exposures not involving needlesticks or sharp objects (e.g., getting blood or bodily fluids in one’s eyes or mouth) are only recorded if they result in bloodborne illness or disease.
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 OSHA recordkeeping forms: https://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf

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/.