

Introduction to OSHA:

A Guide to Workplace Safety

Welcome to your guide on The Basics of OSHA! In this guide, we will cover everything you need to know about the Occupational Safety and Health Administration (OSHA) and its role in ensuring workplace safety.

As an employee or employer, it is important to understand the standards set by OSHA to create a safe and healthy work environment. By following these regulations, you can reduce the risk of workplace accidents and injuries.

In this guide, we will explore the history of OSHA, its purpose and mission, the basic requirements for compliance, key definitions of OSHA terms, and more!

Are you ready to learn about OSHA? Let's dive in!

Note: This guide/education tool is not meant to serve as a substitute for OSHA standards and regulations but rather as an informative resource to promote compliance and safety in the workplace.



The Mission of OSHA

OSHA's mission is simple yet crucial - to prevent work-related injuries, illnesses, and deaths by setting and enforcing standards that promote safe and healthy working environments.

By promoting a culture of safety and providing resources for employers and employees, OSHA aims to reduce the number of workplace injuries and fatalities.



Basic Requirements for Compliance

It is an employer's responsibility to provide a safe and healthy work environment for employees. To comply with OSHA standards, organizations must:

- ▶ Identify potential hazards in the workplace
- ▶ Establish safety procedures and protocols
- ▶ Train employees on workplace hazards and safety measures
- ▶ Provide necessary personal protective equipment (PPE)
- ▶ Keep accurate records of injuries and illnesses
- ▶ Allow OSHA inspections and follow their recommendations for corrective actions

Axiom Medical's OSHA Impact

Axiom Nurse Case Managers have a dual focus: achieving the best possible outcome for injury care while at the same time understanding the implications of OSHA recordables.

With every case, Axiom prioritizes employee health and optimal care. However, it's also essential to understand that Axiom Nurse Case Managers receive comprehensive training regarding OSHA's classifications of treatments. They know which treatments OSHA categorizes as "First Aid" and which are considered beyond that- recordable.

Recordable vs. Reportable Incidents

An incident is considered "recordable" if it requires medical treatment beyond first aid, results in loss of consciousness, work restrictions, or time away from work. This means that the incident is significant enough to be recorded in the OSHA 300 Log, a document used by employers to track work-related injuries and illnesses.

A "reportable" incident is a higher-level classification that not only includes recordable incidents but also any work-related fatality or serious injury such as amputation, loss of an eye, or an event requiring hospitalization of an employee. These severe events must be reported directly to OSHA within specified time frames. This distinction is crucial for compliance with OSHA regulations and maintaining a safe working environment.

Employer Record-Keeping Requirements

Employers who fall under the Occupational Safety and Health Act of 1970 and have more than 10 employees are required to maintain records of injuries and illnesses as per OSHA guidelines.

Businesses with 10 or fewer employees, and those operating in low-hazard industries, are partially exempted.

Notably, not all employers are governed by federal OSHA regulations - some states operate under an OSHA-approved State Plan.

Evaluating the OSHA Classification of a Case

Axiom does not engage in the actual determination of OSHA status on any given case.

The responsibility to decide which cases are to be recorded on their OSHA 300 Log ultimately rests with the client.

Axiom Nurses are not responsible for deciding Work Status, Work Restrictions, or Lost Time, nor will they ever suggest treatment extending beyond First Aid.

Case Classifications

Axiom's reports will categorize cases into one of the possible OSHA status classifications:

- ▶ First Aid
- ▶ Medical Treatment Beyond First Aid (Recordable)
- ▶ Restricted
- ▶ Lost Time
- ▶ Fatality
- ▶ Not Work Related
- ▶ Non-Medical





First Aid

First aid refers to specific treatments outlined by OSHA. OSHA does not require first aid cases to be documented. First aid includes the following:

- ▶ Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes)
- ▶ Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment)
- ▶ Cleaning, flushing or soaking wounds on the surface of the skin
- ▶ Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment)
- ▶ Using hot or cold therapy
- ▶ Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes)
- ▶ Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.)
- ▶ Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister
- ▶ Using eye patches
- ▶ Removing foreign bodies from the eye using only irrigation or a cotton swab
- ▶ Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- ▶ Using finger guards
- ▶ Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes)
- ▶ Drinking fluids for relief of heat stress

Axiom will never suggest any treatment that goes beyond First Aid measures. When Axiom intervenes within an hour of an injury, 70% of cases are kept First Aid level.

[Source: 1904.7 - General recording criteria. | Occupational Safety and Health Administration \(osha.gov\)](https://www.osha.gov)

Definitions of Case Classifications

Medical Treatment Beyond First Aid (Recordable): These are treatments that extend beyond the First Aid category, yet the employee's work status remains Full Duty.

Restricted: This classification involves work restrictions, either with or without Medical Treatment that's beyond First Aid.

Lost Time: This status signifies that the employee is completely Off Work, regardless of whether they have received Medical Treatment beyond First Aid.

Fatality: This refers to cases that result in work-related death.

Not Work Related: This classification is given when an injury or illness is deemed to be of a personal nature.

Non-Medical: These are cases that are classified as Incident Only, where no injury or illness occurred, nor is there any potential for injury or illness.

Key Definitions: Axiom Case Reports

PRE-Axiom: This refers to the Nurse Case Manager's most accurate prediction of the case's OSHA status if Axiom hadn't intervened. This assumes scenarios such as the employee visiting a clinic, receiving a prescription, and so on. Our nursing professionals are educated to approach this delicately without overestimating.

POST-Axiom: This represents the Nurse Case Manager's most accurate estimation of the OSHA status at the time of the Axiom case conclusion. Please note that this may differ from the client's actual determination, particularly when work restrictions are in play. The validity of this determination is solely dependent on the information Axiom possesses at the time of closure.



Creating a Culture of Safety in the Workplace

One of the best ways to ensure compliance with OSHA standards is by creating a culture of safety in the workplace.

This means involving all employees in identifying potential hazards and implementing safety protocols.

It also includes regularly conducting safety meetings and training sessions, as well as recognizing and rewarding safe behaviors.

Conclusion

By following the basic requirements for compliance, creating a culture of safety in the workplace, and utilizing the resources provided by OSHA, you can ensure the health and well-being of your workforce while also reaping the benefits of a safe and productive workplace.

Compliance with OSHA standards is not just a legal obligation but also a moral responsibility. Together, we can promote a safer and healthier workforce for everyone. Let's start making safety a top priority today. Stay compliant, stay safe!

Be sure to check the official OSHA website for updates and additional information.

Note: Please remember that this tool is an overview of the basics of OSHA. It is important to continue educating yourself and your employees on safety standards and regulations specific to your industry. Compliance with OSHA standards is an ongoing process and should be regularly reviewed and updated to ensure the safety of all individuals in the workplace.



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Axiom Medical is Here to Help!

With two decades of experience in employee total health programs and population health management, we can help your organization with any workplace healthcare needs.